

# **Submission Guidelines for**

# **Honours Graduates**

**Submission deadline: March 27, 2017**

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## 1. Are you eligible?

### i. What is *New Voices in Japanese Studies*?

*New Voices in Japanese Studies (NVJS)* is a peer-reviewed open-access journal showcasing outstanding Japan-related research by emerging scholars in or from Australia and New Zealand. NVJS is published online by The Japan Foundation, Sydney to provide a platform for Honours graduates, Masters graduates, PhD candidates and recent PhD graduates to share their work with the broader academic community and, at the same time, build their portfolios and experience.

Volume 9 of NVJS is scheduled for publication in 2017.

### ii. Am I eligible to submit?

As an Honours graduate, you are eligible to submit if you and your work satisfy each of the criteria (i – iv) below.

#### a) Citizenship/Residency

You must be:

- a citizen or permanent resident of Australia or New Zealand  
OR
- be/have been enrolled at an Australian or New Zealand university for the period of your Honours candidature.

#### b) Research Credentials

You must be:

- an Australian or New Zealand citizen or permanent resident who completed (or will have completed) their Honours thesis at any university between November 2011 and November 2016  
OR
- an Honours graduate of any nationality who completed (or will have completed) their thesis at an Australian or New Zealand university between November 2011 and November 2016

#### c) Academic record

You must:

- have been awarded Honours II.I or above (or overseas equivalent)  
AND
- be able to submit a written recommendation from your supervisor

#### d) Content of Paper

Your paper must:

- be related to Japan  
AND

- be of a high academic standard  
AND
- be your own original work  
AND
- not have been previously published or submitted for publication elsewhere  
AND
- be referenced and formatted according to the *NVJS* Style Guide (included in this submission package).

*\*Note: These guidelines apply to Honours graduates only. Master graduates, PhD candidates, recent PhD graduates and Graduate Workshop participants should refer to the specific guidelines for their category. These are available for download from the NVJS website.*

## 2. Editing for submission

### i. Important Notice for Contributors

If you meet the criteria above and would like to submit, you must:

- a) consult the guidelines below prior to submitting.
- b) edit or reformat your paper with attention to detail prior to submitting.

**Papers which fail to comply with the *NVJS* Style Guide will not be considered for publication.**

### ii. Subject Matter

Submissions may be on any topic related to Japan. Papers from any discipline are welcomed; however, please note that *NVJS* primarily publishes work in the fields of social science, politics or the humanities.

Eligible papers may focus exclusively on Japan, or feature Japan as one of several case studies.

### iii. Word Count

Submissions must be between 5,000 and 8,000 words. This **includes** footnotes and appendices. Note that the reference list is not included in the word count.

Footnotes and appendices should be kept to a minimum. Publication of supplementary materials such as charts and appendices will be at the discretion of the editors.

**Papers exceeding the maximum word count will not be considered for publication.**

#### **iv. Writing Quality**

All papers must be checked thoroughly to ensure that they are free from spelling and grammatical errors prior to submission.

Papers from non-native English speakers are welcomed; however, as *NVJS* is an English-language journal, only submissions in English will be accepted. Contributors who are not native English speakers must have their paper proofread by a native or native-level speaker for grammar, spelling and readability prior to submitting.

**Papers with poor grammar, spelling and readability will not be considered for publication.**

#### **v. Terminology & Glossary**

*NVJS* is an interdisciplinary journal. Contributors are asked to avoid over-reliance on acronyms, specialised terminology or Japanese terms where possible to ensure maximum accessibility to a cross-disciplinary readership. Any specialist terms used should be explained at first mention for the benefit of cross-disciplinary readers.

If repeated use of acronyms, specialist terminology or Japanese vocabulary is unavoidable, please provide a comprehensive glossary at the end of the paper to assist readers who are unfamiliar with your field of specialisation. Other reference materials (e.g. lineage charts, figures, etc.) may also be of use.

Glossaries and other appendices should appear before your reference list.

If you are in doubt about the level of accessibility of your paper, ask a non-specialist to read it and flag language or concepts that may require clarification.

#### **vi. Charts, Graphs and Tables**

Charts, graphs and tables should be kept to a minimum, and must be consistently formatted in line with the *NVJS* Style Guide. Publication of charts, graphs and tables will be at the discretion of the editors.

Any charts, graphs or tables you include must be:

- a) indicated by file name in your paper at the point you wish them to appear;
- b) accompanied by an appropriate title and number that corresponds with references to the data within the text;
- c) accompanied by an appropriate title (above the chart, graph or table); and
- d) supplied separately **as clearly labelled raw data files** in the original format they were produced in (eg. Excel, Powerpoint). PDF files will not be accepted.

All source data should be referenced directly beneath the relevant chart, graph or table using the author-date style. Statistical data collected by the author does not require referencing.

## **vii. Images and Copyright**

Any images you include must be:

- a) indicated by file name in your paper at the point you wish them to appear;
- b) accompanied by an appropriate title and number which corresponds with references to the data within the text;
- c) accompanied by an appropriate caption (below the image); and
- d) supplied separately **as high-resolution JPEG files** where possible (at least 300dpi, or approx. 1MB or larger).

All sources should be referenced in the caption using the author-date style outlined in the *NVJS Style Guide*. Copyright credits should appear at the end of captions. Images taken by the author do not require referencing.

You must seek permission to use any copyrighted images or other material as part of your paper. You will be required to provide proof of permissions, along with any credit lines to be inserted, in writing prior to publication. *NVJS* has a permissions form for this purpose which is available on request.

As seeking permissions can be a time-consuming process, you will need to begin working on this as soon as your paper is accepted. If you are unsure whether an image you wish to use is subject to copyright, please refer to the [Australian Copyright Council](#) for information.

### **c) Japanese-Language Citations**

If you cite from a Japanese text, you should provide an English translation of the citation in the main text, and include the original Japanese in parentheses afterward, or in a footnote at the bottom of the page. For further details, refer to the *NVJS Style Guide*.

### **d) Format and Style**

Prior to submission, you must edit your paper from start to finish to ensure that it complies with specifications in the *NVJS Style Guide*.

**Papers which fail to comply with the *NVJS Style Guide* will not be considered for publication.**

## **e) References**

References should be in the author-date style outlined in the *NVJS Style Guide*. Footnotes should not be used for references.

Your References list must:

- a) be in alphabetical order;
- b) include bibliographic information for Japanese-language sources in both Japanese and English, following the style indicated in the *NVJS Style Guide*;
- c) include only works that are explicitly cited or referenced in the body text of your paper. If your paper is an edited version of a longer thesis, make sure you also edit all unnecessary references from the reference list before submitting;
- d) include full publication details for all works cited; and
- e) represent monographs, journal articles and other source types accurately in line with the *NVJS Style Guide* (e.g., monograph titles in italics, no inverted commas; article and chapter titles in double inverted commas, no italics; journal titles in italics, no inverted commas, etc.).

Refer to the *NVJS Style Guide* for further details on referencing requirements.

**Papers with references which fail to comply with the *NVJS Style Guide* will not be considered for publication.**

## **3. How to submit**

### **i. What you need to prepare**

You will need to prepare the following items in order to submit.

- a) Edited and formatted manuscript (MS Word .doc or .docx file, clearly named)
- b) Any separate images, charts, graphs or tables you wish to submit
- c) Cover Sheet
- d) Contributor's Checklist
- e) Electronic copy of academic transcript
- f) Supervisor Recommendation Form

The Cover Sheet, Contributor's Checklist and Supervisor Recommendation Form are all included in the Submission Packages available for download from [the NVJS website](#).

The Supervisor Recommendation Form should be completed and sent to *NVJS* directly by your academic supervisor. In the event that your supervisor is absent, a recommendation from one of your thesis examiners or an academic who knows your work is also acceptable.

The Supervisor Recommendation Form must be sent by email to [newvoices@jpf.org.au](mailto:newvoices@jpf.org.au) or posted to the address below **by March 27, 2017**.

New Voices Editor  
The Japan Foundation, Sydney  
Level 4, Central at Central Park  
28 Broadway, Chippendale NSW 2008

## ii. Sending your data

Collate your manuscript, cover sheet, checklist, transcript and any other files for submission into a single folder.

Ensure that:

- a) individual files are clearly labelled
- b) the folder is labelled with your name

Compress the folder and submit as a zip file via email to [newvoices@jpf.org.au](mailto:newvoices@jpf.org.au) (up to approx. 8MB).

If the size of your folder exceeds 8MB, or if you experience difficulty sending the files, please upload and send them via an online file transfer service (e.g. Dropbox, WeTransfer, etc.)

## 4. Notes

### i. Editorial

Final decisions regarding the selection of papers will be made at the sole discretion of The Japan Foundation, Sydney based on quality of work, suitability and subject matter.

The Japan Foundation, Sydney reserves the right to edit submissions.

### ii. Licensing

Work published in NVJS Vol. 8 will be licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International](https://creativecommons.org/licenses/by-nc-nd/4.0/) license (CC BY-NC-ND 4.0), with attribution requested for the author and The Japan Foundation, Sydney.



## 5. What happens next

### Selection and editorial process

Below is an overview of the selection process and subsequent editorial process, which is approximate and for your reference only. This process is subject to change.

- Stage 1:** Submissions will first be reviewed by the series editors for compliance with the *NVJS* guidelines. Only submissions which comply with the guidelines will pass this stage.
- Stage 2:** In line with the HERDC recommendations for peer-reviewed journals, all manuscripts will be reviewed by the Guest Editor and Editorial Advisory Board to determine their suitability for publication. Papers deemed to be of suitable academic merit for publication will pass this stage.
- Stage 3:** Authors will receive feedback from reviewers, and will be invited to incorporate this feedback and resubmit their revised papers. Authors are strongly encouraged to involve their supervisors in this revision process as much as possible.
- Stage 4:** Revised papers are reviewed by the editors, and a final decision about whether to publish will be made based on the quality of the revisions. Some further amendments may be requested.
- Stage 5:** Authors receive notification of the editors' decision. Successful authors begin any necessary permission requests for reproducing images or other copyrighted material (if they have not done so already). Successful authors will be asked to provide a portrait photo and give permission for their profile to be featured on the *NVJS* website and in our newsletter.
- Stage 6:** Manuscripts and any separate files are laid out by layout designers and resubmitted to the editors for proofing. Authors may be asked to proof the layout of their paper at this stage.
- Stage 7:** Corrections and changes to the layout from the editors and author are collated, marked up onto a single manuscript and returned to the layout designer, who reflects the changes.
- Stage 8:** The layout is proofed a second time. Changes (minimal changes only) are again collated and returned to the layout designer.
- Stage 9:** Final proof.
- Stage 10:** Finalised layouts are uploaded to the *NVJS* website.

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