Contents

1. Important Notes
2. Basic Layout and Spacing
3. Spelling
4. Capitalisation
5. Referencing
6. References List
7. Referencing Japanese-Language Publications
8. Interview Data
9. Citations
10. Citations from Japanese-Language Publications
11. Acronyms and Abbreviations
12. Romanisation, Names and People
13. Japanese and Other Foreign-Language Content
14. Numbers
15. Dates and Years
16. Periods and Eras
17. Images
18. Charts, Graphs and Tables
19. Footnotes

For questions not addressed in this document, please refer to The Chicago Manual of Style. In instances where a number of stylistic variations are recommended, follow the first style that is recommended.
1. Important Notes

1.1 Recommendations in this Style Guide are based on The Chicago Manual of Style (CMOS), with some exceptions related to referencing (e.g., see 6.3 below) and British English punctuation conventions.

1.2 Please refer to CMOS for any matters of style that are not explicitly addressed in this document. In instances where a number of stylistic variations are recommended, follow the first style that is recommended, rather than the variations.

1.3 The Submission Guidelines must also be consulted prior to submitting.

2. Basic Layout and Spacing

2.1 Article Title in Times, 16 pt bold and left-aligned

Author’s Name (Firstname Surname) in Times, 12 pt
Author’s Affiliated Institution in Times, 12 pt

Headings in Times, 12 pt bold

Sub-headings in Times, 12 pt italic

Main body of text in Times, 12 pt; 1.5 line spacing throughout
(日本語原文 in MS 明朝 font), 11 pt

Block quotations, indented, leave a line above and below, 11 pt; single-line spacing.
(Left-aligned references)

Glossary
in Times, 11 pt. [日本語 in MS 明朝, 10 pt]

Appendix
in Times, 11 pt.

References
in Times, 11 pt. [日本語 in MS 明朝, 10 pt]
(See below for format.)

Footnotes in Times, 9 pt. for English; MS 明朝 8pt for Japanese.

**Include page numbers**
2.2 Leave two lines above and one line below headings.

2.3 Use single, not double, spaces after full stops and colons.

3. **Spelling**

3.1 Spelling should follow British English conventions.

3.2 Spelling and word usages should be checked using a British English dictionary, such as [Cambridge Dictionaries Online](https://dictionary.cambridge.org/) which can be accessed for free.

4. **Capitalisation**

4.1 Headline-style capitalisation (see examples in 4.2 and consult CMOS for details), should be used for all:
- titles, headings and subheadings
- chart/graph/table titles.

4.2 English-language titles cited in the References list or directly in the text should follow headline-style capitalisation.


4.3 Foreign-language titles cited in the References list or directly in the text should follow sentence-style capitalisation, i.e., the initial letter of first word is capitalised, and everything that follows is lower-case. Note that initial capitalisation is used for Japanese publisher names.


5. **Referencing**

5.1 All references should be in-text, following the *author-date style* recommended by The Chicago Manual of Style.
5.2 **In-text references** should appear as follows:

*Without page numbers:*  
(Morioka and Sasaki 1990)

*With page numbers:*  
(Morioka and Sasaki 1990, 11–27)

**Corresponding References entry:**

5.3 Multiple in-text references should be separated with a semi-colon. In the interests of readability, please limit the number of references to three per point.

The word ‘hayashi’ can be traced to the nominal form of the transitive verb ‘hayasu’ (囃す), meaning ‘to favour’ or ‘to praise’ (Hayashiya 2011, 33; Imada 2010, 179).

5.4 When citing a source, the year of publication should appear at first mention of the author’s name where possible.

Roland Barthes (2009) describes this type of humanism as a “very old mystification” founded upon the belief that “in scratching the history of men a little, the relativity of their institutions or the superficial diversity of their skins...one very quickly reaches the solid rock of human nature” (122).

Anthropologists such as Russell (2001) and Roche (2009) argue that marginal and private geographical settings are central to the construction of sexually transgressive action, since public conventions are replaced by negotiated norms in these contexts.

5.5 Include first-name initials in in-text references for **authors with the same surname**.

(C. Hashimoto 1993, 56–58)
(R. Hashimoto 1992)


5.4 **Publications with three or more authors** should be referenced using ‘et al.’ in in-text references, but with all author names included in the References list.

(Mackey et al. 2000)

6. References List

6.1 Only cited works should appear in the References list.

6.2 List entries in alphabetical order by author surname.

6.3 Entries should follow the author-date style of referencing recommended by CMOS, but with the following exception: please list only the first initial(s) of authors/editors, not their full names (i.e., Vogel, S. not Vogel, Steven.)


This exception is in recognition that submissions may be adaptations of an existing thesis and the full names of all authors/editors may be difficult to access in some instances.

6.4 **English-language titles** should follow headline-style capitalisation (see example in 4.2).

6.5 **Foreign-language titles** should follow sentence-style capitalisation (see example in 4.3).

6.6 **Access dates** are required for electronic sources which are undated, not formally published, regularly modified or otherwise likely to change without notice at any time. Examples include organisational or personal webpages, blogs, social media pages or posts (including YouTube content) and fact sheets. Alternatively, if a source specifies its last date of revision (e.g., news article, ), this information should also be provided.


6.7 Where available, the **DOI (Digital Object Identifier), handle or similar permalink** for a source should be included at the end of its reference entry in link format.


6.8 **Monographs and co-authored books** should be referenced as follows:


(Flick 2014, 11–13)  
(Lakoff and Johnson 1980)  
(Takara 1980)

6.9 **Edited books** should be referenced as follows:


(Lovell 2003)

6.10 **Book chapter** references (including page ranges) should appear as follows:


(Jones 2013, 177–78)

6.11 **Translated works** should appear as follows:


(Cixous 1976, 876)  
(Kawabata 1970)

6.12 **Journal article** references (including page ranges) should appear as follows:


(Kittredge 2014, 527)
6.13 **Online-only journal articles** should be referenced according to the example in 6.12, *unless*:
- volume number is not available, OR
- page range is not available

If either volume number or page range are **not** available, online journal references should appear as follows:

**If DOI is available:**

**If DOI is not available:**

6.14 **Multiple publications** by the same author(s) should be listed in ascending chronological order. The author’s name should appear in the first listing only. Subsequent listings should use a 3-em dash.


(Watanabe 1993, 46)
(Watanabe 1996)
(Watanabe 2012, 101–31)

**BUT**


(Hatch 2003, 34–40)
(Hatch and Yamamura 1996)
6.15 **Multiple publications from the same year** by the same author should be listed in alphabetical (or alphanumeric, as below) order by title. Use letters following the year of publication (e.g. 2011a, 2011b) to ensure that works are distinguishable in in-text references.


(Conder 1893a, 23–25)
(Conder 1893b, 16)

6.16 **Multiple undated publications from the same source** should be listed in alphabetical or alphanumeric order by title. Use letters in square brackets to ensure works are distinguishable in in-text references.


(The Japan Children’s Rights Network n.d.[a])
(The Japan Children’s Rights Network n.d.[b])

6.17 **Webpages, websites** and **web downloads** should be referenced as follows:


6.18 **Radio interviews** should be listed under the name of the key speaker(s).

*(Individual interview)*

*(Panel discussion)*

(Yu 2017)
(Baker et al. 2017)

6.19 **Unpublished dissertations or theses** should be referenced as follows:


6.20 **Printed newspaper or magazine articles** should be referenced as follows:


6.21 **Online newspaper or magazine articles** should be referenced as follows:

6.22 **Speeches** should be referenced according to the format of the source material used, as per the following examples:


6.23 **Media/News releases** should be referenced as follows:


6.24 **Social media posts** will be referenced differently depending on the content and focus of the paper’s analysis, as per the following examples:


6.25 **Audiovisual content** will be referenced differently depending on how it is accessed, as per the examples below:


6.26 **Manga series** should be referenced as follows:


7. **Referencing Japanese-Language Publications**

7.1 In References lists, authors should provide bibliographic details for Japanese-language sources in both romanised Japanese and Japanese script. Entries should feature author names, all titles (including article, journal and newspaper titles) and publisher names in English, immediately followed by the corresponding Japanese script in square brackets. First names and last names in Japanese script should be separated by a space equivalent to a single space on an English keyboard. Romanised titles should follow sentence-style capitalisation. Note that initial capitalisation is used for Japanese publisher names.


7.2 In-text references should be in English or romanised Japanese only.

(Maeda 1966, 76)  
(Guiches 2015)  
(Amamiya and Kayano 2008)
8. Interview Data

8.1 Interview data collected by the author should be referenced in the text using the author-date style (see Section 6), and listed in an appendix directly before the References list. Below is an example of interview data as referenced in the body text, and listed in the corresponding Appendix.

Those currently working in the kimono industry are typically in their sixties or older and they cite the lack of successors as a main cause of the industry’s perceived decline (Yamada 2012; Kameda 2012).

APPENDIX: LIST OF INTERVIEWS

9. Citations

9.1 Use double quotation marks (“ ”) for quotations.

9.2 Use single quotation marks (‘ ’) for quotations within quotations.

9.3 Single quotations can be used to mark concepts or specialist terms when they are first introduced.

The term ‘wafuku’ is generally used as a counterpart to ‘yōfuku’, which was coined in the Meiji period [1868–1912] to denote Western dress (Dalby 2001, 67).

9.4 Full stops, commas and other punctuation marks that are not part of the target phrase should appear after the closing quotation mark.

9.5 Avoid using quotation marks to disclaim or for emphasis.

9.6 Block quotations should be used for lengthy quotations (approx. three lines or more). They should be formatted as follows (see example in 10.4):

- separated from the body text by a single line break above and below
- indented
- in 11 pt font
- without quotation marks
- single spaced
- referenced on a new line immediately below the quotation, aligned with the left margin of the block quote
10. Citations from Japanese-Language Publications

10.1 The author is required to provide English-language translations of any material quoted from Japanese-language sources. Note that sources of all translations must be specified, including when the translation is the author’s own.

10.2 For short quotations (e.g., up to approx. 30 words or two lines in length), the English translation should appear as the main quotation, followed by the original Japanese text in parentheses. The Japanese text provided should be identical to the original Japanese script. No romanisation is required.

Her father disapproved of Kobe University as a mixed-gender institution and told her, “You’ll begin to keep bad company so only a woman’s college is allowed” (虫がつくから女子大しかダメ) (Shimazaki 2006, 62).

10.3 In-text references for short quotations should appear following the parenthesised original Japanese text.

10.4 For block-length quotations, the English translation should appear in the body text, and the original Japanese text should be provided in a footnote on the same page. The Japanese text provided should be identical to the original Japanese script. No romanisation is required.

She continued:

In the early days [of participation], I thought that I was to blame. I felt that it was my fault I was feeling ikizuraso, and that I had to fix it. But … as I read books and listened to other people’s projects, my perception changed. My view started to shift from being ‘it’s all my fault’ to ‘there is something that can be shared in my experience’. In such a problematic system, there must be many other people who feel the same pain.9 (Sasaki 2015a)

After three years of participation, Mai was offered a job…

[Footnote]
9. 「初期の頃は、自分のせいだと思っていたんです。生きづらいのは全部自分が原因だと。自分と、自分に関わる人しかいなかった。でも、......本を読んだり人の発表を聞いたりして、構造的なものなんだなって、移っていった。この仕組みじゃ苦しいと思うってしまう人はいっぱいいるよなって。」

10.5 In-text references for block quotations should appear following the English translation (as in the example above). The footnoted original Japanese text does not require a separate reference.

10.6 English translations must be provided for Japanese titles mentioned in the article text. These should be enclosed within square brackets, and can be combined with the year of
publication. Official English titles should be in italics, while translations of titles by the author should be in single quotes. Japanese script for Japanese titles should be provided somewhere in the paper. This can be in the text, as in the example below, or integrated into footnotes or a bibliography.

In 1995, the Japan Business Federation (日本経営者団体連盟), an employers’ organisation, published a report titled ‘Japanese-style Management for a New Era’ [新時代の日本的経営], advocating flexible employment practices which made it easier to place employees on casual or short-term fixed contracts.

This master/servant relationship that passes down from father to son is also a central theme of another BL manga, Shitsuji no bunzai ['A Butler’s Place'; 2005] by Fumi Yoshinaga.

Greek mythology, for example, influenced many manga series, including smash hits such as Seinto selya [Saint Seiya: Knights of the Zodiac; 1986] and Bishōjo senshi sērā mūn [Pretty Guardian Sailor Moon; 1991].

11. Acronyms and Abbreviations

11.1 All acronyms must be explained where they first appear in the text. At the first mention of the acronym, provide the term or name in full followed by the acronym in parentheses. The acronym can be used on its own thereafter.

In 2005, Japan’s trade in goods equalled 20% of Gross Domestic Product (GDP), while for China it was 64% of GDP.

11.2 If a significant number of acronyms are used, a glossary of acronyms should be provided at the end of the text. If in doubt, include a glossary.

11.3 Commas should follow “i.e.” and “e.g.” wherever they are used.

Such usage has come to academic (e.g., Solove 2007) and popular (e.g., Ronson 2015) attention in recent years.

11.4 Avoid ampersands (&) in both text and references. ‘And’ should be spelled out at all occurrences.

12. Romanisation, Names and People

12.1 The Modified Hepburn system of Romanisation should be used (eg. kya, chi, sho).

The US Library of Congress has a useful table of the Modified Hepburn system on pp. 18-19 of its Japanese information sheet:
http://www.loc.gov/catdir/cpso/romanization/japanese.pdf
12.2 Long vowels should be indicated with the use of macrons (eg. kyōiku, shūkan). Exceptions are:
   - long vowels in common place names, eg. Tokyo, Kyoto, Osaka
   - words that have entered the English lexicon (see 12.2)

12.3 Words and names containing the Japanese syllabic ‘n’ may require an apostrophe to assist readers with correct pronunciation, e.g. Ken’ichi.

12.4 Japanese personal names should be written in first-name, surname order in line with general English-language usage.

12.5 When discussing people, years of birth (and death) should be indicated in square brackets at first mention where possible.

Mariko Koike [b. 1952] is a Japanese female author.

Hiroshi Hamaya [1915–1999] is one of Japan’s most celebrated photographers. Born in a working-class area of Tokyo, he taught himself photography in adolescence before briefly undertaking formal studies. In his first professional position he was tutored by Yoshio Watanabe [1907–2000], also one of Japan’s most revered photographers (Reynolds 2013, 18).

13. Japanese and Other Foreign-Language Content

13.1 Japanese and other foreign-language words or phrases should appear in italics.

13.2 Words or phrases of foreign-language origin that are listed in English dictionaries should not be italicised, and should be written as they are in their dictionary entries, e.g. sumo, butoh, kimono, tofu, Noh. Cambridge Dictionaries Online is useful for checking this and can be accessed for free.

13.3 If a foreign-language word is used frequently throughout the text, italics may be omitted after the first appearance of the word in the text. This is particularly appropriate in texts where a high volume of loan words, and therefore italics, are used. If in doubt, retain italics.

Rakugo is the Japanese tradition of staged comic storytelling presented by highly trained hanashika storytellers associated with small urban variety theatres called yose, located in the Kamigata and Edo regions. Despite the comparable format and appearance of Kamigata and Edo rakugo, Kamigata storytellers consider music to be an integral component of rakugo performance (Yamamoto 2001, 246; Ui 1975, 69).

13.4 If the meaning of a foreign-language word is unlikely to be understood by the general reader, an explanation of the meaning should be provided when it first appears in the text. This can be done by either integrating the meaning into the surrounding text, or by providing glosses for specific terms as they appear.
Conder was impressed with the integration of indoor and outdoor areas through the use of sliding *fusuma* screens and open matted rooms.

While the family law provisions of Japan’s Civil Code are predominantly modelled on French law, the historical legal system known as *ritsuryō* (律令) in Japan, which has its roots in Chinese legalism and Confucian ideals, has also been highly influential in the Japanese understanding of the function of law (Mizuno 2014, 254).

In this socio-economic climate, the *sōshokukei danshi* (草食系男子; lit., ‘herbivore man’) emerged as an alternative to salaryman masculinity.

Once introduced and explained, terms can generally be used without further explanation thereafter. However, in papers where a high volume of foreign-language words are required, it may be helpful for the reader if key terms are redefined at the beginning of each section or chapter.

13.5 **Japanese script may be provided for key terms to assist readers in locating and consulting Japanese sources related to the topic of the paper.**

Japanese family law is contained in Book 4 (“Relatives”) and Book 5 (“Inheritance”) of the Civil Code (民法).

Enacted in 1950, the Public Offices Election Law (公職選挙法) regulates electoral campaigning by controlling spending and media access with the aim of eliminating unfair advantages.

These measures included penalising children at school for speaking in local dialects, with punishments including reduction of grades or being made to wear a wooden “dialect tag” (方言札) around their necks (Anderson 2009, 31–34).

13.6 **When Japanese script is provided in the text (as per 13.5), romanisation is generally not required unless the pronunciation is salient or the romanised Japanese term is commonly used in English-language scholarship (see examples below).**

More specifically, the Japanese characters used for “kill” (斬る; kiru) denote the specific meaning of killing a human with a bladed weapon.

The *shōnen* framework restricts the genre’s capacity to represent gender performances in two key ways: by inviting the male gaze, and by portraying female characters as ‘Good Wife, Wise Mother’ (良妻賢母; *ryōsai kenbo*) archetypes.

13.7 **If multiple Japanese terms are used repeatedly within the paper, a glossary of Japanese terms should be provided. Glossary definitions should be consistent with those provided within the text.**
14. Numbers

14.1 Numbers from zero to one hundred should be spelt out. Exceptions include technical content, such as:
- percentages, which should always be shown in numerals
- statistical reporting and statistical variables
- amounts of currency
- numbers with decimal places
- volume numbers of publications

*Landscape Gardening in Japan* was published in two volumes: Volume 1 containing text and plates, and Volume 2 containing plates only.

There were also significant differences in misuse recognition, whereby the Chinese group \( t(12) = -3.00, p < .05 \) and the English group \( t(12) = -3.10, p < .01 \) performed significantly worse than the Japanese group.

In 2006, Japanese firms invested US$9.9 billion in China, which accounted for 5.1% of total Chinese FDI inflows.

All subjects (29 in total) were Japanese language learners on exchange in Japan who were L1 speakers of Chinese (11), English (6), Spanish (1), French (1), German (3) and Korean (7).

14.2 Numbers greater than one hundred should be written in numerals, except:
- at the beginning of a sentence
- when the number is a whole, rounded number, e.g. three thousand

14.3 First, second, third etc. should be spelt out where possible. If numerals are used, avoid superscript, e.g. 100th, not 100\textsuperscript{th}.

14.4 For further guidelines surrounding numbers, please refer to CMOS.

15. Dates and Years

15.1 Dates can be written in month-day-year style (e.g., January 1, 2019) as recommended by CMOS, or in day-month-year style (e.g., 1 January 2019). The latter is more easily used in complex sentences due to the lack of internal commas. Whichever format is chosen, care should be taken to ensure that it is applied consistently throughout the paper.

15.2 Centuries are spelled out, e.g. nineteenth century.

15.3 Use 1990s (no apostrophe), rather than nineties or 90s.
15.4 Years of significant events can be indicated in square brackets, or be incorporated into the text.

Nōhonshugi, as the Japanese iteration of this agrarian myth, emerged as an ideology in the wake of the Meiji Restoration [1868] and Japan’s consequent rapid modernisation.

The narrative of Koi is set in the context of the early 1970s student movements and the Asama Sansō Incident of 1972.

15.5 Years of production for books and artworks mentioned in the discussion should be indicated at (or as close as possible to) first mention, either in square brackets or incorporated into the text.

Reflecting on her crime, Fumiko mentions L’Étranger [1942], a novel by Albert Camus in which the protagonist, Meursault, kills a man for no good reason.

All of the photographs in the Snow Land book, which was first published in 1956, were therefore taken either during wartime or in the most acute period of post-war recovery.

16. Periods and Eras

16.1 The year ranges of periods and eras should be supplied in the text at first mention, with years enclosed in square brackets and separated with an n-dash.

The sense of dislocation became even more pronounced in the Taishō era [1912–1926].

17. Images

17.1 Captions appear below images and should include figure numbers, as well as copyright credits where applicable.

**Figure 1:** Plate 47 from Snow Land (Hamaya 1977). © Keisuke Katano. Reproduced with permission.

**Figure 3:** The image accompanying a tweet on Onaga’s official Twitter page, captioned: “With everyone’s voice, let’s change history” (みんなの声で歴史を変えよう).

**Figure 10:** Jidai Matsuri participant wearing traditional trousers (Photo: Jenny Hall).

17.2 See the NVJS Submission Guidelines for further details regarding images, including matters of copyright.
18. Charts, Graphs and Tables

18.1 A number and title should appear before each chart, graph or table.

*Table 1. Background of Participants*

18.2 Explanatory details such as captions and keys appear below.

18.3 Source data should be referenced beneath each chart, graph and table using the author-date style outlined in this Style Guide.

18.4 See the NVJS Submission Guidelines for further details.

19. Footnotes

19.1 Footnotes are included in the word count of your paper and should be kept to a minimum.

19.2 Footnotes should not be used for references.

19.3 In the body text, footnotes should be indicated by superscript numbers at the end of a sentence containing a quote to be glossed or a concept to be explained.

19.4 Superscript numbers should appear after sentence-final punctuation.

Four participants either spoke or had learned more than one variety of Chinese (i.e., Mandarin, Cantonese, Hokkien).³

However, ‘Nen ni wa nen o ireyo’ directly translates as ‘put care into care’, which appears to have a slightly different meaning to that of ‘Look before you leap.’²

* * * * *

For questions not addressed in this document, please refer to The Chicago Manual of Style. In instances where a number of stylistic variations are recommended, follow the first style that is recommended.