



NEW VOICES

IN JAPANESE STUDIES

Submission deadline for papers:

Master/PhD: October 14, 2019

Honours: November 4, 2019

Reviews enquiries:

newvoices@jpf.org.au

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1. About *New Voices in Japanese Studies*

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 with ties to 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 build their portfolios and experience.

Volume 12 of NVJS is scheduled for publication in mid-2020.

ii. What kinds of submissions does *New Voices in Japanese Studies* accept?

New Voices in Japanese Studies accepts original, sole-authored **academic papers** and **reviews** that have not been published or submitted elsewhere. They must be related to Japan and based in the humanities, social sciences and related fields. All submissions must be written in English. Creative non-fiction manuscripts are not accepted. For guidelines on academic papers, see Section 2. For guidelines on Reviews, see Section 3.

iii. Peer review statement

All academic papers submitted to *New Voices in Japanese Studies* are rigorously reviewed internally by the Guest Editor and Series Editor, and independently peer reviewed by at least two experts in relevant fields prior to publication.

Reviews are reviewed internally by the Guest Editor and Series Editor. External expertise may be sought as required.

iv. Important notice for contributors

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

- a) consult the guidelines below, and
- b) edit and format your submission with attention to detail.

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

2. Preparing a paper for submission

i. Subject matter

Submissions may be on any topic related to Japan. Papers from any discipline are welcome; however, please note that *NVJS* primarily publishes work in the fields of social science and the humanities. Papers may focus exclusively on Japan, or feature Japan as one of several case studies.

ii. Originality and authorship

Submissions must be original, sole-authored papers that have not been published or submitted elsewhere.

iii. Word count

Submissions must be between 5,000 and 8,000 words. This **includes** footnotes and appendices. Note that the References 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 manuscripts must be checked thoroughly to ensure that they are free from spelling and grammatical errors prior to submission.

Submissions from non-native English speakers are welcome; however, only submissions in English will be accepted. Contributors who are not native English speakers must have their manuscript 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 and 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.

If repeated use of acronyms, specialist terminology or Japanese vocabulary is unavoidable, these should be explained at first mention for the benefit of cross-disciplinary readers. Authors are also encouraged to provide a comprehensive glossary of such terms at the end of the paper. 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 and can

also provide a letter of support to accompany permissions requests.

Seeking permissions can be a time-consuming process, so 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.

viii. Japanese-language citations

If you cite from a Japanese text, you must 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.

ix. 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.

x. 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 a paper

i. What to prepare

You will need 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 available in the Submission Pack, available for download on the [Submission Guidelines](#) page.

The Supervisor Recommendation Form should be completed and sent directly by your academic supervisor to the Series Editor (newvoices@jpf.org.au) **before the submission deadline**. 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.

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. If you experience difficulty sending the files, please upload and send them via an online file transfer service (e.g. Dropbox, WeTransfer).

4. Reviews

i. How to review for *New Voices in Japanese Studies*

a) Review a specific publication:

If you have a specific book or article you would like to review, you can submit your [Review Proposal](#) via our online form. The editors will review the request and advise regarding acceptance. If a book review request is accepted, *NVJS* will make efforts to source a review copy of the book from the publisher. Note that *NVJS* cannot guarantee availability of

requested publications for review. Note also that sourcing journal articles for review purposes is the author's responsibility.

b) Register interest:

If you are interested in reviewing for *NVJS* but have no specific publication in mind, you can register your details on our [Reviewer Database](#) and *NVJS* will contact you if a relevant publication becomes available for review.

Review enquiries should be directed to the Series Editor at newvoices@jpf.org.au.

ii. Subject matter

NVJS accepts reviews of academic books and articles from the humanities, social sciences or related fields that are about Japan or feature a significant Japan-related component. Reviews of the following publications are welcome:

- a) recent academic books in English,
- b) recent academic books in Japanese, or
- c) recent academic articles in Japanese which contribute to key debates in Japan-related scholarship

Reviews of more than one publication are also considered.

iii. Word count

Book reviews should be around 1,000 words, and article reviews should be around 600-800 words. This word count includes footnotes but not the references list. Footnotes should be kept to a minimum.

iv. Writing quality

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

Submissions from non-native English speakers are welcome; however, only submissions in English will be accepted. Contributors who are not native English speakers must have their manuscript proofread by a native or native-level speaker for grammar, spelling and readability prior to submitting.

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

v. Format and style

A review manuscript must include:

- a) Your name, university and current candidacy status
- b) Title and author of book/article being reviewed
- c) Bibliographical information (publisher, date of publication, no. of pages, ISBN, DOI, direct link to publication)
- d) References to the review publication in the form of page numbers in parentheses.
- e) References to other publications using the author-date style detailed in the *NVJS Style Guide*.

All submissions should be edited to conform with the [NVJS Style Guide](#) prior to submission.

5. How to submit a review

i. What to prepare

You will need the following items in order to submit.

- a) Edited and formatted manuscript (MS Word .doc or .docx file, clearly named)
- b) Review Cover Sheet
- c) Copy of academic transcript

The Review Cover Sheet is available for download from the [Review Guidelines](#) page.

ii. Sending your data

Send your manuscript, cover sheet and transcript to the Series Editor at newvoices@jpf.org.au. Ensure that individual files are clearly labelled.

6. Notes

i. Editorial decisions

Final decisions regarding the selection of submissions 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* is 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.

7. What happens next

i. Overview of selection and editorial process for papers

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

Stage 1: Internal Review #1

Submissions are reviewed internally by our academic Guest Editor and Series Editor for readability, coherence of argument and compliance with the *NVJS* guidelines. Only submissions which comply with the *NVJS* guidelines pass this stage. You may be asked to revise your work based on this first internal review.

Stage 2: Peer Review

Papers that pass the internal review stage are sent out for double-blind peer review by at least two experts in related areas.

Stage 3: Author Revisions

Authors receive feedback from reviewers, and are invited to revise their work to incorporate this feedback. Authors are strongly encouraged to involve their supervisors in this revision process.

Stage 4: Internal Review #2

Revised papers are reviewed by the editors, and a decision about whether to publish is made based on the quality of the revisions. Further amendments may be requested.

Stage 5: Editorial Decision

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). Additional revisions may be required.

Successful authors are requested to sign a publication agreement and provide a portrait photo for use on the *NVJS* website.

Stage 6: Pre-Layout

Manuscripts and any additional files are prepared for layout. Authors and the editors proof the layout manuscript, which is then sent to the layout designer. Authors may be asked to follow up on any final queries.

Stage 7: Layout Proof

The first layout of each paper is sent to the authors for proofing. The editors also thoroughly proof the layout. Corrections and changes 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: Final Proofs

The layout is proofed by the editors a second time. Changes (minimal only) are again collated and returned to the layout designer. Final proofs are returned to the editors and undergo a final check.

Stage 9: PDF Release

The PDF versions of the papers are published online.

Stage 10: HTML Release

The HTML version is prepared based on the final PDF and published online.

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