**WS Title:**

**Subtitle (if any)**

Organizer: Name (Affiliation)

Role 1: Name (Affiliation), Name (Affiliation)

Role 2: Name (Affiliation), Name (Affiliation)

1. **Style Guide**
	1. **Font**

 Body text starts from here ………………………………

* Title and Subtitle: Times New Roman 14 pt bold
* Name and Affiliation: Times New Roman 12 pt
* Body text: Times New Roman 10 pt -12 pt (preferred)
	1. **Page Set-Up**
* A4 size, maximum 10 pages. Manuscripts exceeding 10 pages will not be accepted.
* Margins: top 20 mm, bottom 30 mm, left and right 18 mm
* Do not insert page numbers.
	1. **Figures and Tables**
* Figures and tables must be numbered with captions.
* The caption for a figure should be below the graphic; for a table, above the graphic.
1. **References**
* References in the text should use the author/date system, e.g. (Spitzberg & Cupach, 1984), (Shibata, 1978; Takeuchi, 1982). When the author’s name appears in the text, use: Spitzberg & Cupach (1984).
* When citing a reference with three or more authors in the body, authors may omit the names of the second and later authors, as in “(First author’s name) et al.” However, the full names of all authors must be included in the list of references (middle names may be abbreviated or omitted).
* References written in other languages should be written in alphabet. Japanese references and non-Japanese references should be listed together, in alphabetical order.
1. **Notes**
* No modifications or changes can be made after submission. Please submit the manuscript after confirming the contents.
* Keep the information (title and author’s name) consistent between the original application and the manuscript. When information is changed, the manuscript will not be accepted.
* Participants' roles should be noted appropriately by the organizer as “topic provider” and “discusser” in “Role 1”and “Role 2.”

It is possible to note multiple roles. Roles can be put in any order.

* Insert one line between title and name, and two lines between name and body.
* For names, if you want to include both your birth name and married name, write the preferred name to be used in publications first, and then add the other name in parentheses (example: James Brown (Smith)).
* For affiliations, write the name of the institution and do not include information about departments and programs. If you are a student, write “Name of University, Graduate Student”, “Name of University, Research Student” or “Name of University, Undergraduate Student.” If you are employed as a JSPS Research Fellow, write “(affiliation) / Japan Society for the Promotion of Science” in the case of DC and “Japan Society for the Promotion of Science/ (affiliation)” in the case of PD. If there is no affiliation, write “unaffiliated.”
* In the case of faculty, it is not necessary to indicate position or full-time/part-time status.
* If you include a section for acknowledgments, it should be between the main body text and References.
* Footnotes are recommended over endnotes if you need to include extra information. If there is more than one footnote in your manuscript, number them serially.

**Acknowledgments (Optional)**

**References**

Spitzberg, B. H., & Cupach, W. R. (1984). *Interpersonal communication competence*. Beverly Hills, CA: Sage.

Zajonc, R. B. (1980). Feeling and thinking: Preferences need no inferences. *American Psychologist*, 35, 151-175.