

Manuscript requirements

Organization for Regional and Inter-regional Studies

Waseda University

10th November, 2016

1 . Languages

Either Japanese or English. Manuscripts should be checked by a native speaker and submitted as a whole document.

2 . Character/Word Limits

• Main Text

Character/word limits are, as a general rule, as follows.

【Japanese】

Papers and research notes: up to 20,000 characters

Book reviews: up to 10,000 characters

【English】

Papers and research notes: up to 7,000 words

Book reviews: up to 3,000 words

Papers that heavily exceed the character/word limits in either Japanese or English will not be accepted. The character/word limits include notes and bibliographies. Figures and tables are not included in these limits.

• Summary

Papers and research notes should be provided in a separate file from the main text with Japanese title and Japanese summary (up to 300 words) or English title and English summary (up to 100 words). It should be noted that main text and summary manuscripts should be typed with word processing software horizontally from left to right on A4 paper, as a general rule.

3 . Submission Method

Along with **MS-WORD files** (main text, summary), an anonymous **PDF file** (include author's name in file name) should also be submitted to the designated address (3 files in total).

Examples of file names:

(main text)ShigenobuOkuma_Research into xx.docx

(main text)ShigenobuOkuma_Research into xx.pdf

(title/summary)ShigenobuOkuma_Research into xx.docx

4 . Fonts

When submitting, use MS 明朝 10.5pt for Japanese manuscripts (use of Times

New Roman 10.5pt for alphabet is also acceptable). For English, use Century 12pt or Times New Roman 12pt. Both Japanese and English manuscripts should be single-spaced.

5 . Manuscript Page Layout when Binding

When binding, the manuscript will be converted to a B6 format. Papers that are accepted will be checked and revised for B6 layout with the office of the Organization for Regional and Inter-regional Studies.

6 . Reprints

We do not create offprints. Each author will be provided with five copies of the Journal.

7 . No. of Issues

As a general rule, the Journal is issued once a year. Multiple issues are possible if determined necessary by the Committee.

8 . How to divide into Sections

All papers, both Japanese and English, should be divided into Sections. For example, sections should be divided as follows.

Example 1 (Japanese)

1.
 - (1)
 - ①
 - (2)
 - (3)

Example 2 (English)

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

9 . Notes for Figures and Tables

Make sources for figures and tables clear. Figures should be numbered in order as should tables. Figures and tables should, as a general rule, should be reproduced as created by their author so submitting authors must create the original figure clearly. Photos are to be regarded as figures.

- For Japanese manuscripts

図 1 日本のジニ係数の推移

(注)

(出所)

表 1 日本のジニ係数の推移

(注)

(出所)

• For English manuscripts

Fig.1 Japan's Gini coefficient

Note:

Source:

Table 1 Japan's Gini coefficient

Note:

Source:

10. How to write Citations and Bibliographies

For writing methods for citations and bibliographies for both Japanese and English manuscripts, it is a good idea to refer to the guidelines of societies related to those with which the author is affiliated, etc. If there are no related societies, refer to the following.

If it is a direct citation of less than three lines, place inside 「」 in the main text for Japanese manuscripts and “” for English manuscripts. If the citation is more than three lines, insert as a block.

(1) Citations in the main text should be: 「・・・である (鈴木 2000、p.2)」 for Japanese and (Suzuki 2000, p.36) for English.

(2) Explanatory notes in the main text should be: 「・・・である¹。」 for Japanese and “A is B.¹” for English.

(3) Explanatory notes and bibliographies should be grouped at the end of papers.

Explanatory notes

(4) For writing methods for bibliographies, it is a good idea to refer to the method of societies related to those with which the author is affiliated, etc. If there are no related societies, refer to the following.

• 日本語単行本：著者（発行年）『書名』出版社名。

(例) 弦間正彦ほか編（2010）『世界政治経済と日本・米国・中国：グローバル危機と国際協調』東洋経済新報社。

• 日本語雑誌論文：著者（発行年）「題名」『雑誌名』○号、pp. - .

(例) 弦間正彦（2007）「EUへの市場統合と農業発展--ポーランドとリトアニアの事例研究」『早稲田社会科学総合研究』8(1)、pp.1-21.

• English book: Author (year of publication). Book Name. Place of publication: Publisher.

(Example) Boehmer, Elleke (2015). *Indian Arrival*. New York: Oxford University

Press.

• English Journal Article: Author (year of publication). Title. Journal Name, Volume, No., Page.

(Example) Duus, Peter. (1971). "Review of The Japanese Oligarchy and the Russo-Japanese War, by Okamoto Shumpei." *Journal of Asian Studies*, Vol.30, no.4, 89-98.

• 日本語インターネット掲載論文：著者（発行年）「タイトル」、ホームページ掲載機関名。URLアドレス（閲覧日）。

（例）大西裕、2016、「韓国選挙管理委員会の強さの意味」、ジェトロ・アジア経済研究所。

http://d-arch.ide.go.jp/idedp/ZWT/ZWT201608_004.pdf（2016年10月14日アクセス）。

• English papers on the internet: Author (year of publication) Title. Name of organization on website. URL (date of access).

(Example) Brown, Archie. (1989) "The False God of the Strong Leader." St Antony's College, University of Oxford.

<http://production.sant.ox.ac.uk/sites/default/files/1201-st-antonys-antonian-07iiwebs.pdf> (accessed October 14, 2016) .

(Note 1) When using the same author and year of publication multiple times, differentiate using a, b, c such as (1998a) and (1998b).

(Note 2) If a single explanatory note is more than two lines, from the second line onwards, use a double byte character (three alphanumeric character) indent.