

Japanese Journal of Religious Studies
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Submission of Manuscripts & Style Guide

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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 [[return to top menu](#)]

For questions of style and format, the *Japanese Journal of Religious Studies* generally follows *The Chicago Manual of Style*, 15th edition. 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>

1.1 Preparation of Manuscripts [[return to top menu](#)]

Manuscripts for consideration in the *Japanese Journal of Religious Studies* are evaluated for content and style. If a typewritten manuscript is submitted, it should be double-spaced on standard typing paper. Electronic manuscripts may be submitted by e-mail, CD-ROM, or disk.

a. Requirements for initial stage [[return to top menu](#)]

The manuscript must contain the following

- contact details (including mailing and e-mail address)
- a title page with a 150-word summary and 5 or 6 keywords
- separate lists of illustrations, tables, and graphs (with captions and acknowledgements)
- full text matter including notes
- full reference list including URLs and access dates for all web sites.

If submitting a translation or partial translation, include a copy of the text in the original language. 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permissions, in writing, regarding the reproduction of illustrations and previously published material, and citation of unpublished data and personal communications.

b. Requirements for next stage [[return to top menu](#)]

If a manuscript has been accepted for publication, it may require revisions in content and/or style. Upon completion, the author should send ONE paper copy of the revised manuscript plus a final electronic version. If the essay has any images, they must be either reproduced on photographic paper or scanned at 300 DPI as a color or black-and-white photograph in JPEG or TIFF format.

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).

1.2 Copyright [[return to top menu](#)]

Copyright for essays and book reviews published in the *Japanese Journal of Religious Studies* belongs to the journal. Manuscripts submitted for consideration

should not have been previously published, or be under consideration for publication elsewhere. If a manuscript has been accepted for publication in the *Japanese Journal of Religious Studies*, we ask authors not to distribute the manuscript before publication.

The *Japanese Journal of Religious Studies* will readily grant permission for the reprinting of essays and reviews, or for their reproduction for classroom use, provided it is requested in writing. The full contents of the *Japanese Journal of Religious Studies* will be posted on the Nanzan Institute website, in PDF format, for full and free access by the academic community; acceptance of this condition is implied by the author's consent to publish in the *JJRS*.

2. Stylistic Conventions [\[return to top menu\]](#)

For details on citation methods and other stylistic conventions, see recent issues of the *Japanese Journal of Religious Studies*.

2.1 Headings [\[return to top menu\]](#)

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

2.2 Name order [\[return to top menu\]](#)

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).

2.3 Chinese Characters/Kana [\[return to top menu\]](#)

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, islands (e.g. Hokkaido), provinces, or major cities.

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

2.4 Macrons [\[return to top menu\]](#)

Indicate long vowels with a macron in a standard font. 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., Rissho 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 (e.g., Tōkyō Daigaku Shuppan).

2.5 Italicization of Japanese and non-English-language terms [\[return to top menu\]](#)

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.

2.6 Syllables [\[return to top menu\]](#)

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

2.7 Japanese/non-English-language phrases [[return to top menu](#)]

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

2.8 Spelling [[return to top menu](#)]

Use American spellings. An exception may be made for extracted quotations where the original uses British spellings.

2.9 Use of all caps/small caps [[return to top menu](#)]

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 (see [3.1 References](#) [d. Abbreviations](#)). Small caps will be added as necessary during the editing process.

3. Documentation [[return to top menu](#)]

3.1 Citations within text [[return to top menu](#)]

For references to works within the text (including footnotes), use the author-date system with the surname of the author, year of publication (with no intervening punctuation), followed by a comma then page numbers, e.g., (Jones 1979, 379); for consecutive numbers, use (Suzuki 2001, 289–93).

3.2 Footnotes [[return to top menu](#)]

Indicate footnotes in the text with a raised Arabic number. Assign footnote numbers consecutively throughout the manuscript, but supply them on a separate sheet of paper at the end of the text. Use footnotes for supplementary data or ideas, but use citation notes for simple references (see [3.1](#)).

3.3 References [[return to top menu](#)]

Supply full bibliographical information in a section entitled “References” at the end of the document. Each Japanese title must include all characters, including author names.

The following information for all references is essential.

a. Monographs [[return to top menu](#)]

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

Separate the date from the title with a tab space.

If the work is in Japanese, use the following format

Watanabe Shōichi 渡部昇一
1974 *Nihongo no kokoro* 日本語の心. Tokyo: Kōdansha.

Do not italicize Chinese characters/kana.

b. Book chapters [[return to top menu](#)]

Walthall, Anne

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

Namura Jōhaku 苗村文伯

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*, ed. Arima Sumiko 有馬澄子, Wakasugi Tetsuo 若杉哲男, and Nishigaki Yoshiko 西垣賀子, 1–141. Tokyo: Josei Bunka Kenkyūjo.

Supply page numbers for all works cited.

c. Articles [[return to top menu](#)]

Spae, Joseph J.

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

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

d. Abbreviations [[return to top menu](#)]

Where work from a major series is being cited, it may be helpful to provide an abbreviation to cite the work in the text and footnotes. For example, the References will list the full bibliographical information in this 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, Furuta Shōkin 古田紹欽. Tokyo: Iwanami Shoten, 1999–2003.

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

In this case, the use of all caps to indicate the abbreviation is necessary.

e. Websites [[return to top menu](#)]

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).