

# JAPANESE JOURNAL OF RELIGIOUS STUDIES

## SUBMISSION OF MANUSCRIPTS & STYLE GUIDE

Nanzan Institute for Religion and Culture  
18 Yamazato-chō, Shōwa-ku, 466-8673 Nagoya, Japan

Tel: 81-52-832-3111; Fax: 81-52-833-6157

Website: <http://nirc.nanzan-u.ac.jp/en/>

[pswanson@nanzan-u.ac.jp](mailto:pswanson@nanzan-u.ac.jp)

February 2017

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The *Japanese Journal of Religious Studies* publishes articles and materials that advance interreligious understanding and further the pursuit of knowledge in the study of religion, particularly Japanese religion. One of its functions is to break through the language barriers that separate Japanese scholarship in religion from the international scene. Contributions from any source are welcome, but Japanese scholars are especially solicited to send us their materials. Responsibility for factual accuracy and for views expressed lies with the author, not necessarily with the Institute.

### 1. MANUSCRIPT SUBMISSION

Manuscripts for consideration in the *Japanese Journal of Religious Studies* are evaluated for content and style. Electronic manuscripts may be submitted to the editor ([pswanson@nanzan-u.ac.jp](mailto:pswanson@nanzan-u.ac.jp)) by e-mail or file-sharing software such as Dropbox, WeTransfer, and so on.

#### REQUIREMENTS FOR INITIAL SUBMISSION

The manuscript must contain the following information:

1. contact details (including mailing and email address)
2. a title page with a 150-word summary and 5 or 6 keywords
3. separate lists of illustrations, tables, and graphs (with captions and acknowledgements)
4. full text matter including notes
5. full reference list including URLs and access dates for all websites, as well as DOIs (Digital Object Identifiers) for relevant articles (see below)
6. If submitting a translation or partial translation, include a copy of the text in the original language.

**AFTER EVALUATION AND ACCEPTANCE**

The submission will be evaluated internally and with a blind review by an outside reader, using a sample peer review form and recommending that the essay be accepted with minor revisions, accepted with major revisions, should be revised and resubmitted for a new evaluation, or rejected. Thus the submission will be returned with suggestions for improvements or revisions in style and content. When a manuscript has been accepted for publication in the *Japanese Journal of Religious Studies*, we ask authors not to distribute the manuscript before final publication.

- After completion of the required revisions, the author should send a final electronic version to the *JJRS* editor.
- If the essay has any images, they must be either reproduced on photographic paper or scanned at the highest possible resolution (minimum 600 DPI) in color or black-and-white in JPEG or TIFF format.
- Images should be sent in separate files, not imbedded in the text file. The placing of the images, and captions, should be indicated in the proper place within the text file.
- Authors whose manuscripts have been accepted must also supply a two-line biographical note (for the front page of the article) plus a six-line version (for the Contributors Page).
- The author should also submit all permissions, in writing, regarding the reproduction of illustrations and previously published material, and citation of unpublished data and personal communications.
- All references (where applicable) should indicate their DOI (e.g. “<http://dx.doi.org/10.1093/obo/9780195393521-0062>”). The DOI for specific articles can be searched and identified at [www.crossref.org](http://www.crossref.org). A DOI will be assigned to the submitted article in the *JJRS* upon publication.

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*Japanese Journal of Religious Studies* will be posted on the Nanzan Institute for Religion and Culture website, in PDF format, for full and free open access by the academic community; acceptance of this condition is implied by the author's consent to publish in the *JJRS*.

### 3. STYLISTIC CONVENTIONS

For questions of style and format, the *Japanese Journal of Religious Studies* generally follows *The Chicago Manual of Style*. For details and examples on citation methods and other stylistic conventions, see recent issues of the *Japanese Journal of Religious Studies* (<http://nirc.nanzan-u.ac.jp/en/publications/jjrs/>). For further details on how to handle questions of style related to Japanese, see the *Monumenta Nipponica* Style Sheet:

<http://monumenta.cc.sophia.ac.jp/submissions.html>.

#### **Headings**

Provide section headings and, where appropriate, subheadings. Do not begin an essay with a heading.

#### **Name order**

Give Japanese names in traditional order (e.g., Nishida Kitarō), except in cases when citing a Japanese author whose name has been rendered in Western format in English-language publications (e.g., Harumi Befu).

#### **Japanese Characters**

Provide characters at the first (and only first) mention of a person, place name, literary work, era name, or Romanized term. Do not provide characters for prefectures (e.g. Aichi), islands (e.g. Hokkaido), provinces, or major cities (e.g. Tokyo, Osaka).

Do not provide characters for words found in English-language dictionaries (e.g., Shinto, kami), unless they form part of a fuller Japanese phrase or text reference.

#### **Macrons**

Indicate long vowels with a macron in a standard font (ō, ū). Otherwise, use circumflexed vowels (ô, û).

Provide macrons for all words apart from anglicized ones (e.g., Shinto), and main islands and cities (Hokkaido, Honshu, Tokyo, Osaka).

Omit macrons if a religious organization does so in its official English name (e.g., Rishso Kosei-kai).

Retain macrons when they occur in a Japanese-language citation (e.g., Hamuro Yoriaki 葉室頼昭, "*Shintō no kokoro* 「神道」のころ, Tokyo: Shunjūsha, 1997).

\*While macrons should be retained for publisher names, it is not necessary to provide the characters for publishers. There may be instances whereby publisher names include place names that require macrons even though the place of publication does not include macrons (e.g., Tokyo: Tōkyō Daigaku Shuppan).

***Italicization of Japanese and non-English-language terms***

Italicize Japanese and non-English-language terms, except for those that are used frequently in English (e.g., Shinto, kami) or found in standard English dictionaries.

***Syllables***

Show syllable divisions with an apostrophe (e.g., *shin'yō*), but only if needed to avoid confusion.

***Japanese/non-English-language phrases***

In principle, the characters for names, terms, and places should immediately follow the Romanized version (e.g., Yasumaru Yoshio 安丸良夫, *shinbutsu bunri* 神仏分離, Hagurosan 羽黒山). This also applies to all references and footnotes.

- In cases of different readings, use the following abbreviations:

Jp.	Japanese
Ch.	Chinese
Sk.	Sanskrit
Kr.	Korean

***Spelling***

Use American spellings (e.g. theater, not theatre). An exception may be made for extracted quotations where the original uses British spellings.

***Use of all caps/small caps***

Although the *Japanese Journal of Religious Studies* uses small caps to indicate authors' surnames in textual references—e.g., “YOSHIDA (1970, 37)” —and bibliographies, do not use all caps or small caps anywhere in the manuscript, except in the case of abbreviations in references. Small caps will be added as necessary during the editing process.

**4. DOCUMENTATION**

***Citations within text***

For references to works within the text (including footnotes), use the author-date system with the surname of the author followed by year of publication, a comma and then page numbers in parentheses—e.g., Jones (1979, 379). For consecutive numbers, use a modified Chicago style: Suzuki (2001, 289–93); Stone

(2015, 15–17); Groner (1978, 107–109); Swanson (2001, 7–8); Dorman (2004, 397–425). Dates should be given in full (e.g. 1956–1965, not 1956–65)

### **Footnotes**

Indicate footnotes in the text with a raised Arabic number. Use footnotes for supplementary data or ideas, but use citation notes for simple references.

### **References**

Supply full bibliographical information in a section entitled “References” at the end of the document. Include all Japanese characters for Japanese publications and authors. The following information for all references is essential:

- Monographs

Leave the lines flush left, and separate the date from the title with a tab space.

Hurvitz, Leon

1976 *Scripture of the Lotus Blossom of the Fine Dharma*. New York: Columbia University Press.

If the work is in Japanese, use the following format. Do not italicize Chinese characters/kana.

Watanabe Shōichi 渡部昇一

1974 *Nihongo no kokoro* 日本語の心. Tokyo: Kōdansha.

- Book Chapters

Supply page numbers for all works cited.

Walthall, Anne

1991 The lifecycle of farm women in Tokugawa Japan. In *Recreating Japanese Women, 1600–1945*, ed. Gail Lee Bernstein, 42–70. Berkeley, CA: University of California Press.

Namura Jōhaku 苗村丈伯

1989 Onna chōhōki 女重宝記 (1692). In *Tōyoko gakuen joshi tanki daigaku josei bunka kenkyūjo sōsho: Daisanshū* 東横学園女子短期大学女性文化研究所叢書—第三輯, Arima Sumiko 有馬澄子, Wakasugi Tetsuo 若杉哲男, and Nishigaki Yoshiko 西垣賀子, eds., 1–141. Tokyo: Josei Bunka Kenkyūjo.

- Articles

Supply all volume and issue information available, and all page numbers.

Spae, Joseph J.

1972 Dr. D. T. Suzuki on Christianity. *Japan Christian Quarterly* 38: 147–58.

- Abbreviations

Where work from a major series is being cited, provide an abbreviation to cite the work in the text and footnotes. Include a list of “Abbreviations” with the full bibliographical information in the references section in the following format:

SDZ *Suzuki Daisetsu zenshū* 鈴木大拙全集. Suzuki Daisetsu Teitarō 鈴木大拙貞太郎, 40 vols. Revised and edited by Hisamatsu Shin'ichi 久松真一, Yamaguchi Susumu 山口 益, and Furuta Shōkin 古田紹欽. Tokyo: Iwanami Shoten, 1999–2003.

A reference to this may appear in text as: (SDZ 36: 478–79).

- Primary Sources

Where a premodern source is being cited, provide the title in the text and footnotes. Include a list of “Primary Sources,” with the full bibliographical information in the references section in the following format:

*Midō kanpakuki* 御堂関白記. 3 vols. *Dai Nihon kokiroku* 大日本古記録, ed. Shiryō Hensanjo 史料編纂所. Tokyo: Iwanami Shoten, 1952–1954.  
*Tendai hongakuron* 天台本覚論. NST 9.

A reference to these may appear in text as: *Midō kanpakuki* or *Tendai hongakuron* (NST 9: 42–96).

- Websites

For all references to websites, provide full details of author, title of work, URL, and access dates. Remove hyperlinks on all URL references.

Chamberlain, Basil Hall

1912 The invention of a new religion. <http://jollyroger.com/xlibrary/TheInventionofCB/TheInventionofCB1.html> (accessed 2 August 2005).

### GUIDELINES FOR GUEST EDITORS

The *JJRS* receives many proposals for editing a special topical issue. Here are some guidelines and expected responsibilities for Guest Editors.

1. Submit a 3-4 page proposal to the *JJRS* editor, including a summary of the topic, an explanation of why the topic is worthy of a special issue, and a list of approximately 8 possible authors/articles, indicating the current state of these proposed articles (e.g. already completed, conference paper that needs revision, topic proposed but not yet written, needs to be translated from an already-published Japanese article, or that the article is still to be solicited from author).
2. If the proposal is accepted, confer with the *JJRS* editor regarding a possible schedule and concomitant responsibilities. Usually a 2-year lead-in period is required to complete the collection and finish the editing.
3. The Guest Editors will be in charge of organizing and collecting the essays from the authors. A deadline of final submission from authors to the Guest Editors should be set for 8-9 months prior to expected publication date.
4. The Guest Editors will conduct preliminary editing of the papers, including the standardization of technical terms and style, following the guidelines of this Style Guide.
5. The Guest Editors should notify and work with the authors to get the required permissions for illustrations and photos, and that illustrations accompanying the essays are high resolution in JPEG or TIFF format. The *JJRS* staff will cooperate when necessary to facilitate such permissions.
6. The Guest Editors should confirm that authors supply the required summary and keywords for the opening page, as well as provide the basic biographical information for the Contributors Page.
7. The Guest Editors should supply a list of email and other mailing address for all the contributors.
8. The Guest Editors will prepare an “Editors’ Introduction” that expands on the content of their proposal to explain the topic, outline the current state of research on the topic, argue for the significance of the topic, and present brief summaries of the included articles. The Introduction may include a Bibliography of important publications on the topic.
9. The submission of final versions of all articles should reach the *JJRS* editors at least 5 months before the publication date (e.g. end of December for a Spring issue, early July for Fall issue), after which the editing and layout (and contact with authors) will be the responsibility of the *JJRS* editors.