

Style Sheet Author Guidelines



≡ ≡ ≡ ≡ · *MINIKOMI: Austrian Journal of Japanese Studies*

Version 1.0 | 2020-07-07

Submissions | Author Guidelines | Notes for Contributors

The editors request contributors to kindly observe the following guidelines:

Please send an email (including title and abstract of your paper) via e-mail to minikomi.ostasien@univie.ac.at. You will receive a login to the OJS-platform and can subsequently upload your manuscript to the platform for further processing.

We accept submissions in English, German and Japanese. We do not accept articles that have been previously published or are under review elsewhere, but we do accept translations of articles (under condition that the copyright is granted), in the special translation category.

An article manuscript should not exceed 8,000 words (without footnotes, references, etc.) and must be written in proficient English, German or Japanese, using double, not single, quotation marks. We do not provide additional language editing.

In addition, an **abstract** of the text should be submitted in English; it should be between 150 and 300 words in length. Please provide five keywords, a short running title, your email address, institutional affiliation and postal address for the list of authors (email address and institutional affiliation will be made public).

Kindly submit your manuscript in plain text using a Word document with as little formatting as possible.

We ask you to use **footnotes** (not endnotes!) for additional information; they should be numbered consecutively. For references to literature cited use in-text citation. Please refer to our stylesheet for details.

Tables and figures should be kept to a minimum and numbered consecutively. They must be cited in the text and followed by a clear indication of where the table or figure are placed in the text. Each table and figure must have a self-contained title. These titles should be placed at the end of the text, with each table and figure provided in a separate document and provided in Microsoft Excel or Microsoft Word format only (no pdfs or elements copied from pdfs). They must not use colour – use simple but easily distinguishable patterns instead.

Pictures and illustration must be in high resolution (300ppi) and .jpg or .png format. Authors are expected to own all rights necessary for publication (copyrights, personal rights, etc.), unless the picture or illustration is licenced under an open access licence.

After the submission of your manuscript to our journal, the document will be forwarded to the editors. They will decide if the article is to be submitted for external peer-review.

Once a manuscript has been accepted for publication, the author grants the publisher the simple and spatially unlimited right to reproduce and disseminate his or her contribution in physical form, and to make it accessible to the public in print and free online versions (open access).

Your article should be orientated towards a readership composed of scholars working in various disciplines, but written to be accessible to non-specialists as well.

For more information, please visit our website <https://journals.univie.ac.at/index.php/aaaj> or contact us via email minikomi.ostasien@univie.ac.at.

Text Style

Abbreviations and acronyms: With the exception of very familiar abbreviations like "UK", "US", "BC", write out all recurring abbreviations and acronyms on first mention, followed by the abbreviation or acronym parentheses, e.g. "Association of Southeast Asian Nations (ASEAN)".

Quotation marks: Use double quotation marks “ - ” (if you write in English) and „ - “ (if you write in German) for ordinary quotes and matching single quotation marks ‘ - ’ (, - ‘) for quotes within quotes. Do not italicize quotes. Punctuation that is part of a quote should go inside the quotation marks; punctuation that is not part of a quote belongs outside of the quotation marks.

Capitalisation: Avoid excessive capitalization, especially of titles, except to avoid confusion. Capitalize position titles when they immediately precede a personal name (Chancellor Angela Merkel); otherwise use lower case (Angela Merkel, German chancellor).

Numbers: Write out numbers from one to ten, except when used with a per cent sign (98%) or unit of measurement (5 km). Write numbers larger than 10 as numerals. In numbers of four or more digits use dots as separators (132.847 Euro), the decimal digits should be separated by a comma (132.847,13 Euro).

Dates: Use the form: 2 March 1993. Write "the 1990s", not "the 1990's" or "the 90s".

Italics: Keep italics to a minimum and reserve italics for foreign words or phrases not considered part of the manuscript's language and for brand names.

Comma: Do not use a comma before "and" or "or" preceding the last item in a list unless necessary to avoid ambiguity (Oxford comma).

Hyphens: As a general rule, use hyphens sparingly. Use hyphens in adjectival phrases preceding a noun ("up-to-date information"), in numbers that are written out ("twenty-five") and with prefixes that precede a proper name, number or date ("anti-Maoist", "pre-1990", "post-9/11"). Do not use hyphen to form compound nouns ("email", not "e-mail") or in adjectival phrases following a noun ("the information is up to date").

Spelling: Follow UK spelling conventions (e.g. "organise" rather than "organize").

Citation Style

In general, we use the *Chicago Manual of Style* Author-Date-System, 17th edition, with a few adaptations (marked in AAJ-red) to utilise it for Japanese and multilingual sources (see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)¹.

Books

Reference list entries (in alphabetical order)

Grazer, Brian / Fishman, Charles. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

In-text citations

(Grazer / Fishman 2015, 12), (Smith 2016, 315–16)

E-books

For books consulted online, include a URL or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available,

¹ Most samples are borrowed from https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

cite a section, title or a chapter or other number in the text, if any (omit if none of these is available).

Reference list entries (in alphabetical order)

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.

In-text citations

(Austen 2007, chap. 3)

Books (in Japanese)

When referring to Japanese publications, please include the original Japanese Name/Title/Publisher in *kanji/kana* followed by a translation of the title in square brackets.

Reference list entry

Sawano, Masahiko 澤野雅彦. 2005. *Kigyō supōtsu no eikō to zassetsu 企業スポーツの栄光と挫折 [The glory and failure of company sports]*. Tōkyō: Seikyūsha 青弓社.

In-text citation

(Sawano 2005, 20–34)

Edited volume

In some cases, you may want to cite the collection as a whole (e.g. you are referring to the compilation, and not only individual articles).

Reference list entry

Holthus, Barbara / Gagné, Isaac / Manzenreiter, Wolfram / Waldenberger, Franz eds. 2020. *Japan Through the Lens of the Tokyo Olympics*. New York: Routledge.

In-text citation

(Holthus *et al.* 2020, 3–5)

Chapters or parts of an edited volume

In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

Reference list entry

Thoreau, Henry David. 2016. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press.

In-text citation

(Thoreau 2016, 177–78)

Journal article

In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser’s address bar.

Reference list entries (in alphabetical order)

Keng, Shao-Hsun / Lin, Chun-Hung / Orazem, Peter. 2017. “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” *Journal of Human Capital* 11, no. 1 (Spring): 1–34. <https://doi.org/10.1086/690235>.

In-text citations

(Keng / Lin / Orazem 2017, 9–10)

Journal article (in Japanese)

Japanese journal articles should include the title in *kanji/kana* and the translation in square brackets as well as the journal title in *kanji/kana* followed by a translation or the official English title in square brackets, to provide sufficient information to identify the article and author in Japanese.

Reference list entries

Kita, Yūsuke 北雄介. 2018. “Onomatope o mochiita machiaruki ni yoru toshi no yōsō no kijutsu to bunseki” オノマトペを用いた街歩きによる都市の様相の記述と分析 [Depiction and Analysis of Urban Modality Based on City Walks Using Onomatopoeia]. *Nihon kenchiku kakkai keikakukei ronbunshū* 日本建築学会計画系論文集 [Journal of Architecture and Planning (Transactions of AIJ)] 83 (749): 1285–1295. <https://doi.org/10.3130/aija.83.1285>.

In-text citation

(Kita 2018, 1287)

Journal articles often list many authors. If there are four or more authors list only the first, followed by *et al.* (“and others”).

Newspapers, magazine articles, etc.

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. In the reference list, it can be helpful to repeat the year with sources that are cited also by month and day. Page numbers, if any, can be cited in the text but are omitted from a reference list entry. If you consulted the article online, include a URL or the name of the database.

Reference list entries (in alphabetical order)

Manjoo, Farhad. 2017. “Snap Makes a Bet on the Cultural Supremacy of the Camera.” *New York Times*, March 8, 2017. <https://www-nytimes-com.uaccess.univie.ac.at/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. 2017. “The Prophet of Dystopia.” *New Yorker*, April 17, 2017.

In-text citation

(Manjoo 2017)

(Mead 2017, 43)

Thesis or dissertation

Reference list entry

Rutz, Cynthia Lillian. 2013. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago.

In-text citation

(Rutz 2013, 99–100)

Website content

It is often sufficient to simply describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, use *n.d.* (for “no date”) in place of the year and include an access date.

Reference list entries (in alphabetical order)

Google. 2017. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. <https://www-google-com.uaccess.univie.ac.at/policies/privacy/>.

Yale University. n.d. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www-yale-edu.uaccess.univie.ac.at/about-yale/yale-facts>.

In-text citations

(Google 2017), (Yale University, n.d.)