

## ■ ■ ■ Notes for Contributors of English Papers ■ ■ ■

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The Japanese Journal of Human Geography is the official journal of the Human Geographical Society of Japan. Every member of the Society has a right to contribute a paper (article, review, research note, or focus) written in English. A non-member can co-author a paper only when one of the authors is a member of the Society. Submission of a paper implies that it has not been published previously, and is not under consideration for publication elsewhere. The editorial board reserves the right to accept or reject any papers according to the suggestions of referees, and may invite articles written by non-members as special contributions.

### ■ Manuscripts

Contributors should submit five sets of the manuscripts to the editorial board of the Human Geographical Society of Japan. The text should be printed single-sided and double spaced on A4 or letter-sized (8.5"×11") paper and have a margin of 2.5 cm all around. The Century font is used for text. The details of chapter and section headings are described below. Articles, reviews, research notes, and focus pieces should not exceed 8000, 8000, 6000, and 6000 words, respectively. These word limits include notes, figures, and tables (estimating each half-page figure or table as 150 words). Either American or British spellings are acceptable, but not a mixture of the two. Non-English words, for instance, words from Japanese, Chinese, and Korean, should be Romanized and italicized. The Hepburn or *kunrei* system should be used for Japanese Romanization, although care should be taken to ensure consistency. On acceptance, contributors will be asked to send an electronic copy of the final manuscript along with a paper copy.

### ■ Title page and abstract

Titles should appear on a separate title page along with the name(s) of the author(s) and their professional/academic affiliation(s). The titles should be written in capitalized style. Contributors should present the abstracts in English and Japanese on separate pages, followed by a list of key words up to six. In English, the abstract should not exceed 250 words, and in Japanese, its maximum should be 600 characters. Authors who are non-Japanese natives are not required to submit an abstract in Japanese. In such cases the editorial board will translate English abstracts into Japanese.

### ■ Headings

Chapter and section numbers are not required. The Franklin Gothic Medium font is used for chapter headings with capitalization. The Estrangelo Edessa font is used for section headings without capitalization. Chapter headings should be center-aligned. Section headings should be flush with the left margin. Subsections and below should be avoided.

## ■ Notes

Endnotes should be typed double-spaced. In the text, notes should be numbered consecutively throughout; the numbers should be in superscript (e.g., the political economy<sup>32</sup>) and correspond with the numbering of the list of notes at the end. Notes in the text (e.g., the political economy<sup>32</sup>) and (Figure 1)) should be marked with yellow highlighter.

## ■ Reference style

The name(s) of author(s), year of publication, and page number(s) of reference should be cited in the text as (Burnley, 2001: 50); all references should be listed alphabetically at the end of the paper. In cases where more than one work is being referred to, the citation should appear as follows: (Jupp, 1998; Burnley, 2001). When citing more than one work by the same author published in the same year, each citation in the text should be designated as follows: (Evans, 2009a, 2009b). For works having three or more authors, the citation should appear as (Evans et al., 2008). Non-English titles of books, periodicals, and papers must be provided in English, if an official translation is available. Otherwise, contributors should translate the title into English and mention the original language within parentheses. The editorial board may request contributors to present the title in the original language, in Romanized form and within brackets. Sample references have been provided below.

### Book

- 1) Harvey, D. (2006). *Space of global capitalism: A theory of uneven geographical development*. Verso.
- 2) Ikuta, M. (2011). *Mega-cities in Southeast Asia: Widening regional integration including Japan*. [Tonan Ajia no daitoshiken: Kakudai suru chiikitogo]. Kokon-shoin. (In Japanese)
- 3) Sheppard, E. and Barnes, T. J., eds. (2000). *A companion to economic geography*. Blackwell.
- 4) Anderson, K., Domosh, M., Pile, S., and Thrift, N., eds. (2003). *Handbook of cultural geography*. Sage.

### Chapter of a book

- 5) King, A. D. (2000). Postcolonialism, representation, and the city. In Bridge, G. and Watson, S., eds. *A companion to the city*. Blackwell, 261–269.

### Article in a journal

- 6) Chalmers, L. and Berg, K. (2014). Changes, challenges and responsibilities in geographical education: The International Geography Olympiad. *Geographia Polonica*, **87**(2), 267–275.
- 7) Mizuno, M. (2001). Technological innovation, inter-firm networks and distance: A geographical analysis of patent data in the Japanese automobile industry. *Japanese Journal of Human Geography*, **53**(1), 18–35. (In Japanese)

### Website

- 8) IGU (2018). <https://igu-online.org/about-us/> 'About us' (accessed November 26, 2018)
- 9) Human Geographical Society of Japan (2016). <http://hgsj.org/wp-content/uploads/2016/06/notes-for-contributors20160305.pdf> 'Notes for Contributors of English Papers' (accessed January 12, 2017)

## ■ Figures and Tables

Figures and Tables should be sequentially numbered using Arabic numerals (e.g., Figure 1, Figure 2; Table 1

and Table 2) and presented on separate numbered sheets within the manuscript. The width of a figure or table will be 6.5 cm or 14 cm at the printing stage. Contributors should note the size that applies to each figure and table. Captions should be listed on separate sheets. Permission to reprint any previously published material must be obtained by the author from the copyright holder.

The author has to pay additional charge, when you need color printing in the paper. Our standard fee is 27,500 JPY (not include tax) per page.

#### ■ Acknowledgement

Acknowledgements should be written with the following content and order, if necessary:

- 1) Information about the research fund (name, type and number of the research fund, title of the research project, and name of the representative).
- 2) Information about the oral presentation (name of the conference and date of the presentation).
- 3) Acknowledgement for the contributors to your research.

#### ■ Proof and offprints

Normally, only the first proof will be sent to the (corresponding) author. After the proof stage, the editorial board may make minor revisions to ensure that the manuscript conforms to the style of the journal. Authors can order up to 300 offprints at their own expense, which should be paid in Japanese Yen.

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