

***Japan Review* Style Guide**  
**2018**

**International Research Center for Japanese Studies**

**Kyoto**

## ***Japan Review* Style Guide**

International Research Center for Japanese Studies,  
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Permalink: <http://id.nii.ac.jp/1368/00006983/>

### **About the Journal**

*Japan Review* is a refereed journal published annually by the International Research Center for Japanese Studies since 1990. *Japan Review* solicits outstanding manuscripts relating to Japan. It also publishes shorter research notes and review articles, as well as annotated translations of important texts. *Japan Review* welcomes proposals for special issues.

Submission to *Japan Review* is open to all those engaged in the study of the Japanese past and present. Manuscripts under consideration for publication are refereed anonymously by scholars whose opinions are solicited by the Editor. A typical manuscript is normally 10,000 words in length, including footnotes, tables, references, and captions, but the Editor will accept longer manuscripts.

### **Open Access**

All *Japan Review* content—manuscripts and book reviews—is accessible online via the journal's website ([https://nichibun.repo.nii.ac.jp/?action=repository\\_opensearch&index\\_id=165](https://nichibun.repo.nii.ac.jp/?action=repository_opensearch&index_id=165)), and on JSTOR (<https://www.jstor.org/>).

## Contents

### **1. Instructions for Authors**

- 1.1. Requirements for Submission/Preparation of Manuscripts
- 1.2. Manuscript Evaluation
- 1.3. Submission of Manuscripts

### **2. Copyright and Permissions**

### **3. Illustrations/Images**

- 3.1. Permissions
- 3.2. Format
- 3.3. Resolution Required for Images

### **4. Stylistic Conventions**

- 4.1. Headings
- 4.2. Italicization of Japanese and Non-English-Language terms
- 4.3. Capitalization
- 4.4. Hyphenation
- 4.5. Macrons
- 4.6. Apostrophes
- 4.7. Personal Names
- 4.8. Japanese/Chinese Characters
- 4.9. Spelling and Punctuation
- 4.10. Dates
- 4.11. Numbers
- 4.12. Block Quotations and Indentation

### **5. Documentation**

- 5.1. Footnotes
- 5.2. References
  - 5.2.1. Referencing Monographs
  - 5.2.2. Referencing Book Chapters
  - 5.2.3. Referencing Journal, Magazine and Newspaper Articles
  - 5.2.4. Referencing Abbreviations
  - 5.2.5. Referencing Premodern Sources
  - 5.2.6. Referencing Museum and Gallery Catalogs
  - 5.2.7. Referencing Websites
  - 5.2.8. Referencing Audio-Visual Material

### **6. Book Reviews**

## 1. Instructions for Authors

### 1.1. Submission of Manuscripts

Manuscripts submitted to *Japan Review* should be sent as an attachment in Word by email or via file-sharing software such as WeTransfer to the Editor, John Breen ([jr-editors@nichibun.ac.jp](mailto:jr-editors@nichibun.ac.jp)). *Japan Review* draws on the *Chicago Manual of Style*, and follows the conventions of American English usage. An excellent short guide to American usage is ‘A Handbook of Style,’ pp. 1604–09 of *Merriam-Webster’s Collegiate Dictionary*, 11<sup>th</sup> ed. (Merriam-Webster, 2004). On spelling and punctuation see 4.9, below. Manuscripts should be double spaced, 12 point, and in Times New Roman. If English is not your native language, we strongly recommend that you have a native speaker look over the manuscript prior to submission. Manuscripts submitted to *Japan Review* should not be under consideration elsewhere.

### 1.2. Requirements for Submission/Preparation of Manuscripts

1.2.1 The submission must contain a cover sheet with the following information:

The title of the manuscript.

The author’s contact details, email address, postal address, telephone number, and biographical information of no more than 250 words that include current affiliation (if any), research interests, and major publications.

An abstract of roughly 150–250 words, plus 5–10 keywords. Please exclude from the keyword list words that appear in the title of the article.

1.2.2. Please send separate files for all images and graphs. Indicate in the main body of the manuscript where any images and graphs are to be placed. (See below 3.3 for requirements for images.) Please attach a separate list of images, graphs, tables, and so on. Include all captions, along with proof of any permissions if required.

1.2.3. If submitting an annotated translation, a copy of the text in the original language must also be supplied.

### 1.3. Manuscript Evaluation

All manuscripts are peer reviewed by two external referees and these referee reports are returned to the Editor and then sent on to the author. When a manuscript is accepted for publication in *Japan Review*, we ask that authors not distribute their manuscript in any shape or form prior to publication. Please note that all articles and book reviews are subject to editorial revision.

## **2. Copyright and Permissions**

The copyright for all manuscripts published in *Japan Review* resides with the authors. We nonetheless ask authors to submit to the Editor all requests to republish material elsewhere, and to include in a footnote written acknowledgment of first publication in *Japan Review*.

*Japan Review* will grant permission for the reproduction and reprinting of essays and reviews previously published in the journal. Authors will be notified beforehand as a matter of courtesy.

## **3. Illustrations/Images**

### **3.1. Permissions**

3.1.1. When permissions for illustrations/images are required, the author is personally responsible for seeking and obtaining those permissions.

3.1.2. When an application for permission has to be made directly by the publisher of *Japan Review*, and only in cases when permission is granted free of charge, Nichibunken will make the application.

3.1.3. Nichibunken will not cover the costs incurred in using illustrations/images.

3.1.4. According to Japanese copyright law, the reproduction of illustrations/images may be treated as “a textual citation.” In other words, as with a citation from a text, so with an illustration: reproduction does not require permission provided requisite conditions are met (for example, that the illustration/image is already published, that the source is duly acknowledged. For items not already published, you are required to seek permission from the owner and holder of the copyright. Moreover, if the copyright is held by the photographer of the illustration/image, then permission to reproduce is required, and it is the duty of the author to obtain that permission.

### **3.2. Format**

3.2.1. All illustrations/images should be submitted as separate JPEG or TIFF files. (For the use of other formats, please consult the Editor.)

3.2.2. Captions for images must be in a separate Word file.

3.2.3. The author should indicate clearly in the manuscript where illustrations/images are to be placed.

### **3.3. Resolution Required for Images**

3.3.1. Actual-size illustrations/images should be 350dpi for color, and 300dpi for black and white. For line art, images should be 600dpi.

3.3.2. An author wishing to reproduce a 10cm color photograph needs to provide a 10cm illustration/image with a minimum 350dpi. Note that the quality of the illustration/image to be reproduced deteriorates in proportion as its size is increased.

#### **4. Stylistic Conventions**

Please note that *Japan Review* simplifies Chicago style in footnoting. (See below.) For stylistic conventions not listed here, please refer to the *Chicago Manual of Style*, the latest 17th edition of which was published in September 2017. Authors may also refer to past issues of *Japan Review* at <http://publications.nichibun.ac.jp/>.

For the romanization of Japanese, *Japan Review* uses the Modified Hepburn System as employed in *Kenkyusha's New Japanese-English Dictionary* (3rd and later editions): for example, *tempura* not *tempura* and *Tenpō* not *Tempō*, and *o* not *wo*. For the romanization of Chinese terms and names, *Japan Review* uses the Pinyin, and for Korean the McCune-Reischauer systems.

##### **4.1. Headings**

Provide section headings and, where appropriate, subheadings. They should be easy to understand and preferably in the form of first and second level headings as here:

###### **First Level Heading**

*Second Level Heading*

##### **4.2. Italicization of Japanese and Non-English- Language terms**

Italicize Japanese and non-English-language terms, except for those that are used frequently in English (for example, Shinto, kami) or found in *Webster's Third New International Dictionary*.

##### **4.3. Capitalization**

As a general principle, *Japan Review* capitalizes the initial letter of each significant word that appears in names of specific institutions, organizations and incidents, whether they are rendered in English or Japanese. See the examples that follow:

###### 4.3.1. Institutions and Organizations:

The International Research Center for Japanese Studies / Kokusai Nihon Bunka Kenkyū  
Sentā

Kōfuku no Kagaku / Happy Science

Jinja Honchō / Association of Shinto Shrines

#### 4.3.2. Well-known Incidents:

High Treason Incident / Taigyaku Jiken

The Manchurian Incident / Manshū Jihen

#### 4.3.3. Laws / Constitutions:

Peace Preservation Law / Chian Iji Hō

Meiji Constitution / Meiji Kenpō

### 4.4. Hyphenation

*Japan Review* uses hyphens sparingly and adheres to the spellings and hyphenation found in *Webster's Third New International Dictionary*. We advise authors to refer to the *Chicago Manual of Style* hyphenation guide (7.85) for guidance on spelling compounds not found in the dictionary.

For Japanese-language terms we recommend limiting hyphenation where possible. However, *Japan Review* uses hyphens in romanizing prefectures, cities, and other administrative divisions. For example:

Miyazaki-ken

Kyōto-shi

Monzen-chō

### 4.5. Macrons

*Japan Review* uses macrons in accord with the Modified Hepburn System.

Long vowels should be indicated using *ō*, *ū*. Do not use circumflexes (*ô*, *û*) as a macron substitute. Provide macrons for all long vowels except in anglicized words such as Shinto, and main islands and cities such as Hokkaido, Honshu, Tokyo. Note, however, such exceptions as *ojiisan*. Loanwords with long vowels all use macrons as in *takushī*. Use macrons for Shōwa and Taishō when they refer to emperors and eras.

Omit macrons for Japanese organizations, associations, and religious groups if they are omitted from the official English rendering of these bodies (as, for example, Soka Gakkai).

Note, however, that when such terms occur in a Japanese-language context—for example, the name of a publisher cited in the References section—the macrons should be retained. They should also be kept when quoting from a Western-language work that utilizes them.

### 4.6. Apostrophes

Where there is the possibility of confusion regarding meaning or pronunciation of a romanized word, use an apostrophe after “n” when it is followed by a vowel: “Jun’ichirō,” “ichiman’en.”

#### 4.7. Personal Names

Give Japanese names in traditional order (for example, Nishida Kitarō), except in cases when citing a Japanese author whose name has been rendered in Western format in English-language publications. Examples include Koichi Iwabuchi, Tomi Suzuki, Tomiko Yoda and Daisetz Suzuki.

#### 4.8. Japanese/Chinese Characters

*Japan Review* advocates the sparing use of Japanese characters for words and phrases. Do not provide them for familiar Japanese words such as major cities, prefectures, provinces, or islands, or common personal names. Characters are not needed for words found in English-language dictionaries such as “Shinto” or “kami.” Provide characters for Japanese words where they are necessary to avoid ambiguity or elucidate meaning, as in the case of names of persons, places, specialist terms, literary works, and eras amongst others. Locate characters at the first (and only first) mention of the name. The characters should be located after the romanized version, as in Ōkuni Takamasa 大國隆正.

Please note that *Japan Review* encourages the use of Japanese characters for citations of poetry and other forms of text, where characters are essential to the author’s articulation of his or her argument.

#### 4.9. Spelling and Punctuation

Use American English and refer to the *Chicago Manual of Style* and *Webster's Third New International Dictionary* for basic conventions on spelling (for example, “favor” not “favour”) and punctuation. Exceptions are made when the original quotation is in British English. Periods and commas should be tucked within quotation marks.

*Japan Review* uses the standard ellipsis points: ...

Double quotation marks should be used. Single quotation marks should only be used for quotations within a quotation. For example, “The governor has prior obligations and said he ‘wishes he could be in attendance today.’”

Spell out the following terms:

e.g.: “for example”

etc.: “*et cetera*” or “and so on”

i.e.: “that is”

Use “U.S.” (not “US”)

AD (not A.D.), BC (not B.C.) and PhD (not Ph.D.)



#### **4.10. Dates**

When handling dates prior to 1873, use one of the following formats:

The sixth day of the fifth month, Jōji 4 (1365) or Jōji 4 (1365).5.6

For post-1873 dates, list the day/month/year and do not separate them with commas:

8 December 1973

Provide birth and death dates for all major persons who feature in the text:

Mori Kansai (1814–1894)

Give all dates in full as in 1987–1988, and 2011–2016.

#### **4.11. Numbers**

*Japan Review* follows the *Chicago Manual of Style* in spelling out whole numbers from zero through one hundred, and certain multiples of those numbers. For example:

There were only five children in the class.

My Japanese grandfather is 107 years old.

Sixty thousand people were crammed into the stadium.

Centuries should be spelled out: nineteenth century

Percentages should follow this style: 56 percent

If there are many numbers within one paragraph or many percentages within a block of text, then leave these as numerals.

#### **4.12. Block Quotations and Indentation**

Longer quotations should be set off as blocks, with the reference and page numbers clearly marked in a footnote.

*Japan Review*'s style is to unindent all paragraphs immediately after block quotations.

## **5. Documentation**

### **5.1. Footnotes**

References for citations are to be placed in footnotes. Footnote callout numbers should be placed at the end of a sentence; one number per sentence. There should be no space between the period and the footnote callout number.

Use the author-date system for references, with the surname of the author followed by year of publication, a comma, and then page numbers:

Inaga 2013, pp. 44–89.

Stone 2011, pp. 103–109.

Ichikawa 1978, pp. 456–89.

Niwa 1999, pp. 287–307.

Use “note” rather than “n.” when referencing a footnote (for example, Swanson 2007, p. 121, note 27).

Avoid use of “ibid.”/“op. cit.”/“idem.”

## 5.2. References

A section titled “References” at the end of the document should list all sources that are cited in alphabetical order of author/editor. Where multiple volumes are cited for a single author, list them chronologically, the old preceding the new. Supply all volume and issue information available and, for articles and book chapters, all page numbers.

Note that *Japan Review* follows the now accepted practice of capitalizing the first letter of all important words in English language titles, but not conjunctions (“and,” “but,” and “or”) or articles (“the,” “a,” or “an”), unless they are the first word. For Japanese titles, only the first word and proper names are capitalized.

Do not provide translations of titles in the references.

Please note that *Japan Review* does not require place of publication in the references.

### 5.2.1. Referencing Monographs

For English-language monographs, see the following example:

Jaffe 2001

Richard Jaffe. *Neither Monk nor Layman: Clerical Marriage in Modern Japanese Buddhism*. Princeton University Press, 2001.

For Japanese-language monographs, see the following example:

Itō 1997

Itō Kiyoshi 伊藤喜良. *Nanbokuchō dōran to ōken* 南北朝動乱と王権. Tōkyōdō Shuppan, 1997.

In Japanese-language titles, use double quotation marks for all instances of parentheses/brackets:

Shintani 2009

Shintani Takanori 新谷尚紀. *Ise Jingū to Izumo Taisha: “Nihon” to “Tennō” no tanjō* 伊勢神宮と出雲大社: 「日本」と「天皇」の誕生. Kōdansha, 2009.

For translated monographs, see the following examples:

Irokawa 1988

Irokawa Daikichi. *The Culture of the Meiji Period*, trans. Marius B. Jansen. Princeton University Press, 1988.

Izumo 1971

Izumo Takeda, Shōraku Miyoshi, Senryū Namiki. *Chushingura (The Treasury of Loyal Retainers): A Puppet Play*, trans. Donald Keene. Columbia University Press, 1971.

### 5.2.2. Referencing Book Chapters

For English-language book chapters in edited volumes, see the following example:

Barnes 1986

Gina L. Barnes. “Jiehao, Tonghao: Peer Relations in East Asia.” In *Peer Polity Interaction and Socio-political Change*, eds. Colin Renfrew and John F. Cherry. Cambridge University Press, 1986, pp. 79–93.

For Japanese-language book chapters in edited volumes, see the following example:

Nishizawa 1998

Nishizawa Atsuo 西沢淳男. “Takaosan Yakuōinryō seiritsu katei to shuinjō kōfu ni tsuite” 高尾山薬王院領成立過程と朱印状交付について. In *Kinsei Takaosan shi no kenkyū* 近世高尾山史の研究, ed. Murakami Tadashi 村上直. Meicho Shuppan, 1998, pp. 225–44.

When multiple essays are referenced from a single book, use abbreviated forms, and provide a separate entry for the book, listing it under the editor’s name. The above examples would be abbreviated as follows:

Barnes 1986

Gina L. Barnes. “Jiehao, Tonghao: Peer Relations in East Asia.” In Renfrew and Cherry 1986, pp. 79–93.

Nishizawa 1998

Nishizawa Atsuo 西沢淳男. “Takaosan Yakuōinryō seiritsu katei to shuinjō kōfu ni tsuite” 高尾山薬王院領成立過程と朱印状交付について. In Murakami 1998, pp. 225–44.

### 5.2.3. Referencing Journal, Magazine and Newspaper Articles

For English-language articles, see the following example:

Klautau 2008

Orion Klautau. “Against the Ghosts of Recent Past: Meiji Scholarship and the Discourse on Edo-Period Buddhist Decadence.” *Japanese Journal of Religious Studies* 35:2 (2008), pp. 263–303.

For Japanese-language articles, see the following example:

Ichizawa 2002

Ichizawa Satoshi 市沢哲. “*Nan Taiheiki futatsu no rekishiteki shatei: Muromachi shoki no Heike monogatari o kangaeru tame ni*” 『難太平記』二つの歴史的射程: 室町初期の『平家物語』を考えるために. *Bungaku* 文学 3:4 (2002), pp. 47–59.

Newspaper articles are referenced in the same way as journal articles. Where the author of the article is not specified, follow this example:

*Japan Times* 2005

*Japan Times*. “Koizumi nixes Yasukuni replacement.” 18 June 2005.

#### 5.2.4. Referencing Abbreviations

Abbreviations are used for frequently cited collections. Include these under a section titled “Abbreviations,” and place them at the beginning of the references section in the following style:

SGZ Suzuki Gakujutsu Zaidan 鈴木学術財団, ed. *Nihon daizōkyō* 日本大蔵経. Revised and enlarged edition. 100 vols. Suzuki Gakujutsu Zaidan, 1973–1978.

Provide an abbreviation for footnotes: SGZ 63:328a.

#### 5.2.5. Referencing Premodern Sources

In referencing premodern sources, provide author and date (where known) in the footnotes. If the author is unknown, provide source title in the footnote, and list under the title in the references. See the examples below:

Footnote

Shōgenji 1836.

References

Shōgenji 1836

Shōgenji Yukimaru 生源寺行丸. *Ōyamakui shinden* 大山咋神伝. 1836 (Eizan Bunko 叡山文庫).

Footnote

Shōgenji 1983, pp. 331–32.

References

Shōgenji 1983

Shōgenji Yukimaru 生源寺行丸. *Hie sha Shintō himitsu ki* 日吉社神道秘密記. In *Shintō taikei jinja hen 29: Hie* 神道大系神社編 29 : 日吉, ed. Shintō Taikei Hensankai 神道大系編纂会, pp. 331–32. Shintō Taikei Hensankai, 1983.

Footnote

*Daijukō sandai shidaigaki* 大樹公参内次第書 (not paginated).

References

*Daijukō sandai shidaigaki*

*Daijukō sandai shidaigaki* 大樹公参内次第書. In *Komei Tennō ki* 4 孝明天皇紀, ed. Heian Jingū 平安神宮, pp.465–69. Yoshikawa Kōbunkan, 1981.

### 5.2.6. Referencing Museum and Gallery Catalogs

A museum, gallery, or exhibition catalog is treated as a book and referenced accordingly. For a single authored catalog:

Murase 2000

Murase Miyeko. *Bridge of Dreams: The Mary Griggs Burke Collection of Japanese Art*. The Metropolitan Museum of Art, 2000.

For a multiple authored catalog:

Cunningham 1998

Michael R. Cunningham, John M. Rosenfield, and Mimi Hall Yiengpruksawan, eds. *Buddhist Treasures from Nara*. Cleveland Museum of Art, 1998.

For a catalog where no author is named:

Tōkyō Kokuritsu Hakubutsukan 2007

Tōkyō Kokuritsu Hakubutsukan 東京国立博物館, ed. *Kyōto Gozan Zen no bunka ten: Ashikaga Yoshimitsu roppyakunen goki kinen* 京都五山禅の文化展：足利義満六百年御忌記念. Nihon Keizai Shinbunsha, 2007.

### 5.2.7. Referencing Websites

For website references, provide the full URL, title of the work or article, date of publication/revision and, if available, name of author. Please provide access dates. Remove hyperlinks on all URL references:

Killian 2012

Seth Killian. "Explained: The Mind Games of Evo's World-Famous Dago-Wong Match." Interview with Penny Arcade, via Capcom Unity: [http://www.capcom-unity.com/brelston/blog/2012/02/24/explained:the\\_mind\\_games\\_of\\_evos\\_world-famous\\_daigowong\\_match](http://www.capcom-unity.com/brelston/blog/2012/02/24/explained:the_mind_games_of_evos_world-famous_daigowong_match) (Accessed 15 January 2018)

### 5.2.8. Referencing Audio-Visual Material

For films, DVDs and TV programs, follow the example here and give director, film title, production company and date:

Okazaki 2007

Steven Okazaki, dir. *White Light/Black Rain: The Destruction of Hiroshima and Nagasaki*. HBO, 2007.

## 6. Book Reviews

*Japan Review* publishes reviews of important books in English on the study of Japan past and present across a broad range of disciplines. The Editor typically solicits book reviews from scholars on the advice of the International Advisory Board, but also welcomes suggestions for books to review from potential reviewers. *Japan Review* reviews are intended to be critical pieces rather than “introductions” to the book in question. Footnotes and bibliographies are acceptable. Book reviews should be approximately 800–1000 words in length. Book reviews conform to *Japan Review* style.

For a single authored volume, please head the book review in the following fashion:

*Christianity and Imperialism in Modern Japan: Empire for God*

By Emily Anderson

Bloomsbury Academic, 2014

328 pages.

For edited volumes:

*Heian Japan, Centers and Peripheries*. Edited by Mikael Adolphson, Edward Kamens,  
and Stacie Matsumoto. University of Hawai‘i Press, 2006. 552 pages.

For translated volumes:

*The Kojiki: An Account of Ancient Matters*

Translated by Gustav Heldt. Columbia University Press, 2014. 279 pages.

(21 February 2018)