Style Guide for Authors

Waseda ORIS, Committee of Journals and HP

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１．Language

All manuscripts submitted to the ***Journal of Inter-Regional Studies: Regional and Global Perspectives (JIRS)*** must be written in English. The editorial board of the journal will not offer language editing or proofreading services. Before submission, authors must ensure that their manuscripts are proofread by native English speakers.

２．Word limits

Main text

The journal accepts three types of submissions, namely (1) research articles, (2) research notes, and (3) book reviews. Research articles and research notes will undergo a double-blind peer-review process.

Research articles and research notes should be no longer than 7,000 words.

Book reviews should be no longer than 3,000 words.

Manuscripts that substantially exceed the word limits will not be considered for publication. The word counts include footnotes and references and exclude figures, tables, and charts.

Abstract

Research articles and research notes must be accompanied by a separate file that contains a title and an abstract. The abstract should be no longer than 100 words.

３．How to submit

Please submit three files by email, namely (1) a Word file containing the main text, (2) a Word file containing the title and abstract, and (3) an anonymized PDF file for peer review (please include your name only in the title of your file as shown below).

The three files should be named as follows:

   (1) Main Text-(Author name here)-(Paper title here).doc/docx

   (2) Title and Abstract-(Author name here)-(Paper Title here).doc/docx

   (3) Main Text-(Author name here)-(Paper title here).pdf

4． Fonts

Please use Times New Roman, 12 points, single spaced.

5． Printing

Upon request, each author will receive a certain number of hard copies of the journal as well as an electronic copy of his/her contribution. Paper-based offprints will not be provided.

6． Publication frequency

In principle, the journal will be published in paper once a year. Once fully accepted, the digital version will be uploaded through the journal webpage.

7． Numbering of headings

The following style of numbering headings is recommended.

1.

1.1

1.1.1

1.1.2

1.2

2.

8． Figures, tables and charts

The source of figures, tables, and charts must be referenced clearly and accurately. They must be numbered (e.g. Table 1, 2, 3…). Ensure that all figures, tables, and charts are complete and accurate because, in principle, they will be printed as they are. Pictures will be treated as figures.

Examples:

  Figure 1: Figure Title
  Note:
  Source:

  Table 1: Figure Title
Note:
Source:

９. **References**

We do not have absolute rules concerning reference style. That being said, we recommend widely accepted standards such as a parenthetical scheme (e.g. brackets according to the author-year-page scheme), for example, (Gemma 2017: 12). A complete list of notes and references should appear at the end of the text.

１０. **Proof reading**

Authors can proofread their manuscripts only once after acceptance. The editorial board of the journal will not offer any editing or proofreading services.