

# Guidelines for Submissions

Shimane Journal of North East Asian Research

1 June, 2003

## 1. Types of Submissions

- (1) Article, Research Note, Book Review, Conference Report, Translation, Announcement of New Publication, Research Trend, *et cetera*.
- (2) The submissions which do not fall into any of the categories above are classified by the Editorial Board.

## 2. Preparation of Manuscripts

- (1) Submission should be in an electric form (MS Word or *Ichitaro* recommended). Manuscripts in handwriting are also acceptable, though the cost for word-processing is charged to the authors.
- (2) Manuscripts are to be prepared either in Japanese or in English.
- (3) Abstracts should be submitted in English.
- (4) Manuscripts are to be submitted with a coversheet, which includes:
  - 1) The full name of the author(s) in Roman alphabet;
  - 2) Organization(s) and position(s) of the author(s);
  - 3) Title of the manuscript.
    - a) Japanese manuscript: Japanese title and its English translation.
    - b) English manuscript: English title.
    - c) Book Review: The title of the book in original language (or its standard transcription) and its English translation.

## 3. Length of Manuscripts

- (1) Article, Research Note, and Translation: up to 20,000 characters in Japanese or 13,000 words in English.
- (2) Book Review: approximately 5,000-10,000 characters in Japanese or approximately 2,500-5,000 words in English..
- (3) Conference Report, Announcement of New Publication, Research Trend, *et cetera*: approximately 5,000-10,000 characters in Japanese, or approximately 2,500-5,000 words in English..
- (4) These numbers include the characters/words within footnotes, bibliography, tables and figures.

## 4. Procedures for Submissions

- (1) A hard copy of the manuscript is to be submitted to the Editorial Board by post for review.
- (2) If accepted, the word-processed final manuscript should be submitted to the Editorial Board in

such media as floppy disc or CD, along with a hard copy. Indicate the model of the word-processor or the name of the word-processing software on the label. Electric file of the manuscript can also be submitted as an e-mail attachment, although the Editorial Board cannot take responsibility for accident that may occur in the process of sending or receiving the file.

## 5. Style Sheet

### (1) Settings

The main body should be typed, for both Japanese and English manuscripts, horizontally on A4 size paper ('Portrait' orientation). For Japanese manuscripts, the setting should basically be 40 characters per line and 35 lines per page. For English manuscripts, one page should contain 35 lines. The use of 'Landscape' orientation A4 paper may also be accepted if required for such as tables and figures.

The font should be MS Mincho (11 pt) for Japanese, and Times New Roman (10.5 pt) for English. If a special font is used, the name of the font should be indicated. (You may be requested to provide the font where necessary.)

Footnotes should be in 9 pt of the fonts above, regardless of languages.

### (2) Chapter and Section Numbering

Either of the following forms is recommended, though the authors are free to choose their own style.

1.	1.
(1)	1-1.
1)	1-1-1.

### (3) Notes

1) Notes should be footnotes.

2) Authors are free to choose their own style, yet the numbering should be in superscript numbers and in Arabic numerals (<sup>1</sup>, <sup>2</sup>...). Authors may also use the footnote function of word-processing software.

### (4) Abstract

All Articles and Research Notes are to be submitted with an abstract of approximately 300-400 words, and the font should be Times New Roman (10.5 pt).

### (5) Keywords

All Articles and Research Notes are to be submitted with up to 10 keywords, Japanese or English.

### (6) Bibliography

A bibliography may be included where necessary. Authors are free to choose their own style. If

the manuscript does not contain a bibliography, the bibliographical information of the literatures should be provided within the text or footnotes.

#### (7) Figures, Tables, and Photos

Figures are to be prepared in an electric form or be drawn clearly in black ink. Photos are to be submitted in an electric form or in clear print of larger than quarter plate size.

Figures, Tables, and Photos are to be numbered (e.g. Figure 1, Figure 2...; Table 1, Table 2...; Photo 1, Photo 2...) and inserted in the proper places of the text.

Figures, Tables, and Photos which cannot be digitalized may be submitted in hard copies. The following information should be provided on the back of these copies: number; the title of the manuscript; the name of the author(s); the place of the text where this is inserted (e.g. on the page X, between the lines X and X). Spaces should be kept in the designated places of the text to fit these in.

#### (8) Japanese Notation

As a general rule, contemporary *kana* orthography and the “common use” Chinese characters should be used. Punctuation marks to be used are “。 ” and “、 ”. As for the names of foreign persons and places or for foreign technical terms, the notation should follow the convention within the given discipline.

#### (9) Double-Blind Review

Do not use expressions which can specify the author(s) (e.g. ‘my book’). The Editorial Board may ask the author(s) to modify such expressions before sending the manuscript to referees.

### 6. Complimentary Copies and Offprint

Author(s) will receive three copies of the *Journal* and fifty copies of offprint free of charge.

Author(s) may purchase extra copies of offprint at their own expense.

This guideline is valid as of 1 June, 2003.

Revised on 14 July, 2006.

Revised on 16 April, 2009.

Revised on 8 October, 2010

Last updated: 9 May, 2013