Japan Studies Review Submission Guidelines

**Details:**
- 10 pt font
- Times New Roman
- Articles should be justified
- The first page on each article should have no page #
- Authors name on header of even pages, all caps, align right with pg # on left.
- Title of article on header of odd pages, all caps, align left with pg # on right (shortened title, usually first heading before colon or shortened version of long title).
- Advertising is always on even pages (Ex. FIU Foundation)

**Page Format:**
Click File ➔ Page Setup ➔ Margins

Margins:
- Top 1.75”
- Bottom 3”
- Left 2.13”
- Right 2.13”
- Gutter 0”

**Page Layout:**
File ➔ Page Setup ➔ Layout

- Header & Footer 1”
- Check the boxes:
  - Different odd and even
  - Different first page

**Notes:**
Japanese terms should be italicized
Indentation is one tab
HOMOGENIZE – style not as important just make formatting look as similar as possible
Book titles are in caps.

**In Footnotes:**

- **Books**

  **Japanese authors have last name, first name when the book is in Japanese**

  **Japanese authors have first name, last name when book is in English**

  **Use complete footnote for the 1st citation/ 2nd citation Author last name, Book, p. #.**
- **Journals** – this is for citing the entire article

  **See comments for above citation**

  **For JSR Only:** If only one page of a journal is cited, do the following:

  **Use complete footnote for the 1st citation/ 2nd citation Author last name, Article, p. #.**
  Oe, “Japan the Dubious [Ambiguous] and Myself,” p. 333.

- **Edited texts**
  No original author, just editor

  No original author, multiple editors

  Original author AND editor

  Original author AND multiple editors

- **Translated texts**
  Original author AND translator

  No original author, just translator

- **Articles in edited books**

- **Articles in translated texts**

- **Movies**
- **Newspaper Articles**
  If author is unknown, leave it off

- **Magazines**
  Cite like newspapers—only difference is magazines don’t need complete dates—only month and year is ok.

- **Internet Articles**
  Kiku Day, “Hit Film Gets Lost in Racism Row” (http://guardian.co.uk/Oscars/story).

- **PhD Dissertation**

- **Lecture**

Using Commas: –
http://owl.english.purdue.edu/handouts/grammar/g_comma.html

In a series of footnote citations, always write “and” before the last citation.
<table>
<thead>
<tr>
<th><strong>ACTION</strong></th>
<th><strong>SYMBOL</strong></th>
<th><strong>EXAMPLE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete something</td>
<td>$\text{\textdagger}$ or $\text{\textdaggerdbl}$</td>
<td>take out</td>
</tr>
<tr>
<td>Delete and close up space</td>
<td>$\text{\textperiodcenter}$</td>
<td>close up</td>
</tr>
<tr>
<td>Close up space</td>
<td>$\text{\textasciicircum}$</td>
<td>print as the word</td>
</tr>
<tr>
<td>Insert something</td>
<td>$\text{\text{\textdagger}}$ or $\text{\textdaggerdbl}$</td>
<td>insert here (something)</td>
</tr>
<tr>
<td>Insert a space</td>
<td>$\text{#}$</td>
<td>put on here</td>
</tr>
<tr>
<td>Space evenly</td>
<td>$\text{#}$</td>
<td>space evenly where indicated</td>
</tr>
<tr>
<td>Keep what was original</td>
<td>$\text{\text{\textasciicircum}}$</td>
<td>let marked stand as set</td>
</tr>
<tr>
<td>Transpose letters or words</td>
<td>$\text{\text{\textasciicircum}}$</td>
<td>change order</td>
</tr>
<tr>
<td>Begin a new paragraph</td>
<td>$\text{\text{\textperiodcenter}}$</td>
<td></td>
</tr>
<tr>
<td>Spell out abbreviation</td>
<td>$\text{\text{\textdagger}}$</td>
<td>set (be) as five pounds</td>
</tr>
<tr>
<td>Use capital letters</td>
<td>$\text{\text{\text{\textasciicircum}}}$</td>
<td>set nato as NATO</td>
</tr>
<tr>
<td>Use small capital letters</td>
<td>$\text{\text{\text{\textasciicircum}}}$</td>
<td>set signal as SIGNAL</td>
</tr>
<tr>
<td>Use lowercase letters</td>
<td>$\text{\text{\textasciicircum}}$</td>
<td>set south as south</td>
</tr>
<tr>
<td>Use italics</td>
<td>$\text{\textit{}}$</td>
<td>set cievre as cievre</td>
</tr>
<tr>
<td>Use roman</td>
<td>$\text{\text{\text{\textasciicircum}}}$</td>
<td>set mensch as mensch</td>
</tr>
<tr>
<td>Use boldface type</td>
<td>$\text{\textbf{}}$</td>
<td>set important as important</td>
</tr>
<tr>
<td>Add superscript</td>
<td>$\text{\textasciicircum}$</td>
<td>$\text{\textasciicircum}$ in $\text{\textasciicircum}$</td>
</tr>
<tr>
<td>Add subscript</td>
<td>$\text{\text{\textasciicircum}}$</td>
<td>$\text{\textasciicircum}$ as in $\text{\textasciicircum}$</td>
</tr>
<tr>
<td>Add a comma</td>
<td>$\text{\text{\textasciicircum}}$</td>
<td>stop and then move on</td>
</tr>
<tr>
<td>Add apostrophe</td>
<td>$\text{\text{\textasciicircum}}$</td>
<td>you're going with us</td>
</tr>
<tr>
<td>Add period</td>
<td>$\text{\text{\textasciicircum}}$</td>
<td>to listen Next you will</td>
</tr>
<tr>
<td>Add quotation marks</td>
<td>$\text{\text{\textasciicircum}}$ or $\text{\text{\textasciicircum}}$</td>
<td>Hey, watch out!</td>
</tr>
<tr>
<td>Add parentheses</td>
<td>$\langle \rangle$</td>
<td></td>
</tr>
<tr>
<td>Question to writer</td>
<td>$\text{\text{\textdagger}}$</td>
<td></td>
</tr>
</tbody>
</table>