

Editorial Guide

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REPA

Research and Education Promotion Association

REPA is a not-for-profit and non-political association registered in Japan (Reg. No. 3600-05-006134) owned by a team of dedicated international researchers and scholars from more than ten countries. *We derive our vision from an extraordinary ambition; do not limit the challenges, but challenge the limitations.* As a leading and trusted association, we envision mitigating the real-life difficulties of mankind through innovative research and smart education. It gives us a sense of direction and destination. REPA owes its success to the bold declaration of elite scholars' support globally. We rely on available opportunities to contribute towards humanity at the national and international levels.

Humanity is our First Priority.

CEO of REPA

Table of Contents

1. Research and Publication Ethics	5
2. Misconduct in Research	6
3. Peer Review Policy.....	7
4. The REPA Editorial Flow.....	8
5. Editorial Board Responsibilities.....	10
5.1. Editor Responsibilities Toward Authors.....	10
5.2. Editorial Responsibility Toward Reviewers.....	11
5.3. Editorial Responsibility Toward Society	11
5.4. Editor Responsibilities toward Journal Owners/Publishers.....	11
5.5. Editorial Policies and Standards.....	12
6. Reviewers Responsibilities	13
6.1. Peer-reviewer responsibilities toward authors	13
6.2. Peer-reviewer responsibilities toward editors	13
6.3. Peer-reviewer responsibilities toward readers	14
6.4. Reviewer Selection.....	14
6.5. Ethical Responsibilities of Reviewers	14
6.6. Using Anonymous Reviewers: Critique of the Process.....	15
6.7. Rewarding Reviewers	16
7. Manuscript Submission Process	17
7.1. Before paper submission.....	17
7.2. During paper submission	17
7.3. After paper submission	17
8. Manuscript Style and Format Requirements	18
9. REPA Citation Style and Guidelines	19
9.1. Journal Articles (Periodical Publication)	19
9.2. Conference Paper (Proceeding Publication):	19
9.3. Book.....	20
9.4. Chapter Book	20
9.5. Handbook and Manual	20
9.6. Report.....	21
9.7. Thesis.....	21
9.8. Document	21
9.9. Newspaper Article	21
9.10. Presentation	21
9.11. Blog Post	22
9.12. Web.....	22

9.13.	Interview	22
9.14.	Patent.....	22
9.15.	Unpublished (Manuscript)	23
9.16.	Map.....	23
9.17.	Artwork.....	23
9.18.	TV Broadcast	23
9.19.	Video Recording.....	24

1. Research and Publication Ethics

Plagiarism, in which one misrepresents ideas, words, computer codes or other creative expressions as one's own, is a clear violation of such ethical principles. Plagiarism can also represent a violation of copyright law, punishable by statute. Plagiarism manifests itself in a variety of forms, including.

All authors are deemed to be individually and collectively responsible for the content of papers published by the REPA journals and press. Hence, it is the responsibility of each author to ensure that submitted papers attain the highest ethical standards concerning copyright and plagiarism. Our publications aligned with the Council of Science Editors (CSE) that encourage everyone involved in the scholarly publishing process to take responsibility for promoting integrity in scientific publishing. The provided CSE White Paper "will serve as a basis for developing and improving effective practices to achieve that goal in an academic ethical manner".

[Read more!](#)





2. Misconduct in Research

This journal publishes by Research and Education Promotion Association (REPA), a non-profit entity based in Japan | Reg. No. 3600-05-006134. Therefore, publication ethics and research misconduct quoted from the “Guidelines for Responding to Misconduct in Research (August 26, 2014)” by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), Japan as follows:

“The purpose of this document is to set out a basic policy on misconduct in research, to encourage initiatives by researchers, the scientific community and research institutions to prevent such misconduct, and to present guidelines on measures to be taken in advance by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), research funding organizations, and institutions conducting research that will enable each of these institutions to deal appropriately with misconduct.

Misconduct in scientific research violates the very essence of science, which is a careful, continual pursuit of truth aimed at creating new knowledge. Such misconduct is a disgrace that cannot be tolerated since it undermines public faith in science and hinders scientific progress. A researcher who betrays science in this way negates the significance of his or her own existence as a researcher, causing loss of trust in the scientific community.

Everyone involved in scientific research must be aware that their activity is dependent on the trust of and mandate from the public, and that any diminution or loss of that trust and mandate undermines the very foundation of scientific research. The need to ensure the propriety of research activities is all the stronger when research and development are conducted using public funds, received even in the face of severe budgetary constraints based on the trust of and mandate from the public as an investment in the future.

Scientific research today is becoming increasingly specialized, drawing on ever more complex and diverse research methods and techniques. As scientific results and knowledge grow exponentially it is difficult even for researchers themselves to keep abreast of each other’s research activities, making it more important than ever for researchers to carry out their work properly.

[Read more.](#)

3. Peer Review Policy

This publication is a peer-reviewed journal aligned with international standards (the Council of Science Editors, Canada; and the Ministry of Education, Culture, Sports, Science and Technology – MEXT, Japan) that publishes high quality, original research contributions. All submissions in any form (original research, review article, letter, report, case study, methodology, lesson-learned, commentary, communication, editorial, technical note, and book review) and under any circumstances are undergoing to initial publication requirement appraisal by the Editorial Office, if a manuscript meets the initial assessment, then handles for peer review (single-blind) by competent reviewers in the field. Transparency of the editorial process ensured by using an online submission management platform that continuously tracked by anonymous (third party and stakeholders) referees. Meantime, the online submission management platform enables authors, reviewers, editors, readers, librarians, and administrations to access and track the process and progress of editorial affairs synchronously.

4. The REPA Editorial Flow

Our straightforward four-step simple publication process ensures high quality and rapid publication.

Preliminary Check: At this stage, paper is screening for essential criteria:

- 1) Topic suitability to the journal scope
- 2) Content and writing quality
- 3) Plagiarism similarity percentage
- 4) Layout and formatting style

After a preliminary screening, the journal secretarial board will sum up with one of these decisions:

Passed– It will be forwarded to the scientific/technical committee, potential reviewers assigned to the manuscript

Resubmit – Resubmit email with improving instructions sent to author(s)

Reject – Rejection email sent to author

2- Decision: After receiving and reviewing the reviewers report, based on sum up with one of this decision:

Accept – Acceptance email with publication, registration, invitation, and accommodation details sent to author(s)

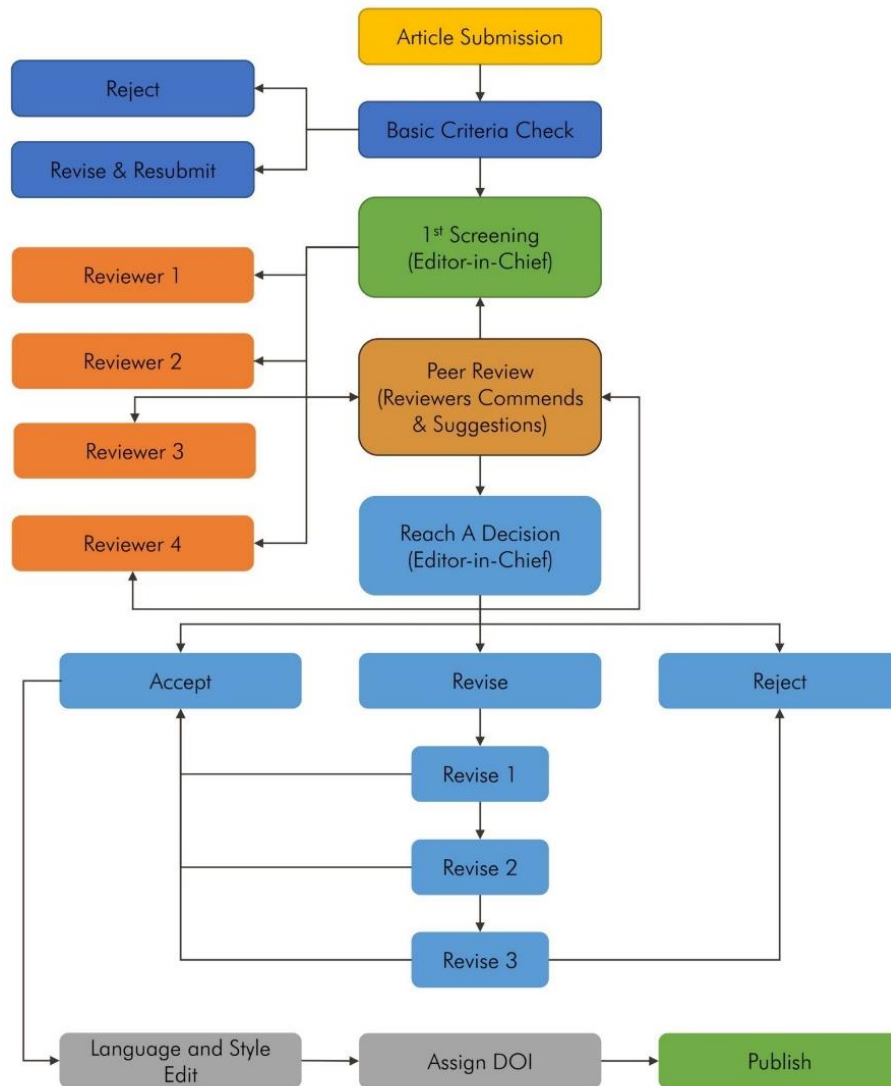
Revise– Modification email with instructions sent to author(s)

Reject – Rejection email sent to author

Reviewers judgment will be based on these criteria:

- 1) Practical significance
- 2) Appropriateness for journal
- 3) Adequacy of analysis of issues
- 4) Novelty of the contents and research
- 5) Organization of the contents
- 6) Clarity of presentation
- 7) Overall originality and soundness

3- Publication: Finally, papers will be submitted for publication and indexing with high-ranking academic databases.



Editorial Procedure: Peer Review Process.

5. Editorial Board Responsibilities

Research and Education Promotion Association (REPA) following the Council of Science Editors (CSE) guidance encourage editors to comply with the salient academic contributions set forth herein this page. Editors are responsible for monitoring and ensuring the fairness, timeliness, thoroughness, and civility of the peer-review editorial process. Peer review by external referees with proper expertise is the most common method to ensure manuscript quality. However, editors or associate editors may sometimes reject manuscripts without external peer review to make the best use of their resources. Reasons for this practice are usually that the manuscript is outside the scope of the journal, does not meet the journal's quality standards or is of limited scientific merit, or lacks originality or novel information.

5.1. Editor Responsibilities Toward Authors

- Providing guidelines to authors for preparing and submitting manuscripts
- Providing a clear statement of the Journal's policies on authorship criteria
- Treating all authors with fairness, courtesy, objectivity, honesty, and transparency
- Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers
- Protecting the confidentiality of every author's work
- Establishing a system for effective and rapid peer review
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner
- Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons
- Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication
- Establishing a procedure for reconsidering editorial decisions
- Describing, implementing, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer-review process
- Informing authors of solicited manuscripts that the submission will be evaluated according to the journal's standard procedures or outlining the decision-making process if it differs from those procedures
- Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts
- Clearly communicating all other editorial policies and standards

5.2. Editorial Responsibility Toward Reviewers

- Assigning papers for review appropriate to each reviewer’s area of interest and expertise
- Establishing a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly
- Informing reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication
- Providing reviewers with written, explicit instructions on the journal’s expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work
- Requesting that reviewers identify any potential conflicts of interest and asking that they recuse themselves if they cannot provide an unbiased review
- Allowing reviewers appropriate time to complete their reviews
- Requesting reviews at a reasonable frequency that does not overtax any one reviewer
- Finding ways to recognize the contributions of reviewers, for example, by publicly thanking them in the journal; providing letters that might be used in applications for academic promotion; offering professional education credits; or inviting them to serve on the editorial board of the journal.

5.3. Editorial Responsibility Toward Society

- Evaluating all manuscripts considered for publication to make certain that each provides the evidence readers need to evaluate the authors’ conclusions and that authors’ conclusions reflect the evidence provided in the manuscript
- Providing literature references and author contact information so interested readers may pursue further discourse
- Identifying individual and group authorship clearly and developing processes to ensure that authorship criteria are met to the best of the editor’s knowledge
- Requiring all authors to review and accept responsibility for the content of the final draft of each paper or for those areas to which they have contributed; this may involve signatures of all authors or of only the corresponding author on behalf of all authors. Some journals ask that one author be the guarantor and take responsibility for the work as a whole
- Maintaining the journal’s internal integrity (e.g., correcting errors; clearly identifying and differentiating types of content, such as reports of original data, opinion pieces [e.g., editorials and letters to the editor], corrections/errata, retractions, supplemental data, and promotional material or advertising; and identifying published material with proper references), and etc.

5.4. Editor Responsibilities toward Journal Owners/Publishers

- Conducting peer review of submitted manuscripts
- Complying with the guidelines and procedures of the owner organization, including any terms specified in the contract with that organization
- Making recommendations about improved evaluation and dissemination of scientific material
- Adhering to the owner’s and publisher’s fiscal policies towards the Journal, at least in so

- much as they do not encroach upon editorial independence
- Adhering to the agreed-upon mission, publication practices, and schedule.

5.5. Editorial Policies and Standards

- According to the Council of Science Editors, the following are examples of editorial policies and standards that editors may require submitting authors:
 - State all sources of funding for research and include this information in the acknowledgment section of the submitted manuscript.
 - State in the manuscript, if appropriate, that the research protocol employed was approved by the relevant institutional review boards or ethics committees for human (including human cells or tissues) or animal experiments and that all human subjects provided appropriate informed consent.
 - Describe in the manuscript methods section how cultured cell lines were authenticated.
 - State in the manuscript, if appropriate, that regulations concerning the use of animals in research, teaching, and testing were adhered to. Governments, institutions, and professional organizations have statements about the use of animals in research.
 - When race/ethnicity is reported, define who determined race/ethnicity, whether the options were defined by the investigator and, if so, what they were and why race/ethnicity is considered important in the study.
 - List contributors who meet the journal's criteria for authorship as authors and identify other support (e.g., statistical analysis or writers), with the contributor's approval, in the acknowledgment section.
 - Reveal any potential conflicts of interest of each author either in the cover letter, manuscript, or disclosure form, in accordance with the journal's policy.
 - Include (usually written) permission from each individual identified as a source of personal communication or unpublished data.
 - Describe and provide copies of any similar works in process.
 - Provide copies of cited manuscripts that are submitted or in press.
 - Supply supporting manuscript data (e.g., actual data that were summarized in the manuscript) to the editor when requested or indicate where (site) the data can be found.
 - Share data or materials needed by other scientists to replicate the experiment.
 - Cite and reference other relevant published work on which the submitted work is based.
 - Obtain permission from the copyright owner to use/reproduce copyrighted content (e.g., figures and tables) in the submitted manuscript, if applicable.
 - Provide written permission from any potentially identifiable individuals referred to or shown in photographs in the manuscript.
 - Copyright transfer statement or licensing agreement.
- Editorial responsibilities set forth in this collection are aligned, retrieved, and will be updated with the Council of Science Editors (CSE).

6. Reviewers Responsibilities

Research and Education Promotion Association (REPA) following the Council of Science Editors (CSE) guidance encourage reviewers to comply with the salient academic contributions set forth herein this page. Peer review is the principal mechanism by which the quality of research is judged. Most funding decisions in science and the academic advancement of scientists are based on peer-reviewed publications. Because the number of scientific articles published each year continues to grow, the quality of the peer-review process and the quality of the editorial board are cited as primary influences on a journal's reputation, impact factor, and standing in the field.

Scientific journals publishing peer-reviewed articles depend heavily on the scientific referees or reviewers who typically volunteer their time and expertise. In most circumstances, at least 2 reviewers are solicited to evaluate a manuscript; some journals request 3 reviews. This may be required in situations where review by a statistician is needed. In cases of controversy or strong disagreement regarding the merits of the work, an additional review may also be solicited or one of the journal's editors might give an evaluation. More than 3 reviewers are sometimes used if reviewers from several fields are needed to obtain a thorough evaluation of a paper. In addition to fairness in judgment and expertise in the field, peer reviewers have significant responsibilities toward authors, editors, and readers.

6.1. Peer-reviewer responsibilities toward authors

- Providing written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer's opinion
- Indicating whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the journal's readers
- Avoiding personal comments or criticism
- Maintaining the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper

6.2. Peer-reviewer responsibilities toward editors

- Notifying the editor immediately if unable to review in a timely manner and providing the names of potential other reviewers
- Alerting the editor about any potential personal or financial conflict of interest and declining to review when a possibility of a conflict exists (see section 2.3.2)
- Complying with the editor's written instructions on the journal's expectations for the scope, content, and quality of the review
- Providing a thoughtful, fair, constructive, and informative critique of the submitted work, which may include supplementary material provided to the journal by the author
- Determining scientific merit, originality, and scope of the work; indicating ways to improve it;

and recommending acceptance or rejection using whatever rating scale the editor deems most useful

- Noting any ethical concerns, such as any violation of accepted norms of ethical treatment of animal or human subjects or substantial similarity between the reviewed manuscript and any published paper or any manuscript concurrently submitted to another journal which may be known to the reviewer
- Refraining from direct author contact
- Sample correspondence related to this topic is available on the CSE website.

6.3. Peer-reviewer responsibilities toward readers

- Ensuring that the methods are adequately detailed to allow the reader to judge the scientific merit of the study design and be able to replicate the study, if desired
- Ensuring that the article cites all relevant work by other scientists

6.4. Reviewer Selection

Editors, frequently with the assistance of electronic databases of reviewers kept by their journal's offices, choose reviewers whose expertise most closely matches the manuscript's topic and invite them to review the paper. The editors also consider the number of manuscripts sent to a reviewer so as not to overburden any one expert. Some journals encourage authors to suggest preferred reviewers and reviewers they would prefer to be excluded.

Ideally, the reviewer selection process and the journal's internal policies address the issue of potential bias by excluding reviewers from the same institution as that of the author(s) and by asking reviewers to disclose any potential conflict of interest. Reviewers may also be asked to disclose to the editor any personal or professional connection to the author(s) and decline the assignment if they believe there is a potential conflict of interest, feel unqualified to do the review, or cannot review in a timely manner. This "bias screening" at the point of reviewer selection may be incorporated into the forms in an online submission system, the e-mail sent to request the review, or posted on the journal site as a policy.

6.5. Ethical Responsibilities of Reviewers

Confidentiality: Material under review should not be shared or discussed with anyone outside the review process unless necessary and approved by the editor. Sample correspondence related to this topic is available on the CSE website. Material submitted for peer-review is a privileged communication that should be treated in confidence, taking care to guard the author's identity and work. Reviewers should not retain copies of submitted manuscripts and should not use the knowledge of their content for any purpose unrelated to the peer review process.

Although it is expected that the editor and reviewers will have access to the material submitted, authors have a reasonable expectation that the review process will remain strictly confidential. If a reviewer is unsure about the policies for enlisting the help of others in the review process, he or she should ask the editor.

Constructive critique: Reviewer comments should acknowledge positive aspects of the material under review, identify negative aspects constructively, and indicate the improvements needed. Anything less leaves the author with no insight into the deficiencies in the submitted work. A reviewer should explain and support his or her judgment clearly enough that editors and authors can understand the basis of the comments. The reviewer should ensure that an observation or argument that has been previously

reported be accompanied by a relevant citation and should immediately alert the editor when he or she becomes aware of duplicate publication.

The purpose of peer review is not to demonstrate the reviewer's proficiency in identifying flaws. Reviewers have the responsibility to identify strengths and provide constructive comments to help the author resolve weaknesses in the work. A reviewer should respect the intellectual independence of the author.

Although reviews are confidential, all anonymous comments should be courteous and capable of withstanding public scrutiny. Some journals ask reviewers to provide two sets of comments: one for the author and the other for the editor only. The latter can sometimes be more candid and can recommend that the manuscript be accepted or rejected (something that arguably should not be part of comments to the author).

Competence: Reviewers who realize that their expertise is limited have a responsibility to make their degree of competence clear to the editor. Reviewers need not be expert in every aspect of an article's content, but they should accept an assignment only if they have adequate expertise to provide an authoritative assessment. A reviewer without the requisite expertise is at risk of recommending acceptance of a submission with substantial deficiencies or rejection of a meritorious paper. In such cases, the reviewer should decline the review.

Impartiality and Integrity: Reviewer comments and conclusions should be based on an objective and impartial consideration of the facts, exclusive of personal or professional bias. All comments by reviewers should be based solely on the paper's scientific merit, originality, and quality of writing as well as on the relevance to the journal's scope and mission, without regard to race, ethnic origin, sex, religion, or citizenship of the authors.

A reviewer should not take scientific, financial, personal, or other advantage of material available through the privileged communication of peer review, and every effort should be made to avoid even the appearance of taking advantage of information obtained through the review process. Potential reviewers who are concerned that they have a substantial conflict of interest should decline the request to review and/or discuss their concerns with the editor.

Disclosure of conflict of interest: To the extent possible, the review system should be designed to minimize actual or perceived bias on the reviewer's part. If reviewers have any interest that might interfere with an objective review, they should either decline the role of reviewer or disclose the conflict of interest to the editor and ask how best to address it. Some journals require reviewers to sign disclosure forms that are similar to those signed by authors.

Timeliness and responsiveness: Reviewers are responsible for acting promptly, adhering to the instructions for completing a review, and submitting it in a timely manner. Failure to do so undermines the review process. Every effort should be made to complete the review within the time requested. If it is not possible to meet the deadline for the review, then the reviewer should promptly decline to perform the review or should inquire whether some accommodation can be made to resolve the problem.

6.6. Using Anonymous Reviewers: Critique of the Process

For many scientific journals, the peer review is performed as a single masked, or single blind, system in which the names of the reviewers are unknown to the authors, but the names of the authors are known to reviewers and editors. Other journals use a double masked, or double blind, system, in which the reviewers do not know the identity of the authors or their affiliation.

There is an ongoing discussion about whether the popular model of partially masked peer review is optimal, and some journals and editors propose a fully open system in which all participants know

the others' identities. There are strong arguments for and against each model, but most journal editors consider anonymity of the reviewer a norm that they are not willing to change.

The strongest criticism of the partially masked peer-review process is that, even when all precautions are taken, the process remains highly subjective and relies on reviewers who may take advantage of ideas they find in yet-unpublished manuscripts; show bias in favor of or against a researcher, an institution, or an idea; be insufficiently qualified to provide an authoritative review; or abuse their position because they do not feel accountable.

The open peer-review concept (in which all parties' identities are fully disclosed) offers its own dilemmas, however. Knowledge of reviewers' names could make them objects of animosity or vengeful behavior, and consequently reviewers could become less critical and impartial, especially when judging their colleagues' work. This can also occur with the partially masked system, particularly within small specialties where researchers can easily guess who reviewed the manuscript.

6.7. Rewarding Reviewers

Some journals find it useful to publicly thank reviewers for their generous volunteer efforts. This may take the form of a published list of reviewers that appears in the journal on a regular (annually, semiannually) basis. Journals may also offer continuing medical education credits for completed reviews.

Source: <https://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-3-reviewer-roles-and-responsibilities/>

7. Manuscript Submission Process

These steps to be followed by authors before, during and after full paper submission.

7.1. Before paper submission

Please ensure you have read author instructions, publication policies. Each submission should adhere to journal publication guidelines and recommended layout.

7.2. During paper submission

The corresponding author submits a research paper on behalf of co-authors and handles all correspondence. The research paper should be submitted online through the platform (Online Submission Management Platform) for peer review and publication.

7.3. After paper submission

After successful submission of a manuscript, a confirmation email will be sent to the corresponding author (and co-authors) with submission information and further instructions. Review process will take 1-2 months depending on the journal review flow and finding potential reviewers. Please use the paper id for any future communication with us.

8. Manuscript Style and Format Requirements

The manuscript, in English, containing abstract (no more than 250 words), keywords (4-8 keywords), introduction, background information and literature, problem statements, methodology (along with a further description of used tools, techniques, and practices), solution mechanism, research work novelty, and final conclusion shall be submitted by the online submission management platform. Acceptable submission format is doc. or docx. (Microsoft Office Word format) in a double spacing single column. The following submission layout is recommended.

1. Language: English
2. Pages: Within 20 pages
3. Words: Within 9000 words
4. Abstract: Within 250 words
5. Keywords: Within 8 keywords
6. Headings and sub-headings: Numbered in order 1, 1.1, 1.1.1, 1.1.1.1, 1.2, 1.2.1
7. Tables and figures: High resolution (recommended 300 px) with tables and figures captions and source (as well as references). It is highly recommended to provide figures and graphs original (editable) files separately.
8. References (Bibliography): Using the REPA Citation Style, which is available for [Zotero](#) and [Mendeley](#) (free citation management software). Also, you can download the [REPA Citation Style](#), and install it manually.
9. File format: .Doc or .Docx (as per the provided template)
10. Page layout: Normal margin, Letter page size, Portrait, One column (as per the provided template)
11. Font type and size: Times New Roman, 10 (paragraph), 12 bold (1st level heading), 11 bold (2nd level heading), 10 bold (3rd level heading), 10 italics (4th level heading). It is preferred to use the provided template.
12. Paragraphs: Spacing (before 6pt, after 6pt, line spacing double), No justify alignment
13. Author details: Name, designation, organization, department, address, country, email and contact number of all authors in hierarchical order as it should appear in final publication.

It strongly recommends that all authors (corresponding author, co-authors, contributing authors) include their affiliation and email address in the manuscript.

9. REPA Citation Style and Guidelines

Research and Education Promotion Association (REPA) provides its [Official Citation Style](#) approved and aligned with the CSL standard of the [Citations Standard Language Organization](#). The REPA Citation Style is available through the citation management tools (Zotero, Mendeley, Papers, Docear4Word, and Paperpile) to provide editorial guidelines for the REPA publications (Books, Journals, Proceedings, Articles, and so on).

All sources (references) must cite in the text in a series of descending order, in square brackets ([1], [2], [3,4]). Referring to a source (reference) should follow the same role, using name of author, contributor, editor, etc. following the citation in square brackets: According to Ahmad [6]; Sato O, et al. [12]; as mentioned earlier [2-5], [8].

9.1. Journal Articles (Periodical Publication)

Bibliography Format

- [1] 1st Author, 2nd Author, 3rd Author, 4th Author, 5th Author, et al. (Year) "Title of Paper." Publisher / Name of Journal (vol. Volume Number, no. Issue Number, pp. Page) DOI.
- [1] Authors 1-4, et al. (year) "Paper Title." Publication (vol. x, no. x, pp. xx-xx / xx) doi.

Sample Bibliography

- [1] Haimes YY (1992) "Sustainable development: a holistic approach to natural resource management" *IEEE Transactions on Systems, Man, and Cybernetics* (vol. 22, no. 3, pp. 413–417) <https://doi.org/10.1109/21.155942>
- [2] Palchik V (2020) "Analysis of main factors influencing the apertures of mining-induced horizontal fractures at longwall coal mining" *Geomechanics and Geophysics for Geo-Energy and Geo-Resources* (vol. 6, no. 2, pp. 37) <https://doi.org/10.1007/s40948-020-00158-w>
- [3] Danish MSS, Senjyu T, Zaheb H, Sabory NR, Ibrahim AM, et al. (2019) "A novel transdisciplinary paradigm for municipal solid waste to energy" *Journal of Cleaner Production* (vol. 233, pp. 880–892) <https://doi.org/10.1016/j.jclepro.2019.05.402>
- [4] Omer AM (2008) "Energy, environment and sustainable development" *Renewable and Sustainable Energy Reviews* (vol. 12, no. 9, pp. 2265–2300) <https://doi.org/10.1016/j.rser.2007.05.001>

9.2. Conference Paper (Proceeding Publication):

Bibliography Format

- [1] 1st Author, 2nd Author, 3rd Author, 4th Author, 5th Author, et al. (Year) "Title of Paper." Name of the Conference, Location, Publisher, vol. Volume Number - pp. Page. DOI
- [1] Authors 1-4, et al. (year) "Paper Title." Conference Name, Location, Publisher, vol. xx - pp.

Page. doi

Bibliography Examples

- [1] Wang M, Liao S (2019) "Investigation of Sustainable Development Mode of Buildings in Historical Site based on AHP and ArcGIS" 2019 IEEE Eurasia Conference on Biomedical Engineering, Healthcare and Sustainability (ECBIOS) Okinawa, Japan, *IEEE*, vol. 888888 - pp. 127–129. <https://doi.org/10.1109/ECBIOS.2019.8807817>
- [2] Rosen MA (1995) "The role of energy efficiency in sustainable development" Proceedings 1995 Interdisciplinary Conference: Knowledge Tools for a Sustainable Civilization. Fourth Canadian Conference on Foundations and Applications of General Science Theory Toronto, Canada, *IEEE* - pp. 140–148. <https://doi.org/10.1109/KTSC.1995.569167>

9.3. Book

Bibliography Format

- [1] 1st Author, 2nd Author (Year) "Title of Book," Edition ed. City of Publisher, Country: Publisher. Number of Pages p. ISBN.
- [1] 1st Author, 2nd Author (year) "Book Title," Edition ed. City, Country: Publisher. xx p. ISBN.

Bibliography Example

- [1] Williams DE (2007) "Sustainable design: ecology, architecture, and planning," 1st ed. New Jersey, United States: John Wiley & Sons. 320 p. ISBN: 978-0-471-70953-4

9.4. Chapter Book

Bibliography Format

- [1] 1st Author, 2nd Author (Year) "Title of chapter in the book" Title of Book/Edited Book, Edition ed. City of Publisher, Country, Publisher - pp. Page Range. DOI
- [1] Authors (year) "Chapter Title" Book Title; Edition ed. City, Country, Publisher - pp. xx-xx. doi

Bibliography Example

- [1] Borana L, Deka BJ, Guo J, An AK (2020) "Environment Modeling for Sustainable Development" Sustainability, 1st ed. New Jersey, United States, John Wiley & Sons, Ltd - pp. 229–253. <https://doi.org/10.1002/9781119434016.ch11>

9.5. Handbook and Manual

Bibliography Format

- [1] 1st Editor, 2nd Editor (Year) "Title of Handbook," Edition ed. City of Publisher, Country, Publisher. Number of Page p. ISBN
- [1] Editors (year) "Handbook Title," Edition ed. City, Country, Publisher. xxx p. ISBN

Bibliography Example

- [1] Filho WL: editor (2018) "Handbook of Sustainability Science and Research," 1st ed. Berlin, Germany, Springer International Publishing. 991 p. ISBN: 978-3-319-63006-9

9.6. Report

Bibliography Format

- [1] *Title of Report* (Year) *Type of Report*, *City of Publisher*, *Country*, *Publisher*. (URL). Accessed: day month year.

Bibliography Example

- [1] Energy and Climate Change (2015) *WEO-2015 Special Report* Paris, France, *International Energy Agency (IEA)*. (<https://webstore.iea.org/weo-2015-special-report-energy-and-climate-change>) Accessed: 7 April 2020.

9.7. Thesis

Bibliography Format

- [1] *Author* (Year) "*Title of Thesis*" (*Type of Thesis*) *City*, *Country*; *Institution/University*. (URL) Accessed: day month year.

Bibliography Example

- [1] Usman A (2020) "Energy and environment revolution in the 21st century" (Doctoral Dissertation) Okinawa, Japan, *University of the Ryukyus*.

9.8. Document

Bibliography Format

- [1] 1st Author, 2nd Author (Year) "*Title of Document.*" (URL) Accessed: day month year.

Bibliography Example

- [1] Editorial Office (2020) "REPA Editorial Guide." (<https://repa.jp/editorial-guide-and-citation-style>) Accessed: 17 April 2020.

9.9. Newspaper Article

Bibliography Format

- [1] *Author* (Year) "*Title of Newspaper/Article*" *Publisher*. (URL) Accessed: day month year.

Bibliography Example

- [1] Gunn-Wright R (2020) "Think This Pandemic Is Bad? We Have Another Crisis Coming" *The New York Times*. (<https://www.nytimes.com/2020/04/15/opinion/climate-change-covid-economy.html>) Accessed: 18 April 2020.

9.10. Presentation

Bibliography Format

- [1] *Presenter* (Year) "*Title of Presentation.*" (URL) Accessed: day month year.

Bibliography Example

- [1] Usman A (2020) "Energy and environment revolution in the 21st century." (<http://repa.jp/sodc-japan>) Accessed: 17 April 2020.

9.11. Blog Post

Bibliography Format

- [1] 1st Author, 2nd Author (Year) "Title of Post" Publisher. (URL) Accessed: day month year.

Bibliography Example

- [1] Mumbunan S, Davey E (2019) "A 5-Step Plan to Protect and Restore Indonesia's Forests" World Resources Institute. (<https://www.wri.org/blog-tags/8634>) Accessed: 18 April 2020.

9.12. Web

Bibliography Format

- [1] Author (Year) "Title of Topic". Publisher / Website Title. (URL) Accessed: day month year.
[1] Title of Topic (Year) Publisher / Website Title. (URL) Accessed: day month year.

Bibliography Example

- [1] Usman A (2020) "What is Sustainability?" UCLA Sustainability. (<https://www.sustain.ucla.edu/about-us/what-is-sustainability/>) Accessed: 18 April 2020.
[1] What is Sustainability? (2020) UCLA Sustainability. (<https://www.sustain.ucla.edu/about-us/what-is-sustainability/>) Accessed: 18 April 2020.

9.13. Interview

Bibliography Format

- [1] Interview with/Interviewer (Year) "Interview Subject." (URL) Accessed: day month year.

Bibliography Example

- [1] Thörnroos V (2020) "Sustainable Development as a Roadmap for the Islands of Peace." (<https://www.regions4.org/news/sustainable-development-as-a-roadmap-for-the-islands-of-peace/>) Accessed: 18 April 2020.

9.14. Patent

Bibliography Format

- [1] Inventor (Year) "Title of Patent" (No. Priority Number, pp. Page Range). (URL) Accessed: day month year.

Bibliography Example

- [1] Brooks LMR (1992) "Musical toothbrush with adjustable neck and mirror" (no. Priority Number, pp. Pages). (<https://patents.google.com/patent/USD326189S/en>) Accessed: 18

April 2020.

9.15. Unpublished (Manuscript)

Bibliography Format

- [1] 1st Author, 2nd Author 3rd Author, 4th Author, 5th Author, et al. (Year) "Title of Manuscript." (URL) Accessed: day month year.

Bibliography Example

- [1] Usman A, Sato O (2020) "Energy and environment revolution in the 21st century." (URL) Accessed: 17 April 2020.

9.16. Map

Bibliography Format

- [1] Cartographer / Contributor (Year) "Title of Map." (URL) Accessed: day month year.

Bibliography Example

- [1] Usman A (2020) "Map showing the location of REPA's main office." (<https://earth.google.com/web/@26.21384589,127.67932851,44.03953619a,920.09135993d,35y,147.8301639h,0t,0r/data=CnYadBJuCiUweDM0ZTU2OWI2YWRjNWewY2Q6MHg0ZGNINGVmODdlODMyMGRIGShGlsyxNjpAltYuV6J9619AKjNSZXNIYXJjaCBhbmQgRWR1Y2F0aW9uIFByb21vdGlubiBBc3NvY2lhdGlubiAoUkVQQSkYAiaB>) Accessed: 18 April 2020.

9.17. Artwork

Bibliography Format

- [1] Artist (Year) "Title of Artwork." (URL). Accessed: day month year.

Bibliography Example

- [1] NingZk V (2020) "Getting your workplace ready for COVID-19 poster vector." (<https://www.rawpixel.com/image/2293016/free-illustration-vector-covid-coronavirus-healthcare>) Accessed: 18 April 2020.

9.18. TV Broadcast

Bibliography Format

- [1] Title of Discussion (Year) Title of Program. (URL) Accessed: day month year.

Bibliography Example

- [1] Sustainable Development as a Roadmap for the Islands of Peace (2020) *Climate Change*. (<https://www.regions4.org/news/sustainable-development-as-a-roadmap-for-the-islands-of-peace/>) Accessed: 18 April 2020.

9.19. Video Recording

Bibliography Format

- [1] *Title of Discussion* (Year). (URL) Accessed: day month year.

Bibliography Example

- [1] Sustainable Development as a Roadmap for the Islands of Peace (2020).
(<https://www.regions4.org/news/sustainable-development-as-a-roadmap-for-the-islands-of-peace/>) Accessed: 18 April 2020.

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All sources (references) must cite in the text in a series of descending order, in square brackets ([1], [2], [3,4]). Referring to a source (reference) should follow the same role, using name of author, contributor, editor, etc. following the citation in square brackets: According to Ahmad [6]; Sato O, et al. [12]; as mentioned earlier [2-5], [8].

1) Journal Articles (Periodical Publication)

- [2] 1st Author, 2nd Author, 3rd Author, 4th Author, 5th Author, et al. (Year) "Title of Paper." Publisher / Name of Journal (vol. Volume Number, no. Issue Number, pp. Page) DOI.
- [2] Authors 1-4, et al. (year) "Paper Title." Publication (vol. x, no. x, pp. xx-xx / xx) doi.

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- [5] Haimes YY (1992) "Sustainable development: a holistic approach to natural resource management" *IEEE Transactions on Systems, Man, and Cybernetics* (vol. 22, no. 3, pp. 413–417) <https://doi.org/10.1109/21.155942>
- [6] Palchik V (2020) "Analysis of main factors influencing the apertures of mining-induced horizontal fractures at longwall coal mining" *Geomechanics and Geophysics for Geo-Energy and Geo-Resources* (vol. 6, no. 2, pp. 37) <https://doi.org/10.1007/s40948-020-00158-w>
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2) Conference Paper (Proceeding Publication):

- [2] 1st Author, 2nd Author, 3rd Author, 4th Author, 5th Author, *et al.* (Year) "Title of Paper." Name of the Conference, Location, Publisher, vol. Volume Number - pp. Page. DOI
- [2] *Authors 1-4, et al.* (year) "Paper Title." Conference Name, Location, Publisher, vol. xx - pp. Page. doi

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- [3] Wang M, Liao S (2019) "Investigation of Sustainable Development Mode of Buildings in Historical Site based on AHP and ArcGIS" 2019 IEEE Eurasia Conference on Biomedical Engineering, Healthcare and Sustainability (ECBIOS) Okinawa, Japan, *IEEE*, vol. 888888 - pp. 127–129. <https://doi.org/10.1109/ECBIOS.2019.8807817>
- [4] Rosen MA (1995) "The role of energy efficiency in sustainable development" Proceedings 1995 Interdisciplinary Conference: Knowledge Tools for a Sustainable Civilization. Fourth Canadian Conference on Foundations and Applications of General Science Theory Toronto, Canada, *IEEE* - pp. 140–148. <https://doi.org/10.1109/KTSC.1995.569167>

3) Book

- [2] 1st Author, 2nd Author (Year) "Title of Book," Edition ed. City of Publisher, Country: Publisher. Number of Pages p. ISBN.
- [2] 1st Author, 2nd Author (year) "Book Title," Edition ed. City, Country: Publisher. xx p. ISBN.

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- [2] Williams DE (2007) "Sustainable design: ecology, architecture, and planning," 1st ed. New Jersey, United States: John Wiley & Sons. 320 p. ISBN: 978-0-471-70953-4

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- [2] 1st Author, 2nd Author (Year) "Title of chapter in the book" Title of Book/Edited Book, Edition ed. City of Publisher, Country, Publisher - pp. Page Range. DOI
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- [2] Borana L, Deka BJ, Guo J, An AK (2020) "Environment Modeling for Sustainable Development" Sustainability, 1st ed. New Jersey, United States, John Wiley & Sons, Ltd - pp. 229–253. <https://doi.org/10.1002/9781119434016.ch11>

5) Handbook and Manual

- [2] 1st Editor, 2nd Editor (Year) "Title of Handbook," Edition ed. City of Publisher, Country, Publisher. Number of Page p. ISBN
- [2] *Editors* (year) "Handbook Title," Edition ed. City, Country, Publisher. xxx p. ISBN

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- [2] Filho WL: editor (2018) "Handbook of Sustainability Science and Research," 1st ed. Berlin, Germany, Springer International Publishing. 991 p. ISBN: 978-3-319-63006-9

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- [2] Energy and Climate Change (2015) WEO-2015 Special Report Paris, France, International Energy Agency (IEA). (<https://webstore.iea.org/weo-2015-special-report-energy-and-climate-change>) Accessed: 7 April 2020.

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- [2] Author (Year) "Title of Thesis" (Type of Thesis) City, Country; Institution/University. (URL) Accessed: day month year.

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- [2] Author (Year) "Title of Topic". Publisher / Website Title. (URL) Accessed: day month year.

- [2] Title of Topic (Year) Publisher / Website Title. (URL) Accessed: day month year.

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- [2] Usman A (2020) "What is Sustainability?" UCLA Sustainability. (<https://www.sustain.ucla.edu/about-us/what-is-sustainability/>) Accessed: 18 April 2020.
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- [2] 1st Author, 2nd Author 3rd Author, 4th Author, 5th Author, et al. (Year) "Title of Manuscript." (URL) Accessed: day month year.

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- [2] Cartographer / Contributor (Year) "Title of Map."(URL) Accessed: day month year.

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(<https://earth.google.com/web/@26.21384589,127.67932851,44.03953619a,920.09135993d,35y,147.8301639h,0t,0r/data=CnYadBJuCiuWeDMOZTU2OWI2YWwRjNWEwY2Q6MHg0ZGNIINGVmoddlODMyMGRIGShGlSyxNjpAlTyuV6J9619AKjNSZXNIYXjaCBhbmqgRWR1Y2F0aW9uIFByb2lvdGlvb2I0BzC3NvY2lhdGlvb2AoUkVQQSkYAiaB>)
Accessed: 18 April 2020.

17) Artwork

- [2] Artist (Year) "Title of Artwork." (URL). Accessed: day month year.

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18) TV Broadcast

- [2] *Title of Discussion* (Year) *Title of Program*. (URL) Accessed: day month year.

Bibliography Example

- [2] Sustainable Development as a Roadmap for the Islands of Peace (2020) *Climate Change*. (<https://www.regions4.org/news/sustainable-development-as-a-roadmap-for-the-islands-of-peace/>) Accessed: 18 April 2020.

19) Video Recording

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