

# *The Japanese Journal of American Studies*

## STYLE SHEET AND GUIDE FOR AUTHORS

### 1. Procedure for submitting manuscripts

#### • *first stage*

- 1) In order to facilitate the printing process, manuscripts should be prepared using a personal computer.
- 2) Once the manuscript has been reviewed by a native speaker of English familiar with academic style, an electronic file via e-mail should be sent to [engjournal@jaas.gr.jp](mailto:engjournal@jaas.gr.jp)

#### • *second stage*

- 3a) The editorial committee may make suggestions for revision of accepted manuscripts, and will then return them to the authors. Authors are requested to take these suggestions into consideration as they revise their manuscripts.
- 3b) The manuscripts will then be read by an English-speaking copy editor. The copy editor may make further suggestions, which authors should also take into consideration in finalizing revisions. During this second stage, the editorial committee may continue to suggest further revisions.

#### • *third stage*

- 4) The following copies of the final manuscript should be submitted to the editorial committee: an electronic file sent via e-mail (see Section 2 below).

#### • *proofreading*

- 5) In principle, authors will proofread only the first galleys. In order to communicate corrections and additions clearly to the printer, authors should annotate their manuscripts by hand in red pencil or ink, before returning the corrected galleys to the editorial committee. In exceptional cases in which the author receives the galleys as a PDF file, corrections and additions should be very clearly noted (giving page and line numbers) in e-mail instructions. At this time, authors are also requested to submit a short English summary (approximately 200-250 words) of their paper, for the editor-in-chief's reference.

#### • *other matters*

- i) Submitted materials will not be returned.
- ii) Authors will receive 50 offprints and two copies of the Journal.
- iii) Acknowledgments should be kept to a minimum. The Journal's policy is only to allow acknowledgements that recognize specific assistance made in preparing the submitted manuscript, for example, from libraries or institutions. More general acknowledgments, for example of colleagues or editors who read and commented on the manuscript or assisted the author more generally, should not be included.
- iv) Papers published in the Journal will be simultaneously published in electronic form on the Journal's website. Any author who does not wish their paper to be included in the electronic form of the journal should notify the committee in advance.
- v) The Journal currently has an arrangement with EBSCO Publishing, Inc. to have its articles displayed and reproduced through their online database service; the journal plans to send a letter of acknowledgement to authors upon the publication of their articles by the Journal for their consideration of agreeing to EBSCO displaying and reproducing them.

## 2. Manuscript style

- 1) Manuscripts should be typed double-spaced and should not exceed 8,000 words, including notes, less if necessary to accommodate graphs, maps, and illustrations within an equivalent number of pages.
- 2) Please refer to the back issues for basic style.
- 3) In principle, authors should refer to the latest edition of *The Chicago Manual of Style* (Chicago: University of Chicago Press) for style guidance. In some cases the latest editions of the following reference works may also be used: *MLA Handbook for Writers of Research Papers* (New York: Modern Language Association of America), and *Publication Manual of the American Psychological Association* (Washington, D.C.: American Psychological Association). In all cases, authors should use a uniform style throughout the manuscript.
- 4) Notes should be presented as endnotes, following the main body of the text, and typed double-spaced.

- 5) The author's name should be given below the title, in the order of given name and then family name. The official English language name of the author's affiliation (university, research institute, etc.) should also be given.
- 6) In order to make the papers easier to read, it is desirable that each manuscript be divided into several sections, with roman numerals or headings (or a combination thereof) at the beginning of each section. The first section and last section may be given topic headings, or headed as "introduction" and "conclusion," and they may be given roman numerals. Headings should not be centered.
- 7) Graphs, maps, photographs, etc. should be glued individually on to separate sheets of A4 paper, without page numbers. Captions should be written concisely beneath each figure. The location of final insertion in the manuscript (page and line) should be noted clearly on both the separate page and in the text itself.
- 8) Copyright issues for visual images such as photos, illustrations, graphs, etc., are the responsibility of the authors. The journal accepts no legal responsibilities for copyright issues for such materials.
- 9) Reference to Japanese-language publications in the footnotes should feature the publication/article titles firstly in alphabetized Japanese, to be immediately followed by an English translation between brackets, and finally by place of publication, publisher and year of publication (books), or by journal title, volume number, etc. (articles). Authors should refrain from inserting Chinese characters and Japanese letters in the text and notes, and note that at the same applies to all publications in any non-alphabetical languages.