

Guidelines on Preparation of Manuscripts

1. Languages

Only manuscripts in Japanese or English are accepted.

2. Proofreading before submission

Manuscripts should be carefully proofread by a native speaker and edited to perfection prior to submission.

3. Word Count

Manuscripts should be 7,000 words or less for English articles. Manuscripts that exceed this word limit will be rejected. Manuscripts should be submitted as a single file including tables and figures. Tables and figures and a list of reference are also included in the total word count. (When calculating the word count for manuscripts in English that include tables and figures, use the following formula: A table or figure that is a half-page in size is counted as 215 words; A quarter of a page in size is counted as 110 words.)

4. Manuscript File Format

Manuscripts should be submitted electronically and formatted as an A4-size Microsoft Word file. Along with the Microsoft Word file (including the author's name), an anonymous PDF (with the author's name removed) must also be submitted for peer review.

5. Manuscript Cover Page

The first page (Cover Page) of the manuscript should clearly state the title(s) and name(s) in the following order: English Title: Subtitle, Your Name in English; Japanese Title -Subtitle-, Your Name in Japanese. In addition, your affiliation and e-mail address should be included as a footnote marked with an asterisk (*) after your name. (See the footnote below for an example). Following the title(s) and name(s), the manuscript should include an English Summary. The summary should be within 300 words. Four English letter spaces should be indented on the left and the right of the summary. In addition, page numbers must be included at the bottom of all pages beginning with the Cover Page. Page numbers should be centered and placed in the footer.

6. Font & Spacing

The font should be Century 12 point or Times New Roman 12 point and single-spaced.

7. Page Layout

All pages should have a top margin of 35 mm and a margin of 30 mm on all remaining sides.

8. Section & Heading Method

Manuscripts should be divided into sections. Each section should use the following style for heading and subheading.

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Example:

- 1.
- 1.1
- 1.1.1
- 1.1.2
- 1.2
- 2.

9. Tables and Figures

Tables and figures should be numbered consecutively and include the source(s). Clearly indicate the number for each table and figure in order of their appearance in the text. Generally the tables and figures will be published exactly as submitted by the author and so they should be created / inserted in the clearest possible format. Notes and sources should be placed under each table and figure. Photos will be treated as figures.

Examples:

Figure 1 : Japan's GDP in Asia



Note:
Source:

Table 1 : Japan's ODA in Asia

Note:
Source:

10. Citations, Quotations, and References

The general guidelines on citation and reference are as follows. For English texts, please follow these guidelines when citing and referencing other works. For direct quotations, copy the cited text verbatim (including punctuation marks). For quotations up to three lines long, use quotation marks. For quotations longer than three lines, use block quotation.

- (1) When citing sources within the main text, references should be indicated as the author's name, year of publication, and page numbers. (See the examples below.)

Examples:

"X has demonstrated Y is Z. (Tanaka 2000, p.36)"

When citing multiple pages, use "pp." in your citation: (Okada 2000, pp.45-49).

- (2) For notation within the main text, endnotes should be used, and notes should be numbered consecutively as shown below.

"X has demonstrated Y is Z.¹ Okada has argued.....²"

- (3) Endnotes and list of references should be placed after the main text.

Endnotes 1.

2.

- (4) Below are general guidelines on how cited works should be indicated in the list of references. However, make sure to seek instruction from your supervisor after consulting the style guides of academic journals in the relevant field

Books:

Author Name (Year). *Title*. City of Publication: Publisher.

Examples:

Example 1:

Robertson, S., Verger, A., Mundy, K. & Menashy, F. (2014) *Public Private Partnership in Education: New Actors and Modes of Governance in a Globalizing World*. Cheltenham: Edward Elgar Publishers.

Example 2:

Sneath, D.(1999) Spatial Mobility and Inner Asian Pastoralism. In Humphrey, C., & Sneath, D. (eds.) *The End of Nomadism?*. Durham: Duke University Press. pp.218-277.

Journal articles:

Author Name (Year). "Article Title." *Name of Journal*, Volume Number, Issue Number, Page Numbers.

Example:

Heyneman, S. (1999) "The Sad Story of UNESCO's Education Statistics." *International Journal of Educational Development*. Vol.19. No.1. pp.65-74.

Articles downloaded from the Internet:

Author Name. (Year). Title of Page. Website Name. Web URL (Date Accessed).

Example:

Stiglitz, Joseph, E. (1998). "More Instruments and Broader Goals: Moving Towards the Post-Washington Consensus." The United Nations University World Institute for Development Economics Research, Helsinki. <http://www.wider.unu.edu/stiglitz.htm> (January 15, 2015).

Notes:

- 1) When the same author has multiple works with the same publication year, distinguish them by adding a, b, c to the year. (2015a), (2015b), etc.

Example:

Heyneman, S. (1999a) "American Education: A View from the Outside," *The International Journal of Leadership in Education*, Vol.2. No. 1. pp.31-41.

Heyneman, S. (1999b) "The Sad Story of UNESCO's Education Statistics." *International Journal of Educational Development*. Vol.19. No.1. pp.65-74.

- 2) When a reference requires more than one line, leave one full-width space (3 alphanumeric spaces) at the start of every line after the first.

11. Plagiarism

Points on avoiding plagiarism (from the Waseda University Writing Center's 2014 "Citation and Reference in Academic Writing" pamphlet)

Plagiarism is to copy someone else's ideas without referring to the source information or to present someone else's thoughts as your own.

- (1) When previous literature is mentioned in the writing, it is necessary to provide the details of the source information. The same rule applies to information cited from the internet.
- (2) In providing a summary of someone else's work without quotations, it is considered plagiarism to present previous literature as your own by merely replacing the keyword(s) and reorganizing the sentence structure and flow of argument within the original without references.
- (3) When multiple sources are cited in a particular part of the writing, it is not acceptable to combine the information randomly from multiple sources. Each individual document cited in the writing should be properly referenced in the writing.