

Journal of International Cultural Studies **Manuscript Formatting Guide**

File format:

Please submit your manuscript as a Microsoft Word document following the formatting rules outlined below.

Author information form:

All authors are required to submit an **author information form** when submitting their manuscript. The author information form can be downloaded from the GSICS website.

(http://www.intcul.tohoku.ac.jp/research/kokusaibunka_journal.html).

- Please fill out all of the information listed in #1–10 on the author information form and send the form as an attachment along with your manuscript.
 - If a manuscript is written by a single author, only one author information form is needed and #3 should be left blank.
 - If a manuscript is written by multiple authors, an author information form should be filled out by each of the authors. The completed forms should be submitted together at once, along with the manuscript. Make sure that all authors provide the same information for #1–4.
- Please provide the information 1-4 in the body of the submission email as well.

1. Title of the paper
2. English translation of the title (if the title is in Japanese) or Japanese translation of the title (if the title is in English)
3. If there is more than one author, the complete order of the authors and the name of the corresponding author
4. Keywords (about 5 words)
5. Author's name in Roman alphabet
6. Author's name in katakana
7. Authors' name in kanji (if applicable)
8. Affiliation (course or department at GSICS, if the author is a graduate student, or current affiliation including institution and department name, if the author is an alumnus of GSICS)
9. Address (including postal code) and telephone number
10. Email address

The manuscript and author information forms should be sent to the following email address:

Email address for submission: kokusaibunka_journal@grp.tohoku.ac.jp

Formatting rules (for papers written in English)

Size of paper: A4

Margins: Top 35mm, Bottom 30mm, Right 30mm, Left 30mm

Number of words: No more than 7,000 words

Number of lines: 22 lines per page

Number of pages: No more than 25 pages

Font: Times New Roman

Font size:

Main text: 12pt

Title: 18pt bold

Subtitle: 16pt bold

Name(s) of author(s): 12pt bold

Abstract: 11pt
Keywords: 11pt bold
Headings in main text: 12pt-bold
Titles of charts and tables: 12pt-bold
Heading of references: 12pt-bold
References: 11pt
Footnotes: 9pt

Title: The title and subtitle should be on separate lines and centered.

Name(s) of Author(s): Add one blank line between the title (and subtitle) and the name(s) of the author(s). Names should be right-aligned and family names should be in all capitals. Insert one letter space between the first name and last name (e.g. Taro TOHOKU).

Abstract: Add one blank line between the name(s) of the author(s) and the abstract. Center the abstract and set the left and right indents to 10mm. The maximum length of the abstract is 120 words.

Keywords: Add one blank line between the abstract and the keywords. Center the keywords adding “Keywords:” in front of them. Separate each keyword using a backslash with spaces on each side. You may add up to five keywords.

e.g., Keywords: Second Empire / Napoléon III / Universal Exposition of Paris / Wine

Headings: The first heading should appear three lines below the keywords, left-aligned and in bold. Add one blank line above each heading in the text.

Charts and Tables: Titles of charts and tables should be centered and in bold. Titles of tables should be written above the table and titles of figures should be written below the figure. All charts and tables should be inserted into the text at the desired position.

Footnotes: Footnotes are to be added using the footnote function in *Word*. The text of the footnotes should be in size 9pt font and justified.

References: Add the heading “References” at the top of the references in bold and left-aligned. The text of the references is to be in size 11pt font and left-aligned. Use the following format for citing references.

Books: Name(s) of author(s). Year of publication. *Title*. Place of publication: Publisher.

(e.g. Tohoku, Taro. 2020. *The History of Tohoku University*. Sendai: Tohoku University Press.

Articles: Name(s) of author(s). Year of publication. Title. *Name* and number of journal: page numbers.

(e.g. Tohoku, Taro & Tohoku Hanako. 2020. A Prolegomenon to the History of Tohoku University. *Studies in Higher Education* 10(2): 54–68.

Alternatively, authors may follow an established citation format such as MLA, APA, or Chicago, as long as they are consistent. Arrange all references by the first authors’ last names.

Page number: Add page numbers to the bottom right corner of each page.

Author information: Give the name(s) of the author(s) along with affiliation on a separate line after the references using the following format in size 9pt font. For current students, provide your course or department at GSICS. For alumni, provide your current affiliation including institute and department.

Current students: Tohoku, Taro (International Graduate Program in Language Sciences, GSICS)

Alumni: Tohoku, Hanako (Assistant Professor, Tokyo University; GSICS alumnus)

Summary of formatting rules (for papers written in English)

| | Line spacing | Alignment | Size | Bold | Notes |
|--|--|--|-------------|-------------|--|
| Title | - | Centered | 18pt | ○ | |
| Subtitle | - | Centered | 16pt | ○ | |
| Name(s) of author(s) | Add one blank line between the title (and subtitle) and the name(s) of author(s) | Right | 12pt | ○ | |
| Abstract | Add one blank line between the name(s) of author(s) and abstract. | Justified with 10mm left and right indents | 11pt | × | Maximum length: 120 words |
| Keywords | Add one blank line between the abstract and the keywords | Centered | 11pt | ○ | Include up to 5 keywords |
| Heading | Add two blank lines between the keywords and the first heading. Add one blank line above each heading in the text. | Left | 12pt | ○ | |
| Main text | × | Justified | 12pt | × | |
| Title of charts and tables | Add one blank line between the main body and the title of any charts and tables | Centered | 12pt | ○ | All tables and charts should be inserted into the text at the desired position |
| Characters in charts and tables | × | | 12pt | × | |
| Footnotes | × | Justified | 9pt | × | Use the footnote function in Word |
| Heading of references | Add two blank lines between the main text (and footnotes, if any) and the heading of references | Left | 12pt | ○ | |
| References | × | Justified | 11pt | × | |

Font Type: Times New Roman should be used throughout.