

USJWJ Style Sheet for Manuscript Submissions

The *U.S.–Japan Women’s Journal* follows *The Chicago Manual of Style, 15th Edition* (hereafter *CMS*), with some exceptions and special considerations because so many essays discuss work in translation. When in doubt, consult *CMS* and use the most recent issue of *USJWJ* as your guide.

DATES

USJWJ uses the traditional format: November 12, 1991.

PUNCTUATION

USJWJ always uses the serial comma. For example, “The paper was presented to a group of scholars, laypeople, and graduate students” (not “scholars, laypeople and graduate students”).

NONSEXIST, NONRACIST LANGUAGE

When discussing a person whose gender is unknown, use “he or she,” not just “he.” Do not use *Oriental* to refer to Asians; use “Native American,” not *Indian*; and use “African American” (“Black American” is also permissible), not *black*. Do not hyphenate “Japanese American” unless it is used as an adjective. But do not alter direct quotes to conform to nonsexist or nonracist usage.

ENDNOTE GUIDELINES

We generally use author-title style (author’s last name plus short title) for works that have been cited in full in previous notes (or that appear in the Works Cited), though the author-date style is appropriate when references are given in author-date style in parentheses in the article itself. Below are examples of the author-title style for several types of documents.

Book:

1. Citation in Works Cited:

Roche, John P. *The Quest for the Dream: The Development of Civil Rights and Human Relations in Modern America*. New York: Macmillan Co., 1963.

2. First citation in endnotes if there is no separate Works Cited:

John P. Roche, *The Quest for the Dream: The Development of Civil Rights and Human Relations in Modern America* (New York: Macmillan Co., 1963), 204–6.

3. Short title form in subsequent endnotes (or in all endnotes if there is a Works Cited section):

Roche, *Quest for the Dream*, 204–6.

Note that page numbers are listed without “p.” preceding them and are in abbreviated form (see *CMS 15th ed.*, 9.64).

Part of a Book:

Dorothy Van Ghent, "The Dickens World: A View from Todger's," in George H. Ford and Lauriat Lane, Jr., eds., *The Dickens Critics* (Ithaca, N.Y.: Cornell University Press, 1961), 213–32.

Short title: Van Ghent, "The Dickens World," 213–32.

Multivolume Book:

Wendell C. Bennett, ed., *A Reappraisal of Peruvian Archaeology* (Boston: Little, Brown, 1984), 4: 33–87.

Short title: Bennett, *Reappraisal of Peruvian Archaeology* 4: 33–87.

Note that volume number is separated from the page reference by a colon, and that there is a space after the colon.

Journal Article:

Marshall Brown, "Mozart and After: The Revolution in Musical Consciousness," *Critical Inquiry* 7 (Summer 1981): 694.

Short title: Brown, "Mozart and After," 694.

The volume is given first (7 in the example above), followed by the date, a colon followed by a space, and the page number(s). If an issue number is available, it follows the volume number and is separated from it by a comma:

Critical Inquiry 7, no. 3 (Summer 1981): 694.

or, if the year is given elsewhere and no season or month is given:

Critical Inquiry 7 (3): 694.

Where issue numbers are available for journals, please provide them in your Works Cited and endnotes.

Newspaper:

New York Times, Feb. 17, 1991.

Months can be abbreviated. Page numbers are rarely provided for newspapers, but please include section numbers (e.g., sec. 3) whenever possible.

Frequently Cited Works:

When a work is cited frequently in an article, or when the title of the work cannot be conveniently shortened, use the following format in the first citation in endnotes:

Genevieve Wilson, *Letters, Autobiographical Notes, and Informal Essays* (London: Oxford University Press, 1967), 45 (hereafter cited as *Letters*).

A subsequent reference would read:

Wilson, *Letters*, 22.

FOREIGN-LANGUAGE TITLES

Japanese-language titles should appear as follows in the Works Cited:

Imai Chie. "Josei shokuin kara mita senju rōdō to seikyō undō" (Full-time employment and cooperative activities from the view of female cooperative staff). In Satō Yoshiyuki, Amano Masako, and Nasu Hisashi, eds., *Joseitachino seikatsusha undō* (Women's cooperative movement), Tokyo: Nihon kangō, 1995.

Kohiyama Rui. *Amerika fujin senkyōshi: rainichi no haikai to sono eikyo* (American women missionaries). Tokyo: Tokyo University Press, 1992.

Japanese-language titles appear this way in endnotes:

Imai Chie, "Josei shokuin kara mita senju rōdō to seikyō undō" (Full-time employment and cooperative activities from the view of female cooperative staff), in Satō Yoshiyuki, Amano Masako, and Nasu Hisashi, eds., *Joseitachino seikatsusha undō* (Women's cooperative movement), (Tokyo: Nihon kangō, 1995).

Kohiyama Rui, *Amerika fujin senkyōshi: rainichi no haikai to sono eikyo* (American women missionaries), (Tokyo: Tokyo University Press, 1992).

Saegusa Mitsuko, "Gendā toshintai no gensetsu," in *Gendā no Nihon bungaku* (Tokyo: Kanrin shobō, 1998), 42.

CAPITALIZATION

The first letter of the first word of a romanized Japanese title is always capitalized ("initial capped"), as are all proper nouns and names. Similarly, only the first word in a Japanese publisher's name (e.g., "Kanrin shobō" above) is initial capped.

For weekly periodicals such as *Shūkan Yomiuri* and for newspapers such as *Asahi Shinbun*, capitalize the first letter of both words, but for monthly magazine titles such as *Fujin koron*, only the first word is capitalized.

In endnotes and in the text of an article, the Japanese-language title is followed by a translation in parentheses with only the first word and any proper nouns capitalized (i.e., use sentence-style capitalization, not headline-style):

Amerika fujin senkyōshi (American women missionaries)

Japanese translations of English titles are also capped sentence-style in parentheses:

American Women Missionaries (Amerika fujin senkyōshi)

JAPANESE WORDS, TRANSLATIONS

Italicize Japanese terms. If a translation is given, it can be treated in one of two ways:

yōchien (preschool) translation given in parentheses

yōchien, or "preschool," translation given in quotes

When the English term is given first, this is treated as follows:

the preschool (*yōchien*)

Japanese proper nouns are set in roman type when they are capitalized but in italics when they are lowercased and used as a translation. Note that every word in a group's name is capitalized. For example:

the "Ten-Yen Milk Campaign" (*kyūen gyūnyū undō*)

the Federation of Japan Cooperative Society (Nihon Seikyō Renmei)

Workers Collectives (*Wākāzu Korekutibu*)

the Network or Proxy Movement (Dairinin Undō)

the Japan Work Cooperative Union (Nihon Wāku Koopereitebu Yunion)

Zen Nihon Gakusei Jichikai Sōrengō (All-Japan Federation of Self-Governing Student Associations, abbreviated in Japanese as Zengakuren)

For titles of articles, books, newspapers, and journals, the Japanese title is followed by an English translation in parentheses, with only the first word and any proper names capitalized (sentence-style capitalization):

Amerika fujin senkyōshi (American women missionaries)

When the English translation stands alone, it is treated like any other title in English:

For example, "A Song on the Wife of a Gold Mountain Man" is a well-known form of

Kohiyama's *American Women Missionaries* is a fascinating study.

JAPANESE NAMES

When the work was written in Japanese, Japanese authors' names appear in the Japanese name order (surname first followed by given name, with no comma in between) both in endnotes and in Works Cited:

Kohiyama Rui. *Amerika fujin senkyōshi: rainichi no haikai to sono eikyo*
(American women missionaries). Tokyo: Tokyo University Press, 1992.

But when the work was written in English, use a comma between the surname and given name in the Works Cited to reflect the English name order:

Aoki, Yayoi. "Interview." In Sandra Buckley, ed., *Broken Silence: Voices of Japanese Feminism*. Berkeley: University of California Press, 1997, 3–17.

DIACRITICAL MARKS

Japanese and Korean diacritical marks can be indicated with carats if necessary; these will be converted to the proper macrons (long marks) and breves (short marks, for Korean romanization) during editing.

NUMBERS

The following are generally spelled out in ordinary text:

1. Whole numbers from one through twenty

2. Whole numbers followed by “hundred,” “thousand,” “million,” etc., except for measurements (e.g., “thirty thousand soldiers” but “300 miles”)

For all measurements and other numbers, figures (numerals) are used.

Percentages are expressed as follows:

60 percent

If a series of numbers is given, and some must be numerals while others would otherwise be spelled out, give all as numerals:

The ages of the six members of the city council are 64, 54, 46, 44, 20, and 15.

HEADINGS

First-level headings (i.e., major headings) are flush left; second-level subheadings are paragraph-indented.

SPACING

Only one space is used after periods, colons, etc. (not two).

Ellipses have a single space on either side of them, and are preceded by a period if the material that precedes them consists of a grammatically complete sentence (whether or not the sentence ends at that point in the original text):

She was thorough and painstaking. . . . Her brother was neither.

She was thorough and painstaking . . . but, ironically, had no thought of tomorrow.

ORDER OF ITEMS SUBMITTED

Please send all the elements of your article (in a single file, if possible) in the following order:

1. Author’s biographical sketch on a separate first page.
2. Body of the article.
3. Acknowledgments (if any).
4. Works Cited (if chosen instead of full reference at first citation in endnotes).
5. Endnotes (in author-title form).
6. Any tables
7. Captions for any figures or illustrations.

A pdf file (or a hard copy) of the title of your article in Japanese kanji is also required.

ILLUSTRATIONS AND IMAGES

Please submit the illustration or the image files on a CD-R, in TIFF or JPEG format with at least 300 dpi resolution. (The CD-R will be returned if required.)