

Paper Submission Guidelines for EJ-JSTR

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1. Submitted files.

(a) Paper submission must be made using electronic files. We recommend Microsoft Word for paper and reference. If paper contains table, graph or other elaborated setting, author can submit, in addition to a Word file, a PDF file indicating a proper format. As for visual files, we recommend tiif, jpeg and mpeg-4 formats.

(b) Submitted files must be composed of the followings:

- (1) Paper file including Abstract (400 words maximum), Title, Sub-title, Author's name at the top.
- (2) Reference file with works cited in the paper.
- (3) Meta-data file including author's contact information and profile.
- (4) Visuals (pictures; when needed).

(c) Protocols for file names.

- (1) Paper file: Number_ EJ-JSTR _Author's last name.extension

Example: when Tanaka submits a paper to the EJ-JSTR volume1,

1_ EJ-JSTR _Tanaka.docx

(2) Reference file: Number_ EJ-JSTR _Author's last name_REF.extension

Example: when Tanaka submits a reference to the EJ-JSTR volume1,

1_ EJ-JSTR _Tanaka_REF.docx

(3) Meta-data file: Number_ EJ-JSTR _Author's last name_META.extension

Example: when Tanaka submits a meta-data file to the EJ-JSTR volume1,

1_ EJ-JSTR _Tanaka_META.docx

(4) Visual files: Number_ EJ-JSTR _Author's last name_APDX.extension

Example: when Tanaka submits a jpeg picture file to the EJ-JSTR volume1,

1_ EJ-JSTR _Tanaka_APDX1.jpeg

(If there are several files to submit, file names will be followed as 1_ EJ-JSTR _Tanaka_APDX2.jpeg, and so forth.)

(d) Where to submit files? Files should be sent to the address below:

odanaka@lit.osaka-cu.ac.jp

Professor Akihiro ODANAKA
School of Literature and Human Sciences
Osaka City University

Note: in sending files by e-mail, the item "subject" must be filled as "EJ-JSTR paper submission" .

2. Form of submitted paper.

(1) A file containing a paper should be composed of the following elements:

- (a) Title, Sub-title, and Author's name.
- (b) Abstract (400 words maximum).
- (c) Main body of the paper.
- (d) Footnote.

Note: Reference to cited works in the paper should be included in a reference file (See below).

(2) Font and size.

- (a) Title, Sub-title, Author's name: Times New Roman, 14 points.
- (b) Main body of the paper including Abstract: Times New Roman, 12 points.
- (c) Section (chapter) title: Times New Roman, bold, 12 points.

(3) Title, Sub-title, Author's name.

Title must be placed on the second line from the top. Sub-title (if there is one) must be placed on the following line (the 3rd line from the top). Author's name should be placed on the 5th line.

(4) Section

Sections (chapters) must be separated each other by one blank line. Sections can be headed either by section titles or section numbers.

(5) Title of books, journals and articles.

Title of books, journals and works must be italicized. Title of articles must be marked by quotation marks as “ ”.

(6) Quotation.

A long quotation must be separated from the main body of the paper, with a blank line above and below, indented by 4 spaces. A short quotation in the main body of the paper

must be marked by quotation marks as “ ”.

When several (long) quotations are made at once, they must be separated each other with a blank line. A comment on quotation must be marked with brackets as [comment], and a skip in quotation must be marked with brackets as [...].

(7) Footnote.

Distinction must be made between footnote and reference; in the main body of the paper, reference to cited works must be indicated using Parenthetical referencing. In other words, a cited work is indicated by parenthesized author's name, publication year and page such as (Author 2012, p.001) while bibliographical information of cited works is listed in the independent bibliography file (reference file).

If an author published several books in the same year, they must be distinguished as (Author 2012a), (Author 2012b) and so forth. For the details of Parenthetical referencing, see the website: http://en.wikipedia.org/wiki/Parenthetical_referencing.

Footnotes must be indicated by superscript as ⁽¹⁾. We recommend using Microsoft Word footnote function for this purpose.

(8) How to refer to attached visuals.

J-Stage, a portal site of EJ-JSTR, allows each article to attach up to 5 pictures and/or movies. Reference to these attachments must be indicated in the main body of the paper as (See the attached picture 1). Pictures can be also integrated in the main body of paper, however, as there is a risk of overburdening a file size, it is not recommended.

3. Form of reference.

Cited works in the paper must be listed in reference file following the rules below:

(1) Cited works must be numbered and listed in the alphabetical order of author's family name.

(2) A cited work must be indicated in the following order: author's family name, middle name, first name, (published year), book title, place, publisher, or author's

family name, middle name, first name, (published year), article title, journal title, volume, publisher.

(3) Author's family name must be capitalized.

Example:

(1) ANDO, Hiroshige. (1999). *Concise History of Japanese Theater*, Tokyo, Ukiyoe Publishing,

(2) SUZUKI, Harunobu. (2001a). *Introduction to Comparative Theater*, Tokyo. Chinpindo Publishing.

(3) SUZUKI, Harunobu. (2001b). "Many faces of Ukiyoe Don Juan", *Journal of Comparative Theater*, Vol.10, Japanese Society for Old-fashioned Comparative Theater.

4. Form of meta-data file.

Meta-date file must be composed of the following elements:

(1) Author's FAMILY NAME, Middle name and first name.

(2) Article title.

(3) Article sub-title.

(4) Author's affiliate (institution), 2 affiliates maximum. If there is none, put "independent scholar".

(5) Author's title. If there is none, leave this item blank.

(6) Captions for attached visuals: 100 words maximum for each attachment.

(7) Author's profile: 400 words maximum (it will be introduced in "About Authors" in EJ-JSTR).

(8) Contact information of author (e-mail address, etc.)

5. Visuals.

In EJ-JSTR, up to 5 visuals (pictures and/or movies.) can be attached to an article: each attached file should not exceed 80 mega-bytes, maximum 400 mega-bytes for 5 files. We recommend tiff or jpeg format for pictures, and mpeg-4 for movies.

Otherwise, pictures can be directly put in the main body of the article: in this case, however, a total file size including text and picture should not exceed 2 mega-bytes.

Important: prior to attach visuals, author must clear their copyright problems; in case of eventual copyright violation, EJ-JSTR will not take any responsibility thereof.

6. Submission of revised paper.

When a submitted paper is revised following peer review, or it is correct proofed, files must be remade and newly submitted: in this case, files must be renamed by the following protocols:

Add “_rev” before extension.

Example:

1_ EJ-JSTR _Tanaka_rev.docx
1_ EJ-JSTR _Tanaka_REF_rev.docx
1_ EJ-JSTR _Tanaka_META_rev.docx

Note: if revision is repeated several times, add number after “_rev”.

Example:

1_ EJ-JSTR _Tanaka_rev2.docx
1_ EJ-JSTR _Tanaka_rev3.docx

7. Author’s proof.

Author’s proof is sent as a PDF file; correct proofs can be directly written in the file, by using PDF tools. Otherwise author can send correction included in an independent Word

file, indicating page and line number.

Correct proof should be made once for all; large revision in author's proof is not allowed.

8. Copyright.

The copyright of articles appeared in EJ-JSTR belongs to their authors while the publishing rights, including those on the Internet, are attributed to EJ-JSTR. However, this does not prevent authors' eventual publication of their articles in books.