

# *Northeast Asian Studies* Submission Guidelines

Revised April 24, 2012; February 13, 2020; December 14, 2021

Editorial and Publication Board, Center for Northeast Asian Studies

## 1. Content and type

The journal accepts academic contributions to area studies on Northeast Asia (and its adjacent areas) and research in related fields. Five types of manuscripts can be submitted: articles, review papers, short articles, reports, and book reviews. All types of manuscripts, other than book reviews, are peer-reviewed for publication. In addition to these types of submissions, other types of manuscripts may also be solicited by the *Northeast Asian Studies* Editorial Board (hereinafter referred to as Editorial Board).

## 2. Period and address for submission

The journal cannot consider content for publication that has been previously published or is under review by other academic journals at the time of submission. The start dates and deadlines for submissions are set and advertised by the Editorial Board on a per issue basis. In principle, the manuscript should be submitted by e-mail to the Editor-in-Chief and will not be returned.

## 3. Language of manuscripts and materials required for submission

The manuscripts submitted to the journal should be written in either Japanese or English. Manuscripts submitted in a language other than the contributor's first language should be proofread by a native speaker of the corresponding language. The following materials are required for submission: the (a) submission form (attached), (b) manuscript in the PDF file format, and (c) manuscript in a word-processing format (Microsoft Word format recommended). If submission of the manuscript in PDF format is not possible, three A4-sized printed copies of the manuscript can be submitted. If the manuscript contains a large number of special characters and symbols, a camera-ready copy of the manuscript may be required.

## 4. Manuscript acceptance and notification of acceptance

Upon submission, the length and format of the manuscript are reviewed by the Editorial Board. If no major flaws are found, the Editor-in-Chief notifies the acceptance of the manuscript for peer review. However, manuscripts that do not conform to the submission and formatting guidelines may be rejected and returned.

## 5. Peer review

Each submitted manuscript is peer-reviewed anonymously by two reviewers appointed by the Editorial Board. The appointed reviewers carry out the review process according to the prescribed criteria and report the results to the Editorial Board, which will take its final decision based on the reviewers' comments. If necessary, the contributor may be requested to revise the manuscript. The contributor may also be requested to indicate the names and contact addresses of four potential reviewers.

## 6. Review criteria

The submitted manuscripts are reviewed for both formatting and content. The formatting review involves checking the length and text formatting of the manuscript and whether its content is appropriate for publication in the journal. The content review assesses whether the manuscript meets specific submission criteria such as (a) originality (i.e., authenticity), (b) comprehension of history of past research, (c) validity of arguments, (d) soundness of arguments, and (e) completeness.

## 7. Offprints

The author will receive 30 printed offprints free of charge. Additional copies can be printed at the author's expense.

## 8. Copyright and electronic publication

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## 9. Reproduction

Content submitted to the journal cannot be reproduced without prior consent by the Editorial Board. The same applies to content pub-

lished on the Internet in the form of electronic files.

## 10. Contact address

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# Formatting Guidelines

## 1. Length of manuscripts

### 1.1. Japanese manuscripts

- Articles: no more than 40,000 characters (corresponding to 100 pages, with 400 characters per manuscript page)
- Review papers: no more than 40,000 characters (corresponding to 100 pages, with 400 characters per manuscript page)
- Short articles: no more than 24,000 characters (corresponding to 60 pages, with 400 characters per manuscript page)
- Reports: no more than 20,000 characters (corresponding to 50 pages, with 400 characters per manuscript page)
- Book reviews: no more than 12,000 characters (corresponding to 30 pages, with 400 characters per manuscript page)

The above guidelines should only serve as a rough guide. The number of characters can be determined using the character count function in a word-processing software (in this case, spaces should be included in the count). Notes, reference list, charts, tables, etc., should be included in the above character count. Each table or chart should be counted as 600 characters.

### 1.2. English manuscripts

- Articles: no more than 10,000 words
- Review papers: no more than 10,000 words
- Short articles: no more than 6,000 words
- Reports: no more than 5,000 words
- Book reviews: no more than 3,000 words

The above guidelines should only serve as a rough guide. The number of words can be determined using the word count function in a word-processing software. Notes, reference list, charts, tables, etc., should be included in the above word count. Each table or chart should be counted as 150 words.

## 2. Content of the manuscripts

### 2.1. Articles, review papers, short articles, and reports

#### 2.1.1. Manuscripts should include a cover page with the following information:

- Type of manuscript: Article, review paper, short article, or report.
- Title: The title and subtitle should be separated by double dashes [—]. Japanese manuscripts should also include an English translation of the title.
- Author names: One character space should be left between the last and first names. Names should be right-justified, and names of co-authors should be separated by commas. Japanese manuscripts should include Roman transliterations of the authors' names.
- Author affiliations (affiliation and position).

#### 2.1.2. The following information should be included from page 2 onward:

- Title: The title is also included on page 2 for the purpose of peer review. The author name(s) are not required and should not be included.
- Abstract: An abstract of 400–600 Japanese characters or 200–400 English words is required for all types of manuscripts other than book reviews. Japanese manuscripts must include a Japanese abstract, and English manuscripts must include an English abstract.
- Abstracts in other languages: Abstracts written in a language different from the manuscript's language should be of 400–600 characters or 200–400 words, and included as needed.
- Keywords: These are required for all types of manuscripts other than book reviews. The manuscript should include at least five keywords, each separated by a comma.
- Table of contents
- Main text
- Notes
- Reference list

### 2.2. Book reviews

- 2.2.1. Manuscripts should include a cover page. See paragraph 2.1.1. for information to be included in the cover page. In place of the title, bibliographic information of the book to be reviewed should be included in the following order: author name(s), title, publishing company, year of publication, and number of pages.

2.2.2. On page 2, the bibliographic information should be inserted at the beginning, followed by the main text. Abstract, keywords, and table of contents are not required. Notes and a reference list can be included as needed.

### 3. Layout

3.1. Manuscripts should be written on an A4-sized document with a margin of 2.5 cm at the top and bottom and 2.0 cm on the left and right sides. Pages should be numbered consecutively.

3.2. Japanese manuscripts should be written in Mincho with a font size of 10.5 pt., with 40 characters per line and 30 lines per page. English manuscripts should be written in Times New Roman with a font size of 12 pt., and the text should be double-spaced.

Moreover, the position and size of figures and photographs should reflect those in a quasi-completed draft of the manuscript so that their final forms can be envisaged. If tables and figures are in a separate file, their positions should be specified in the text (see also paragraph 8).

3.3. Headings (chapters and sections) should be layered using a two- or three-level hierarchy as shown in the example below. If other notational systems are adopted, the hierarchical structure should be simplified for easier understanding.

Example:	1. Introduction 2. Heading 2 2.1. Second-level heading 1 2.1.1. Third-level heading 1 2.1.2. Third-level heading 2 2.2. Second-level heading 2 3. Conclusion
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3.4. Vertical and horizontal writing

As a rule, manuscripts should be drafted using horizontal writing. If vertical writing is needed for some quotations, that part should be drafted separately and then attached as a figure.

### 4. Numerical notation

Generally, only Arabic numerals should be used and entered in half-width characters.

### 5. Citing sources

- If the text contains other cited references, the source should not be included as a note but inserted after the quoted passage in the following format: [author name(s), year of publication: page]. Some examples are [Yoshida 1995: 12] and [入間田 1997: 15-22]. The citations should be included with a corresponding reference list inserted at the end of manuscript. The author names cited in square brackets may only include their last names, but if several authors cited have the same last name, their first (name) initial should also be included to differentiate between them.
- Page abbreviations such as p. and pp. should not be used in the square brackets. If the author name(s) and date of publication are uncertain and the aforementioned format cannot be used (e.g., for historical references), a suitable method for citing sources should be devised (e.g., [『錦田登氏族譜』登文蔚公伝]). If the same source is cited multiple times, the citation format described above should be repeated as many times as needed—for example, [Yoshida 1997: 12], ... [Yoshida 1997: 25]—provided that the process does not become too burdensome, so as to avoid abbreviations such as *ibid.* and *op. cit.*
- Moreover, if a compiled work is cited, it is sufficient that the source is recognized in the reference list as a compiled work. Alternatively, the abbreviation "(eds.)" may be added to the source cited in the square brackets. For example, [吉田 (編) 2010], [Yamada (ed.) 2011], [吉田・山田 (編) 2005], [Segawa & Oka (eds.) 2007], [吉田・他 (編) 2010], and [Suzuki et al. (eds.) 2011].

### 6. Reference list

- A reference list based on the abovementioned citations should be included at the end of manuscript under the heading of "References." The list of cited references can be arranged as desired (e.g., author names listed by Japanese or Latin alphabetical order) provided that it is easy to understand. Multiple references by the same authors should be listed in chronological order. Moreover, if multiple references have the same author and same year of publication, a letter should be added after the year of publication (e.g., [Yoshida 2000a]).
- Below are some examples of bibliographic data publication.

(a) Monographs

The author or editor name(s), year of publication, title (name of the series if the work is part of a series), place of publication, and publishing company should be included. Editors for Western language references should be indicated by the abbreviation (ed.) or (eds.) If it is a translated monograph, the translator's name should be included in parentheses after the title. Moreover, the year of publication for books such as of collected papers will be the year of publication of the edition cited in the reference list. However, if the source cited is not a first edition of the work, the publication date of the first edition should be added in square brackets, whenever possible, after the year of publication of the edition cited.

[Examples]

毛利和子

1998 『周縁からの中国——民族問題と国家』東京：東京大学出版会。

ズナメンスキー、S.

1979 『ロシア人の日本発見——北太平洋における航海と地図の歴史』（秋月俊幸訳）、札幌：北海道大学図書刊行会。

Ingold, T.

1980 *Hunters, Pastoralists and Ranchers: Reindeer Economies and their Transformation* (Cambridge Studies in Social Anthropology 28). Cambridge: Cambridge University Press.

Krupnik, I.

1993 [1989] *Arctic Adaptations: Native Whalers and Reindeer Herders of Northern Eurasia* (trans. M. Levenson). Hanover and London: University Press of New England.

(b) Journal articles

The author name(s), year of publication, title of article, name of journal, issue number, pages, and, if needed, place of publication and publishing company should be included.

[Examples]

瀬川昌久

2005 「客家アイデンティティ形成の研究——中華民国初期の著名政治家・軍人の出自をめぐる議論を中心に」『東北アジア研究』9、1-35 頁。

Bogoras, W.G.

1929 Elements of the Culture of the Circumpolar Zone. *American Anthropologist* (n.s.) 31(4), pp. 579-601.

(c) Articles included in collected papers

The author name(s), year of publication, title of article, author or editor of the book, title of the book (name of the series if the book is part of a series), place of publication, publishing company, and pages should be included. In case of edited Western language publications, the book name should be preceded by "In" and the first and last names of all editors.

[Examples]

池上二良

1989 「東北アジアの言語分布の変遷」、三上次男・神田信夫編『東北アジアの民族と歴史』（民族の世界史3）、東京：山川出版社、140-161 頁。

Hakjooon, K.

1995 The Emergence of Siberia and the Russian Far East as a "New Frontier" for Koreans. In S. Kotkin and D. Wolff (eds.) *Rediscovering Russia in Asia: Siberia and the Russian Far East*, New York: M.E. Sharpe, pp. 302-311.

Other languages: References in different languages should be listed appropriately according to the above reference formats.

Online documents: If a cited reference is available only as an online document on the Internet, the last accessed date should be indicated.

## 7. Notes

Explanatory notes in Japanese manuscripts should be designated with the character “注” instead of “註.” Notes should not be added as footnotes to each page or chapter. Rather, they should be listed in an endnotes section, numbered consecutively throughout the text with reference numbers written in parentheses—for example, (注1) or (Note 27)—and placed at the end of the corresponding passages (use of smaller font size is not necessary). Then, all explanatory notes should be gathered after the text and before the cited references under the heading “注” or “Notes.” They should be listed in numerical ascending order using numbers such as (1), (2), and so on.

## 8. Figures and photographs

- If the manuscript contains figures and photographs, the author should ensure as much as possible that these elements do not need to be graphically reproduced. However, if this cannot be avoided, the rationale and an overview of the process should be provided in clear terms. Moreover, a fee may be charged in such cases.
- Both figures and photographs should be followed by a caption and, if needed, a description. Their placement in the main text should also be specified. In case of charts and photographs, the caption should be added at the bottom, and the source cited, if needed, should be included in square brackets. For example, Fig. 3 East Asian language distribution chart [Ikegami 1989: 50]. If the description requires further explanation, it can be added below. In case of tables, the caption should be added at the top, and the source cited, if needed, at the bottom.
- Since, as a general rule and unless otherwise specified, manuscripts are printed in black and white, charts and tables should be drafted to ensure that graph lines and legend symbols are perfectly visible in black-and-white prints.
- Figures and photographs should be submitted in a separate file once the manuscript is accepted for publication, even if they were originally included in the main manuscript document.

## 9. Use of special characters and symbols

A4-sized printed manuscripts containing special characters and symbols not used commonly in a PC environment (e.g., special language fonts and user-defined characters) should be marked up so that they can be identified. Manuscripts, even those written in Japanese, containing many special characters and symbols may require submission in their quasi-final form once they have been accepted for publication.

## 10. Some important points on contributions submitted in electronic format

The manuscript is required to be submitted in two formats: either as a word-processing file and a PDF file, OR as a word-processing file and a hard copy printed on A4-sized paper. The use of Microsoft Word, a widely used word processor, is recommended to create the word-processing file. The word-processing and PDF files of the manuscript should be submitted, together with the submission form, as e-mail attachments. The hard copy of the manuscript should be mailed well in advance to ensure the deadline is met. As a general rule, the peer review process is based on the PDF file and hard copy of the manuscript; however, the camera-ready copy is prepared from the word-processing file. Therefore, careful attention should be paid so that the contents of the PDF file and hard copy are the same as that of the word-processing file.