

USJWJ Style Sheet

U.S.–Japan Women’s Journal follows *The Chicago Manual of Style, 16th Edition*, with some exceptions because so many essays discuss work in translation. For easy reference, please consult the examples below.

Manuscript Format

Manuscripts generally should be between 6,000 and 10,000 words, including Works Cited and endnotes. Please submit your file in Word (not as a PDF file). Use American spellings and punctuation. Don’t include kana and kanji unless essential to your argument. Double spacing is preferred. Authors are responsible for providing high-quality PDF or JPG files of any images and tables they would like to include and for securing all reproduction rights. Permissions from rights holders must be given in the form of letters or emails.

Manuscript Components

1. Author’s biographical sketch (around 100 words), providing (1) academic affiliation and (2) research interests and/or (3) recent publications
2. Japanese title of your article in kana and kanji
3. Mailing address for receiving a copy of the issue in which the article, if accepted, will appear
4. English title and the body of the manuscript with citations in author-date style (see below)
5. Acknowledgments (if any)
6. Alphabetical list of Works Cited
7. Endnotes (not footnotes). Notes should be kept to a minimum.
8. Any illustrations and tables as separate files, and letters or emails from rights holders that permissions have been secured
9. Captions for any tables or illustrations

Basic Conventions

1. Please ensure that all works are cited properly in author-date format (see below) and included in full in the alphabetical list of Works Cited at the end, formatted according to *The Chicago Manual of Style, 16th Edition*.
2. Please be sure to check that the years of publication, pages numbers, and other elements for each item in the Works Cited exactly match those in the author-date citations in the text.
3. Write Japanese names with the surname first, except when Japanese authors are writing in a language other than Japanese.
4. Only capitalize the first word in Japanese book, film, anime, and other titles of works.
5. Use the Hepburn romanization system. Italicize Japanese words and provide a gloss in parentheses without quote marks.
jūbungaku (pure literature)
keitai shōsetsu (cellphone novels)

6. Don't italicize Japanese words found in global dictionaries (e.g., kabuki, manga, anime, sushi, otaku). Japanese words not found in global dictionaries should be italicized (e.g., *rakugo*, *zuihitsu*, *kyōgen*).

7. Give English translations for all Japanese titles. List the English translation first with the Japanese title in parentheses. Italicize book titles but not titles of articles and shorter works.

Train Man (*Densha otoko*)

Nobody Knows (*Dare mo shiranai*)

“Actresses and Sex Appeal” (Iroke to joyū)

8. Be sure to use macrons (overbars) instead of circumflexes:

Use: Ō, ā, ō, ū, ... Do not use: Ô, â, ê, ô, û, ...

9. Follow the English convention of writing names of major cities without macrons (Kobe not Kōbe, Tokyo instead of Tōkyo).

10. Sample romanizations for publishers are as follows: Heibonsha, Hōmusha, Shōbunsha, Chūōkoronsha, PHP Kenkyūjo, Fusōsha, Shinchōsha, Shūeisha shinsho, Takarajimasha, Shinchō bunko, Chikuma shobo, Seibido shobo, Shūeisha shinsho

No space or dash before ~sha, ~shobo, etc. (Asahi shinbunsha; shuppanbu, shinbunsha (not shuppan-bu and shinbun-sha), etc.)

Exceptions: Shufu no tomo-sha, Handbook-sha

Use lowercase after the first word in names of publishers (Shinchō bunko, Chikuma shobo, Shueisha shinsho)

11. Write dates in the order of “month day, year”: e.g., November 12, 2016

12. Use a single space (not two spaces) after periods, question marks, commas, semicolons, colons, and other punctuation.

13. Numbers smaller than one hundred should be written as words. Use numerals for numbers above 101, percentages (10 percent), and measurements (2 meters).

Example Citation Formats

Please consult *The Chicago Manual of Style, 16th Edition* for more information and additional examples.

BOOKS

One or two authors:

In Works Cited: Bardsley, Jan. 2014. *Women and Democracy in Cold War Japan*. London: Bloomsbury.

In text: As Bardsley (2014, 155) analyzed ...

For Japanese authors writing in English, use a comma between surname and given name:

In Works Cited: Iwabuchi, Kōichi. 2002. *Recentering Globalization: Popular Culture and Japanese Transnationalism*. Durham: Duke University Press.

In text: (Iwabuchi 2002, 100)

For Japanese authors writing in Japanese, no comma between surname and given name:

Works Cited: Kajiwara Ikki and Chiba Tetsuya. 2010. *Gekigagurashi* (Gekiga Life). Tokyo: Honno zasshisha.

In text: (Kajiwara and Chiba 2010, 10)

Three or more authors or editors: list all authors in the Works Cited but use only the first author's surname followed by "et al." in author-date citations in the text:

In Works Cited: Freedman, Alisa, Laura Miller, and Christine R. Yano, eds. 2013. *Modern Girls on the Go: Gender, Mobility, and Labor in Japan*. Stanford, CA: Stanford University Press.

In text: (Freedman et al. 2013, 85)

Editor or translator in addition to the author: list translator/editor after the title:

In Works Cited: Murakami, Haruki. 2015. *Colorless Tsukuru Tazaki and His Years of Pilgrimage*. Translated by Philip Gabriel. New York: Knopf.

In text: (Murakami 2015, 20)

Corporate books with no author:

In Works Cited: Kinema Junpōsha. 1993. *Kinejun eiga bideo iyābukku 1993* (Film and Video Yearbook 1993). Tokyo: Kinema Junpōsha.

In text: (Kinema Junpōsha 1993, 221).

Books in more than one edition: list edition after the title, not after the year of publication:

In Works Cited: Mullins, Mark R., ed. 2003. *Handbook of Christianity in Japan*. 2nd ed. Leiden: Brill, 2003.

BOOK CHAPTERS AND ARTICLES

Chapters of an edited volume:

In Works Cited: Hastings, Sally. 2013. "Japanese Women as American College Students, 1900-1941." In *Modern Girls on the Go: Gender, Mobility, and Labor in Japan*, edited by Alisa Freedman, Laura Miller, and Christine R. Yano, 85-106. Stanford: Stanford University Press.

In text: (Hastings 2013, 86)

Introduction, foreword, or preface of an edited book:

In Works Cited: McLelland, Mark. 2016. "Introduction: Negotiating 'Cool Japan' in Research and Teaching." In *End of Cool Japan: Ethical, Legal, and Cultural Challenges to Japanese Popular Culture*, edited by Mark McLelland, 1-30. Oxford: Routledge.

In text: (McLelland 2016, 29)

Journal articles;

In Works Cited: Iwasawa Miho and Mita Fusami. 2007. “Bansan ka to kyoshi kibō no kōrei ka” (Increase of later Childbirth and Aging of Women Wanting Children). *Jinkō mondai kenkyū* (Journal of Population Problems) 63, no. 3: 24–41.

In text: (Iwasawa and Mita, 35).

In Works Cited when there is no volume number: Mayo, Marlene. 2016. “A Friend in Need: Esther B. Rhoads, Quakers, and Humanitarian Relief in Allied Occupied Japan, 1946–52.” *U.S.–Japan Women’s Journal*, no. 50: 54–92.

In text: (Mayo 2016, 62)

Articles with no author:

In Works Cited: Nishi Nihon Shinbun. 1995. “Meiji omoshiro hakurankai” (Exhibition of Meiji Amusements). *Nishi Nihon Shinbun*, September 10, 1995: 15.

In text: (Nishi Nihon Shinbun 1995)

Electronic journal or online magazine or newspaper articles: include the URL—or, if available, DOI (Digital Object Identifier):

Electronic journal in Works Cited: Dasgupta, Romit. 2010. “Globalisation and the Bodily Performance of ‘Cool’ and ‘Un-Cool’ Masculinities in Corporate Japan.” *Intersections: Gender and Sexuality in Asia and the Pacific* 23, January 2010.

<http://intersections.anu.edu.au/issue23/dasgupta.htm> (accessed October 10, 2016).

In text: (Dasgupta 2010)

Online magazine or newspaper article in Works Cited: Windolf, Jim. 2009. “Addicted to Cute.” *Vanity Fair*, December 2009.

<http://www.vanityfair.com/culture/features/2009/12/cuteness-200912> (accessed September 25, 2016).

In text: (Windolf 2009)

FILMS, ETC.

In Works Cited: Kore’eda Hirokazu, director. 2004. *Dare mo shiranai* (Nobody Knows). Tokyo: IFC Film. DVD.

In text: (Kore’eda 2004).

Songs, music videos, television programs, and Youtube videos: cite the same way films are cited:

In Works Cited: Artist/Director/Producer/or Video Host (e.g., Youtube). Upload date. Title (or short description of item). City: Company/ producer (studio, record label, NHK, etc.). Website link if online (if not, provide format); date accessed if online.

In text: (Director’s surname + upload year)

For all materials found online: Make sure all websites have accessed dates. The word “accessed” should be used (e.g., “accessed May 10, 2014”).

Images and Tables

Authors are responsible for securing the rights to any images and tables they would like to include and for submitting proof from the rights holder in the form of a letter or email. Because this process can be time-consuming, please plan ahead.

For information about using images from Japanese sources: <http://guides.nccjapan.org/imageuse>

For guidelines on “fair use” or “public domain”: <http://www.copyright.gov/fair-use/more-info.html>