

Style Guidelines for Manuscripts

February 7, 2015

1. As a rule, manuscripts should be prepared electronically, double spaced on letter (A4) size paper, using ample margins. All supporting text, such as notes and references, should use the same font size and spacing as the rest of the manuscript. Standard punctuation should be used.
2. The order of the manuscripts is as given below.
 - 1) 1st page : Application form of submission (Downloading is possible from a home page of our academic society)
 - 2) 2nd page : (1) English title, (2) English abstract ,(3) English keywords
 - 3) 3rd page : (4) Japanese title, (5) Japanese abstract ,(6) Japanese keywords
 - 4) 4th page onward : (7) Manuscript, (8) Notes, (9) References, (10) Figures and TablesDo not put the name of the author after 2nd page.
3. Please keep the English abstract to within 180 words, and the Japanese abstract to within 400 characters. Keywords should be limited to three or less in each language.
4. Manuscripts should consist of a maximum of 8000 English words including headings, subheadings, notes, reference list, figures and tables.
5. When calculating word count for a manuscript, use the following three rules for figure and table conversions: for a full page figure and table, calculate 600 words; for a ½ page figure and table, 300 words, and for a ¼ page figure and table, 150 words. Also, please limit figures and tables to five or less.
6. Figures and tables should be provided separately from the main manuscript text, with insertion points indicated clearly in the text.
 - 1) Titles and explanation for figures and tables should be included as follows:
 - a) Figures

Below the illustration provide, Figure Notes, Figure Description, Source, and below these the Figure Title.

b) Tables

Below the Table Title provide, the body of the Table, Table Notes, Table Description, and Source

- 2) Each Figure and Table should be enumerated sequentially, as “Figure 1”, “Table 1”, and so on.
 - 3) Except for original material, always indicate relevant sources, copyright, and the like. Where necessary, you should contact the original author or copyright holder to obtain permission.
7. All pages of the text should include page numbers on the bottom center of each page.
8. Headings should be formatted according to the following order:
- Heading 1 I .
- Heading 2 1.
- Heading 3 1)
- Heading 4 a)
9. When using abbreviations, use the full official designation in the first instance, with the abbreviation following in parentheses.
10. Annotation should be made using sequential superscript numbers at appropriate places in the text, referring to a list of endnotes at the end of the manuscript.
11. References should be indicated in the manuscript using the following format.
- 1) When the author's name is in the text, indicate only the year of publication after the name: Parsons (1964). When the author's name is not in the text: (Parsons 1964). Citations should include authors' surnames only.
 - 2) Pagination is to follow the year of publication: (Parsons 1964: 112), (Parsons 1964: 112-3).

- 3) In a paper authored by two persons, author names should be separated by “and”. If desired, an ampersand (“&”) may be used in place of “and”, but in either case consistency must be maintained throughout the manuscript. In a co-authored paper by three or more persons, append “et al.” to the surname of the first author: (Guo and Deng 1998), (Adams et al. 1988).
- 4) If the manuscript lists more than one publication by the same author, the publications should be distinguished in the following manner: 1969a, 1969b, 1969c.
- 5) To list multiple authors in the same section of the text: (Burgess 1948; Cheal 2002; Parsons 1964).
- 6) The full list of references should be given in alphabetical order, on a separate sheet at the end of the manuscript.
- 7) Titles of books and names of journals should be indicated in italic.
- 8) For Japanese book titles, capitalize only the first letter of the title. Please add a brief English translation after the title in parenthesis. For name of publishers, capitalize all beginning letters, as indicated in the examples below;

Examples

a) Books

Cheal, D., 1996, *New Poverty: Families in Postmodern Society*, Westport: Greenwood Press.

Morioka, Kiyomi ed., 1977, *Gendai kazoku no raifu saikuru* (The Life Cycle of Contemporary Families), Tokyo: Baifukan.

*Note: For certain editions and volumes of books, indicate what edition, what volume after the title (e.g., 2d ed., 3d ed., Vol. 3, Rev. ed., etc)

b) Journal Articles

Thornberry, Terence P., Carolyn A. Smith and Gregory J. Howard, 1997, “Risk factors for teenage fatherhood,” *Journal of Marriage and the Family*, 59(3): 505-22.

Watanabe, Hideki., 2013, “Tayousei no jidai to kazoku shakaigaku (Diversity of Families and Family Sociology),” *Kazoku Shakaigaku Kenkyu*(Japanese Journal of Family Sociology)25:7-16.

c) Chapters in Books

Stein, P. J., 1985, “Singlehood,” E. D. Macklin and R. H. Rubin eds., *Contemporary Families and Alternative Lifestyles*, London: Sage Publications, 24-47.

Yamane, Tsuneo., 1972, “Kazoku Shakaigaku no tenkai (Development of Family Sociology),” Morioka Kiyomi ed., *Kazoku Shakaigaku* (Family Sociology), Tokyo: University of Tokyo Press, 229-63.

d) Online Information (e.g. published on web pages, blog)

Japan Society of Family Sociology, 2010, “Tōkō kitei oyobi shippitsu yōkō [Manuscript Submission Rules and Style Guidelines]”, Japan Society of Family Sociology Homepage, (Retrieved January 24, 2010, http://www.wdc-jp.com/jsfs/magazine/mag_2.html).

Watanabe Jun, “Supōtsu no nedan [The price of sports]”, Kōhī o mō ippai Film and TV Review [Another Cup of Coffee Film and TV Review], Jan 5, 2009, (Retrieved 24 Jan, 2010, <http://www.tku.ac.jp/~juwat/journal3-100.html>).

e) Government Publications

Somucho Seishonen Taisaku Honbu ed., 1998, *Seishonen hakusho* (The White Paper for Youth), 1998 version, Tokyo: Okurasho Insatsukyoku.

12. As part of the anonymous peer review process, all the manuscripts should be prepared in a way that does not identify you as the author, except the first page (application form of submission).

Acknowledgements

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