

# Guide for Writing Thesis

<<For Tamura Research Lab Only>>

April 1, 2025

This writing guideline outlines the **basic rules for writing a master's thesis under supervision of Prof. Tamura** (in Tamura Research Lab). This guideline may not apply to students supervised by other professors.

Please read each item below carefully before writing your paper.

However, the following items are “basics” in the Tamura Seminar, but are not “musts”. If you already have your own field and have a different writing style in that field than the one below, please consult with your supervisor (Tamura) once. **The most important thing is not to follow the Tamura Seminar Rules, but to have a consistent writing style throughout your thesis.**

While these guidelines are designed with thesis writing in mind, they can be adapted to class reports and other writings.

These guidelines are based on the guidelines of the following two academic societies and research groups. Sorry, but both pages are in Japanese.

- Japanese Society for Brain Function and Rehabilitation ( <https://nourehaken.jp/journal/> )
- Japanese Society for Environmental Education ( <https://www.jsfee.jp/publication/journal/> )

## (1) **Basic Format of manuscript files**

- There are some templates available for Tamura Research Lab. They will be sent to you by e-mail.

- If you don't have the Word template(s), please use the following settings.

### **<Page size>**

- ✧ **Use “A4” for page size.**

- Many International Students uses “Letter” for their page size. But your thesis will be printed using A4 paper.
- Size, especially width, is different between “Letter” and “A4”. Therefore, **if you change the page size from “Letter” to “A4” just before printing, everything (e.g., location of chapter/section heading, Figures and Tables) changes.**

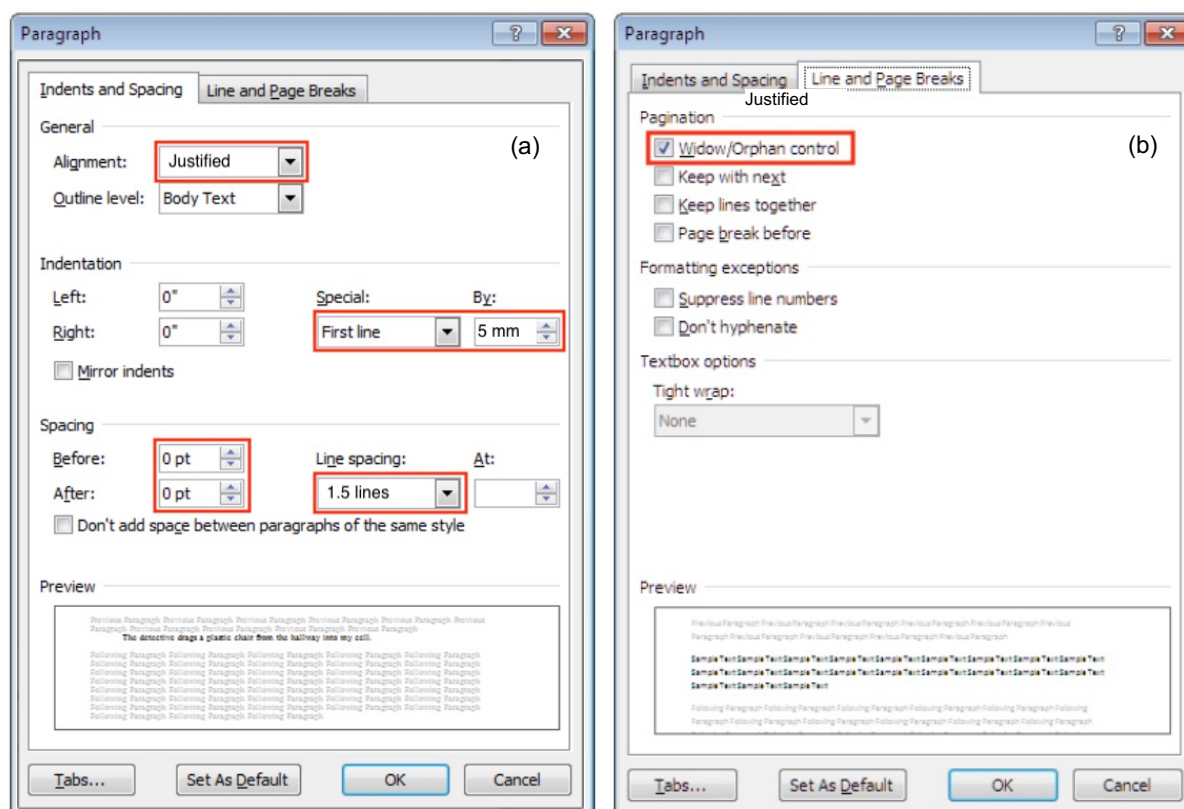
### **<Page Layout>**

- ✧ **Margine:** Set margins as **30 mm (or 1.2”) for Top and Left, 25 mm (or 1”) for Bottom and Right**
- ✧ **Number of lines per page:** **40~42 Lines**

**<Paragraph>** (It is recommended that you check the following settings before you start writing the text. Please change or check the red boxed area in Figure 1. (Sorry, I only have Japanese version of MS Word. . .))

- ✧ **Indentation and Spacing** (Fig 1a)

- **General → Alignment:** Select “Justified” setting.
  - **Indentation:** While setting “Left” and “Right” to “0 cm” (none), under “Special,” select “First line” and set “By” to “5 mm” (spacing of about 3 alphabet characters).
  - **Spacing:** DO NOT ADD ANY SPACING for “Before” and “After” (set them to “0 pt”).
  - **Line spacing:** Set the line spacing to “1.5 lines.”
- ✧ **Line and Page Breaks** (Fig 1b)
- Enable “Widow/Orphan control.”



**Figure 1.** When you open the “Paragraph Setting” menu, the above box(es) will pop-up. The left (a) is when “Indents and Spacing” tab is selected and the right (b) is when “Line and Page Brakes” tab is selected. In both tabs, please make sure the values in red boxes are the same as above.

### <Fonts>

- ✧ **Main Body:** Please use Times New Roman for writing the main body of your thesis.
  - Gothic fonts such as Arial is used for Tables and Figures.
- ✧ **Figures and Tables:** For Figures and Tables, please use such as Arial font.
- ✧ **Font Sizes:** Font size of 10.5 or 11 point should be used for the main body. On the other hand, font size of 9 point should be used for Figures and Tables (including Table titles and Figure captions).
- ✧ **Font Colors:** Please use black only.

- ◇ When your writings are checked, the following rules are used:
  - **Subscripted Red Fonts:** This indicate where your supervisor thinks better to remove/rewrite.
  - **Blue Fonts:** Parts added by your supervisor.
  - **Green Fonts:** Comments by your supervisor. Parts that are **high-lighted** indicates that it is important.

When you correct based on the file returned to you after your supervisor checked, **please write everything in black again. If any of above colors are remaining, your supervisor will consider that it is not corrected and you are still working on it.**

- Insert page numbers.
  - ◇ You do not need to put the page number on the first page.
  - ◇ **Font size for page numbers should be set to 9 points** (to differentiate from the text of main body).

## (2) **Basics about letters and expressions**

- For the units for values, please use the International System of Units (SI units, or CGS units).
  - ◇ E.g., length should be in “m,” “cm,” etc. and mass/weight should be in “kg,” “g,” etc.
- Please insert a space between number and its units, except for angles or temperature.
  - ◇ E.g., “10 m,” “25 %,” “85 kg,” etc.
    - For angle or temperature, where “degree” is used. You can look for the degree sign such as “°” and “°C,” but it is easier to use superscripted “o,” e.g., “°C.”
- When you use abbreviation, please use the ones commonly used. Also, please spell out its full name at the first appearance.
  - ◇ E.g, Sustainable Development Goals (SDGs)
  - ◇ E.g., Hubble Space Telescope (HST)
  - ◇ E.g, ICT (Information and Communication Technology)
  - ◇ You do not need to write as “(hereafter, XXX).”

## (3) **Structure of the Thesis**

- You need to create **EACH of following files**.
  - ◇ Files **YOU** have to make, for example:
    - Chapter 1: Introduction (e.g., 20250401\_chapter1.docx)
    - Chapter 2: Methods (e.g., 20250401\_chapter1.docx)
    - ...
    - References (e.g., 20250615\_references.docx)
    - Appendix (e.g., 20250730\_append1.docx)

- ✧ Files **YOUR SUPERVISOR** makes (Will be given when your Thesis is almost complete)
  - Front title page
  - Inner title page
  - Index
  - Acknowledgement
- ✧ Files prepared **by the University** (Template customized by your supervisor (Tamura) will be given to you)
  - Abstract
- When you write your Thesis, **DO NOT WRITE EVERYTHING IN ONE FILE!!**
- **Create file of EACH CHAPTER.**
  - ✧ When modifying something big, [please make a copy of BEFORE and modify new file](#).
    - That way, you can go back to files before you change (if something is gone wrong).
    - If you erased a whole paragraph/section without making a copy, you might lose it completely.
  - ✧ [Make sure to save frequently](#). I recommend to save (hit “Ctrl + s”) after you write one paragraph.
    - MS Word is much stable nowadays, but can freeze or you might forget to save and close it. Ending up losing everything you worked if you do not save frequently.
  - ✧ Put the date you work on into the filename (g.e., “20250425\_Chapter1.docx” if you work on April 25, 2025). This way, it is easy to tell which file is the most recent one and you will not lose more than one day even if something happens to the file.
    - If you work in the morning and in the afternoon separately, you can also add “a,” “b,” etc. after the date.
      - e.g., “20250425a\_Chapter1.docx” and “20250425b\_Chapter1.docx”

#### (4) Chapter and section headings

- At the beginning of Chapter, write “**Chapter 1: Introduction**” (Chapter number, “:” and chapter title).
  - ✧ Use **Bold font** for chapter heading.
  - ✧ Capitalize each word other than preposition words
    - E.g., “**Chapter 2: Research Objectives and Research Methods**”
- When you create sections/sub-sections within a chapter, please follow the rules below.
  - ✧ Section number should be written as “1.1,” “2.2.1,” “3.2.1.1,” etc.
  - ✧ Use *Italic font* for section heading. (Do not use **Bold font**.)
  - ✧ After the section number, add “.” And then write section title.
  - ✧ For the first level (X.X), capitalize each word other than preposition words.
  - ✧ For the second level on (X.X.X), capitalize only the first word.
    - E.g., “1.1. *Structure of Education System in Japan*,” “2.2.1. *Target population in district of Naruto*”

**(5) Basic writing rules**

- When writing numbers:
  - ✧ Use “,” for numbers with more than 4 digits (for numbers larger than 10,000).
  - ✧ Do not use “,” with numbers with 4 digits or less (e.g., 9999, 123, 2025).
  - ✧ When writing decimal numbers, use “.” for the decimal mark. (Some country use “,” for decimal mark, but please do not use it.)
  - ✧ When writing decimal numbers, please align the significant figures. (e.g., Do not mix such as 3.14 and 1.2461. In this case, round the latter number at the 3<sup>rd</sup> decimal place and use 1.25.)
- **It is prohibited to use “quotation” from other documents** (articles, books, webpages, etc.).
  - ✧ Once you read the parts you want to use, **please write it in your own words** to make sure you understand what is written there. In that case, you don’t need to use “ ” (since it is no longer the original writing).
  - ✧ However, **sections from legal documents (laws, curriculum, definitions, etc.) can be quoted directly.**
    - If the quote from legal documents, is within 2 lines (when appear in your thesis), please use “ ” to indicate that it is a quotation.
    - If the quote is more than 2 lines (3 lines or more), please detach from the main body of text and write it as independent section using some indentations on both left and right and include a blank line above and below the section.
      - Ask your supervisor (Tamura) for details and examples.

**(6) Reference other documents**

- **When you write something, you must indicate where you obtain those information.**
  - ✧ In any trivial fact, there must always be a source of information (book, news, etc.).
  - ✧ If the sources of information (references) are not written, it will be understood as either information that you knew from the beginning or content that you have conducted.
  - ✧ **If the information is incorrect and the source of the information is not indicated, you must accept full responsibility.**
- If information from other sources (articles, books, reports, internet resources, etc.) is used, the reference must be clearly stated. However, references listed in the “References” section must be ‘published’ references. References that do not have a “Publication” process will be listed in the footnotes at the bottom of the page where the information is used. Each item of material shall be handled as follows. (If you have any problems, please consult with your supervisor (Tamura).)
  - ✧ **Whether “References” includes or excludes materials on the Internet depends on your academic supervisor, research field, and the journal to which you are submitting your manuscript. The following rules are only for the thesis of the Tamura Research Lab.** In other cases, please follow the rules of each field and each submission site.

## &lt;Materials to be treated as “References”&gt;

- ✧ **Articles** (Papers appeared in Journal and/or Bulletin, The ‘doi’ number is assigned.)
- ✧ **Books** (Documents with ISBN numbers.)
- ✧ **Magazine Articles** (Printed magazines, including the article published on the Internet by that magazine.)
- ✧ **Reports** (Published with paper.)

## &lt;Material treated as “footnotes”&gt;

- ✧ **Reports** (Published only on the Internet.)
- ✧ **Newspaper articles** (Including ones in database on the Internet.)
- ✧ **Information and materials on the Internet**

## &lt;Materials not allowed or better to avoid &gt;

- ✧ **Personal blogs on the Internet**
- ✧ **Wikipedia**

- If references are indicated, they must appear both where it is used in the text and in the “References” section at the end of thesis. However, since documents and materials posted on the Internet are not references, the required information (authors, title of the material, reference date and URL) should be written only in the footnotes at the bottom of the page.
- Starting next page, following situations are explained. (Below is simply an index.)

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## &lt;In the main body of text&gt;

- ✧ When a whole article is used
- ✧ When a part (chapter or section) of a reference (e.g., book) is used
- ✧ When multiple reference is used
- ✧ When references are written by different people, but published in the same year
- ✧ When references are published by the same author (same last name) and the same year
- ✧ When there are two authors
- ✧ When there are three or more authors
- ✧ When using footnote
- ✧ Information needed for writing a footnote
- ✧ When repeating a footnote used before (in other page)
- ✧ When using multiple footnotes at one place

## &lt;in the “Reference” section&gt;

- ✧ Format for “Reference” section (different from the main body)
- ✧ Items to be listed in “Reference” section
- ✧ Information needed as a reference
- ✧ Order of references to be listed
- ✧ How to write author name(s)
- ✧ How to treat paper with many authors
- ✧ Difference of “,” and “.”
- ✧ How to write Volume and Number (There are three ways)
- ✧ How to write page numbers
- ✧ About DOI and ISBN numbers

## &lt;Sample of “Reference”&gt;

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## &lt;In the main body of text&gt;

- ✧ References (articles, etc.) in the text should be indicated by “**author’s name (year of publication)**” or “**(author’s name and year of publication)**” at the end of the sentence. As a rule, authors' names should be last names only. When references are given at the end of the sentence, a space should be used between the author's name and the year of publication. (If preferred, you may use “,” after the name of the author.)
  - E.g., “According to Nakajima (2015), ...” and “... (Nakajima 2015).” (or, you may also write it as “... (Nakajima, 2015).”)
- ✧ **For books, etc., indicate the number of pages of chapter (section, paragraph, etc.) used or the specific number of pages used.** In such cases, references should be listed as “author(s) (year of publication, number of pages)” or “(author(s) year of publication, number of pages)”. In this case, insert a one-byte comma (“,”) between the year of publication and the number of pages.
  - E.g., “Munegumi (2017, pp.40-50) states ...” and “... (Munegumi 2017, pp.40-50).”
- ✧ When multiple references are used, a semicolon (“;”) should be inserted between each reference. The order of the references should be **in the order of the year of publication** (oldest to newest).
  - E.g., “... (Ministry of the Environment 2010; Inoue 2019, pp.78-95; Takamura 2023)”
- ✧ **If the year of publication is the same,** the references should be listed **in alphabetical order by author's name.**
  - E.g., “... (Ishizaka 2024, Ozawa 2024, Tamura 2024).”

- ◇ If multiple references by the same author (or different authors but with the same surname (family name)) are published in the same year, differentiate the references by adding a, b, c, etc. to the year of publication.
  - E.g., “... (Lee 2022a, Lee 2022b).”
- ◇ If the article is written by **two authors**, use “&” between the two author names.
  - E.g., “(Ragahi & Tamura 2025)”
- ◇ In the case of **three or more authors**, the first author should be followed by “et al.” and the names of the following authors should be omitted.
  - E.g., “(Ozawa et al. 2024)”
- ◇ When “footnotes” are used in the text, they should be numbered consecutively with a “<sup>1</sup>” (superscripted number) at the right shoulder of the section, and the **footnote itself should appear at the bottom of the corresponding page** (not at the end of the chapter).
  - E.g., “... some webpage explains about how to use footnotes<sup>1</sup>.”
- ◇ **Footnotes should contain the following information** in 9-point font size. Do not forget to include “:” (colon) after the reference date (before the URL).
  - Name of author(s). (If missing, use the name of organization publishing the webpage.)
  - Published year (if revised year is also written, put it in parenthesis as in the example below.)
  - Title of the webpage/article
  - Name of parent website in parenthesis
  - Date of visit/retrieval (Sometimes, the information is revised after you visited.)
  - URL
- ◇ If you wish to reuse a previously inserted footnote, you can also use the “cross-reference” feature<sup>2</sup>. However, if it is difficult, the same footnote can be written again.
- ◇ When multiple footnotes are placed in the same location, only “,” should be placed between footnotes, **with no spaces**.
  - E.g., “... about footnotes<sup>1,2</sup>.” (no space after “,” in the superscript.)

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<sup>1</sup> Caulfield, J., 2022 (revised in 2024), What Are Footnotes? Guide with Word Instructions (Scribbr), Visited on March 25, 2025: <https://www.scribbr.com/citing-sources/what-are-footnotes/>

<sup>2</sup> Drake University, 2025, Microsoft Office Shortcuts & Tips: Cross-Referencing Supra Notes (Drake Law), Visited on March 25, 2025: <https://libguides.law.drake.edu/c.php?g=1293435&p=9498525>

## &lt;in the “Reference” section&gt;

- ✧ In the References section, **the list of references is formatted differently** from the main body of text as follows.
  - **Alignment:** Left
  - **Indentation:** Select “Hanging” under ‘Special’ and set the spacing to “5 mm” (same size as regular indentation used for at the beginning of paragraph).
  - **Line spacing:** Single (The main body of text should be “1.5 lines”).
  - **Spacing:** Set to about “6 pt” for ‘After’. (Keep the ‘Before’ to 0 pt.)

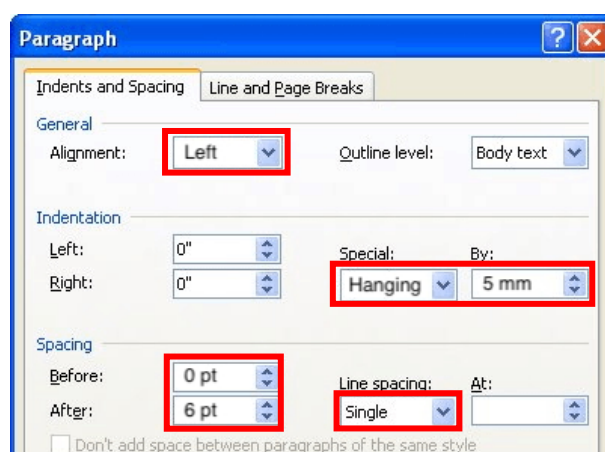


Figure 2. Settings for “Reference” section. Please check the options and values in the red boxes.

- ✧ The list of “references” will include the following information. If you are unsure about other printed materials, please consult with your supervisor (Tamura).
  - Articles/papers (published in journals and bulletins)
  - Online articles/papers (registered with a DOI number)
  - Reports (published by paper)
  - Books (with an ISBN number)
  
- ✧ References are important so that readers can find the document based on that information. The following information items are required for this purpose. (Not all information is necessary to find the original document, but the paper is expected to present this information.) Examples of specific writing styles are provided on the next page and beyond.
  - Name of author(s) (Basically of all authors. Exceptions are explained below.)
  - Published year (No need of Month and Date.)
  - Title of the article
  - Title of chapter, section, etc. if the source is part of a book.
  - Name of the Journal and/or Book
  - Volume and Number (some only have one or the other.)
  - Pages

In addition, the following information would also be useful:

- DOI address or ISBN-13 number
- Electronic Article Number (used in journals and other publications that are published online only.)

However, DOIs and Electronic Article Numbers may not be available or may be difficult to find, in which case, please consult with your supervisor (Tamura).

- ◇ References should be listed **in alphabetical order by the first author's last name.**
  - E.g., “Lee, Y.-J., 2019, ...” → “Tamura, K., Ishizaka, H., ..., 2024, ...” → “Windhorst, R.A., 2004, ...”
- ◇ If there are more than one authors, use “,” to separate each author and use “&” before the last author. (No need to use “,” along with “&”.)
  - For the name of author(s), spell out the entire last name and use initial(s) only for the rest of the name (middle name and first/given name).
  - No need of space between shortened initials.  
 Kazuyuki Tamura → Tamura, K. (“Tamura” is the last name)  
 Yew-Jin Lee → Lee, Y.-J. (“Lee” is the last name and “Yew-Jin” is the middle and first name (connected with “-”).)  
 Ben Hang Choi → Choi, B.H. (Even though there is a space in between “Ben” and “Hang”, when shortened with initials, no space is needed.)
- ◇ In principle, all authors' names should be listed, but if the number of authors exceeds 10, the first five authors should be listed, and the other authors' names may be omitted as "et al.”
- ◇ Symbols used in the list of references (symbols used to separate each item) are “,” and “.”
  - Please consult with your supervisor (Tamura) for location of “,” and “.”
  - You may also use APA7 style if you wish.

➔ **Important thing is that all items in “Reference” follow the same rule.**
- ◇ There are several ways to write the Volume and Number information as follows. If “Vol.” and/or “No.” is used, there is no need to put a space after “.”.
  1. Use “Vol.” for volume and “No.” for number. (e.g., “Vol.10, No.3”)
  2. Use “Vol.” for volume and use parenthesis ( ) for Number. (e.g., “Vol.10(3)”)
  3. Write without “Vol.” nor “No.” (e.g., “10(3)”)

I, Tamura, personally prefer the top method.
- ◇ For page numbers, follow the rules below.
  - For articles of **multiple pages**, use e.g., “pp.10-15” (no space after “.”).
  - For a **single page** material, use e.g., “p.27”.
  - For a book, if you need to indicate the **total page number**, use e.g., “438.pp”

- ✧ DOI and ISBN information is optional (but better to write). Therefore, you must have a “.” after the information of page number (for articles) and after the publisher’s information (for books).
  - There is no need of “.” after the DOI and/or ISBN. (Please see the samples in next page.)
- ✧ Some Journals have “How to cite” information available, but it is based on the style of that particular Journal (and it is not universal). So, please rewrite all the necessary information with the rule described in this guide.

### <Example of reference writing>

#### 1. For articles (Journal/Bulletin paper)

- ✧ Name of author(s), Published year, Title of the article, *Name of the journal*, Volume, Number, Pages. DOI address
  - Examples:

Bloom, B.S., 1974, Time and learning, *American Psychologist*, Vol.29, No.9, pp.682-688.  
<https://psycnet.apa.org/doi/10.1037/h0037632>

Da Silva Luna, A., Jatoba, P.I.B., Viana, T., & Pacheco, F., 2016, Implementing an Android Tool for Visually Impaired Students of E-Learning, *International Journal of Engineering Research*, Vol.6(4), pp.95-99. <http://dx.doi.org/10.18844/wjet.v14i4.7607>

#### 2. Chapter/section of a book

- ✧ Name of author(s), Published year, Title of chapter/section, in Name of editor(s), *Title of the book*, Pages, Publisher, Published location. ISBN-13 info
  - Examples:

Gonick, L. & Outwater, A., 1996, From hunting to planting, *The Cartoon Guide to the Environment*, pp.81-98, HarperCollins, New York. ISBN-13: 978-0062732743

Sherren, K., 2006, Pillars of society: The historical context for sustainability and higher education in Australia, in W. Filho & D. Carpenter (Eds.), *Sustainability in the Australasian university context*, pp.11-32, Peter Lang, London. ISBN-13: 978-0820499109

#### 3. Entire Book

- ✧ Name of author(s), Published year, *Title of the book*, Publisher, Published location, Total pages. ISBN-13 info
  - Examples:

Chall, J.S., 2000, *The Academic Achievement Challenge: What Works in the Classroom?* Guilford Press, New York, 210pp. ISBN-13: 978-1572307681

Zinsser, W., 2006, *On Writing Well: The Classic Guide to Writing Nonfiction*, Harper Perennial, New York, 336pp. ISBN-13: 978-0060891541

## (7) **Tables**

- A “Table” is one that consists only of vertical and horizontal lines and numbers or letters.
  - ✧ **If even one arrow or small photo/picture is included in the table, it becomes a “Figure.”**
  - ✧ Lesson plans and framed sentences are also “Tables”.
- Tables to be included in the thesis must be mentioned in the text of the main body.
  - ✧ E.g., “As shown in Table 1, the result is ...”
  - ✧ E.g., “We found that most of people agree on how the classes are carried out according to our questionnaire (Table 2, Figure 3).”
- Tables can be created directly within MS Word or created in MS Excel and pasted as PDF or jpeg images. (If you don’t know how to make a PDF or jpeg image in Excel, please consult with your supervisor (Tamura).)
- **Insert one blank line above and below the table.** (This is to make sure to clearly separate a table from the main text by opening a space.)
- **The title of a table should be written at the top of the table in “centered justification” as “Table 1. Number of boys and girls in each class.”**
- The full spelling of abbreviations and necessary explanations of items and terms in the table should be listed at the bottom of the table. (Even if the abbreviations are already listed in the text at somewhere else.)
- As a general rule, use Arial or Helvetica for the font for the tables (including title, main table, notes).
- **Include blank lines at the top and bottom, use 9 point font size for table numbers and table titles, and use “1.0 line spacing” for line spacing.**
- If the numerical value contains a decimal point, the number of decimal places, significant digits, etc. should be aligned.
- Tables should be numbered as “Table 1” even if there is only one table for the entire thesis. \_
- **Table numbers should be sequential throughout the thesis.** Even if there are two tables in Chapter 1 and one table in Chapter 2 and so on, tables will not be renumbered.
  - ✧ Instead of “Table 1-1,” “Table 1-2,” “Table 2-1,” ..., it should be “Table 1,” “Table 2,” “Table 3,” ....
- Tables should be prepared to fit on one page whenever possible. If a table inevitably extends over multiple pages, the title of the table as “Table X. (continued)” should appear above the table on the second and subsequent pages.

## (8) Figures and figure captions

- Figures to be included in the thesis must always be mentioned in the text of the main body.
  - ◇ E.g., “As Figure 1 indicates ...”
  - ◇ E.g., “The distribution of ... was not related to the ... (Figure 2).”
- Diagrams include graphs, schematic diagrams, etc., as well as pictures, photographs, flowcharts, etc.
  - ◇ In other words, **everything other than the “table” described above is a “figure”**.
- Text in the figures should be appropriately sized for printing.
- **One blank line must be placed above and below the figure**. (Open spaces should be provided to clearly separate the text from the figures.)
- **When multiple graphs or photographs are shown in one figure, they should be indicated by lower-case letters such as (a), (b), etc. at the left shoulder of each graph or photograph as a rule.**
  - ◇ If left shoulder is not available (as in the case of page 2), label it at some corner where it is clearly visible.
- **“Figure 1. Results of xxxxxxx. YY indicates ...” should be left-justified at the bottom of the figure. The title of the figure should be written first** (here as “Results of xxxxxxx.”), **followed by a brief description to understand the figure.**
  - ◇ **Figure titles and descriptions should be in Arial or Helvetica with a font size of 9 point.**
  - ◇ Even if the main body of the text contains explanations of the figures, the figures need to be understood independently of the text. In other words, readers need to be able to understand figures sufficiently just by reading the figure and figure captions.
- **Including the blank lines at the top and bottom, the figure caption should be written using a font size of 9 points and a line spacing of “1.0 line.**
- **Figures look better when inserted with “center” justification.** Also, it is preferable to **set the width of the figure captions to match the width of the figure** rather than the entire page.
- When multiple graphs, photographs, etc. are displayed as a single figure (as in Figure 1 on page 2), a title and some description should be written for each as “... (a) Settings for Indents and Spacing. (b) Settings for Line and Page Break. ...”. Also, if necessary, include a description of each as well as the title.
- Figures should be numbered as “Figure 1” even if there is only one figure for the entire paper. As with the tables, even if there are two figures in Chapter 1 and one figure in Chapter 2, do not renumber them, but number them sequentially throughout the thesis.

## (9) Others

- Figures and Tables should be created by yourself if possible. Figures and Tables used in other references should be recreated by the author. Bringing figures and tables in different formats from multiple references will result in a lack of uniformity. However, if it is difficult to reproduce, it is acceptable to use the text as is, provided that references are clearly indicated.