

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**
Herbert Blumer, *Industrialization as an Agent of Social Change* (Hawthorne, NY: Aldine de Gruyter, 1990), 10.

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

Otake Hideo, *Nihon seiji no tairikujiku* [Pillars of Contention in Japanese Politics] (Tokyo: Chukō shinsho, 1999), 41–44.

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

Hideo Otake, *Political Mistrust and Party Realignment in Japan* (Dhaka, Bangladesh: Japan Study Center, University of Dhaka, 1999), 1–15.

Use complete footnote for the 1st citation/ 2nd citation Author last name, Book, p. #.

Otake, *Political Mistrust and Party Realignment in Japan*, 7.

Commented [JG1]: Titles of books are italicized.

Commented [a2]: Japanese book titles: First word capitalized, the rest is in lower case unless the word is a proper noun that would be capitalized in English, ex. Zen

Commented [m3]: Translated titles should be in brackets

Commented [a4]: Japanese Printer: First word capitalized, the rest is in lower case

Commented [m5]: This should be a shortened title—if colon is in title use only first part

- **Journals – this is for citing the entire article**

Harry Markus and Sam Kitayama, “Culture and the Self: Implications for Cognition, Emotion, and Motivation,” *Psychological Review* 98 (1991): 224–253.

See comments for above citation

Robert S. Drew, “Embracing the Role of Amateur: How Karaoke Bar Patrons Become Regular Performers,” *Journal of Contemporary Ethnography* 25/4 (1997): 449–468.

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

Robert S. Drew, “Embracing the Role of Amateur: How Karaoke Bar Patrons Become Regular Performers,” *Journal of Contemporary Ethnography* 25/4 (1997), 468.

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

Etō Sokuō, ed., *Shōbōgenzō*, 3 vols, (Tokyo: Iwanami bunko, 1939-1943).

No original author, multiple editors

Etō Sokuō and Tosaka Jun, eds., *Shōbōgenzō*, 3 vols, (Tokyo: Iwanami bunko, 1939-1943).

Original author AND editor

Masao Abe, *A Study of Dōgen: His Philosophy and Religion*, ed. Steven Heine (Albany: SUNY Press, 1992).

Original author AND multiple editors

Masao Abe, *A Study of Dōgen: His Philosophy and Religion*, eds. Steven Heine and John Smith (Albany: SUNY Press, 1992).

- **Translated texts**

Original author AND translator

Takeo Doi, *The Anatomy of Dependence*, trans. John Bester (Tokyo: Kondansha International Ltd, 1973), p. 173.

No original author, just translator

Francis Cook, trans., *Sounds of Valley Streams: Enlightenment in Dōgen’s Zen*. Albany: State University of New York Press, 1989.

- **Articles in edited books**

Kenzaburo Oe, “Japan the Dubious [Ambiguous] and Myself,” in Charles Wei-hsun Fu and Steven Heine, eds., *Japan: In Traditional and Postmodern Perspectives* (Albany, NY: State University of New York Press, 1995), pp. 313-325.

- **Articles in translated texts**

Kenzaburo Oe, “Japan the Dubious [Ambiguous] and Myself,” in Charles Wei-hsun Fu and Steven Heine, trans., *Japan: In Traditional and Postmodern Perspectives* (Albany, NY: State University of New York Press, 1995), pp. 313-325.

- **Movies**

Life of Oharu, dir. Mizoguchi Kenji (1964).

Commented [a6]: This is the volume. There should be no comma before or after this number and should NOT be italicized. Also, the number is the volume #. For 25/4, 25 is the volume # and 4 is the 4th for the year.

Commented [m7]: Never put month here, only years.

Commented [JG8]: Notice the , p. # at the end.

Commented [JG9]: Notice the , p. # at the end.

Commented [JG10]: Original author

Commented [JG11]: Original author

Commented [JG12]: Original author

Commented [a13]: Name of article inside the book

Commented [a14]: Edited works have “(article),” in (eds name), eds., (book title). Same for translator (trans.)

- **Newspaper Articles**

Keiji Hirano, "Residents Still Dream of Return to Russian-held Isles," *The Japan Times*, October 8, 2006

Vasily Golovnin, "Maker of Russia Policy Sentenced in Japan," *TASS*, February 17, 2005.

If author is unknown, leave it off

"Japan-Russia Relations," *Asahi Shimbun*, November 23, 2005.

- **Magazines**

Cite like newspapers—only difference is magazines don't need complete dates—only month and year is ok.

- **Internet Articles**

Gregory Clark, "Northern Territories Dispute Highlights Flawed Diplomacy," *Glocom Platform*, March 25, 2005 (accessed December 26, 2006,

http://www.glocom.org/debates/20050325_clark_northern/index.html).

Kiku Day, "Hit Film Gets Lost in Racism Row" (<http://guardian.co.uk/Oscars/story>).

- **PhD Dissertation**

Aaron Gerow, "Writing a Pure Cinema: Articulations of Early Japanese Film" (Ph.D. diss., University of Iowa, 1996).

Lecture:

Dan Lusthaus, "Dōgen on Water and Firewood: His 'Logic of Nothing at All has an Unchanging Self' in Genjokōan," Reading, American Philosophical Association Eastern Division Meeting, New York, December 2005.

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.

Commented [m15]: Put full date

Commented [m16]: I realize that this breaks the "only capitalize 1st letter of Japanese title" rule but it just seemed wrong not to capitalize it and it was capitalized in JSR 2006

Proofreading Marks

ACTION	SYMBOL	EXAMPLE
Delete something	Ⓝ or Ⓞ or Ⓟ	take it out
Delete and close up space	Ⓠ	close up
Close up space	Ⓡ	print as <u>one</u> word
Insert something	^ or > or h	insert here <i>(something)</i>
Insert a space	#	put one here
Space evenly	eg#	space evenly ^ where indicated
Keep what was original	stet	let marked text stand as set
Transpose letters or words	tr	change <u>order</u> the
Begin a new paragraph	¶	
Spell out abbreviation	Ⓢ	set <u>5 lbs.</u> as five pounds
Use capital letters	cap =	set <u>nato</u> as NATO
Use small capital letters	sm cap or s.c. =	set <u>signal</u> as SIGNAL
Use lowercase letters	lc	set south as south
Use italics	ital	set <u>oeuvre</u> as <i>oeuvre</i>
Use roman	rom	set <u>mensch</u> as mensch
Use boldface type	bf	set <u>important</u> as important
Add superscript	∨	∨ as in πr ²
Add subscript	^	∧ as in H ₂ O
Add a comma	∩	stop ∩ and then move on.
Add apostrophe	∩	∩ re going with us.
Add period	Ⓢ	to listen Ⓢ Next you will
Add quotation marks	Ⓢ or ∩ ∩	∩ Hey, watch out! ∩
Add parentheses	(/)	
Question to writer	OK/?	