

Notes for Contributors of English Papers

(Revised on 19 December, 2020)

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 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 manuscript implies that it has not been published previously, and it is not under consideration for publication elsewhere. The Editorial Board of the Human Geographical Society of Japan (hereafter the Editorial Board) reserves the right to accept or reject any manuscripts according to the suggestions of referees, and it may invite papers written by non-members as special contributions.

Categories of English Papers

There are four categories of English papers which can be published in the *Japanese Journal of Human Geography*: Articles, Reviews, Research Notes, and Focuses. Articles should be highly original papers resulting from theoretical or empirical research. Reviews should be survey papers identifying and discussing current research trends in human geography and related fields. Research Notes include relatively short papers containing findings or conclusions worthy of publication. Focuses include relatively short papers reporting newly discovered facts, new research trends, or valuable information on various topics.

Manuscripts

Contributors should submit their manuscripts in searchable PDF format to the Editorial Board. Submission of electronic manuscripts should be made via e-mail attachment or using data transfer devices. The text should be written on A4 format and should have a margin of 25 mm all around. The Century font is recommended for text. Articles, Reviews, Research Notes, and Focuses 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-alphabetic words, for instance, words from Japanese, Chinese, or Korean, should be Romanized and italicized. The Hepburn system should be used for Japanese Romanization. On acceptance, contributors will be asked to send the final text in Word format and the final figure(s) and table(s) in the relevant electronic format to the Editorial Board.

Title Page and Abstract

Paper titles should appear on a separate title page along with the name(s) of the author(s) and their professional or academic affiliation(s). The title should be capitalized. Contributors should present the abstract both in English and in Japanese on separate pages, followed by a list of key words up to six, also in English and in Japanese respectively. In English, the abstract should not exceed 250 words, and in Japanese, its maximum should be 600 characters. Non-Japanese contributors are not required to submit the abstract and key words in Japanese. In such cases the Editorial Board will translate English abstracts and key words into Japanese.

■ Headings

In the case of English papers appearing in the *Japanese Journal of Human Geography*, whether to add chapter and section numbers or not depends on contributors' choice. If necessary, chapter numbers can be added using Roman numerals (I, II, III), and section numbers can be added using Arabic numerals (1, 2, 3). The Franklin Gothic Medium font is recommended for chapter headings with capitalization. The Estrangelo Edessa font is recommended 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.

■ Footnotes

The *Japanese Journal of Human Geography* adopts a footnote system. Footnotes should be numbered consecutively throughout, and the text in footnotes should not be too long. In the main text, the footnote numbers should be written in superscript (e.g., a political economy approach³²) and should be marked with yellow highlighter.

■ Reference Style

The name(s) of author(s), year of publication, and page number(s) of reference as needed, should be cited in the text as (Burnley, 2001: 50); all references should be listed alphabetically at the end of the main text. In cases where more than two works are being referred to, the citation should appear as follows: (Jupp, 1998; Burnley, 2001). When citing more than two works 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-alphabetic titles of books, periodicals, and papers should be provided in English when an official translation is available. Otherwise, contributors should translate the title into English and mention the original language in parentheses. In addition, non-alphabetic titles themselves should be provided in Romanized form in square brackets. Sample references are provided below.

Book

Harvey, D. (2006). *Space of global capitalism: A theory of uneven geographical development*. Verso.

Ikuta, M. (2011). *Mega-cities in Southeast Asia: Widening regional integration including Japan*. [Tonan Ajia no daitoshiken: Kakudai suru chiikitogo]. Kokon Shoin. (In Japanese)

Sheppard, E. and Barnes, T. J., eds. (2000). *A companion to economic geography*. Blackwell.

Anderson, K., Domosh, M., Pile, S., and Thrift, N., eds. (2003). *Handbook of cultural geography*. Sage.

Chapter of a book

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

Chalmers, L. and Berg, K. (2014). Changes, challenges and responsibilities in geographical education: The International Geography Olympiad. *Geographia Polonica*, **87**(2), 267–275.

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

IGU (2018). About us. <https://igu-online.org/about-us/> (accessed 26 November 2018)

Human Geographical Society of Japan (2019). Notes for contributors of English papers. http://hgsj.org/wp-content/uploads/2019/05/Notes-for-Contributors-of-English-Papers_20190112.pdf (accessed 9 August 2020)

■ Figures and Tables

Figures and Tables should be presented on separate numbered pages within the manuscript. In the text, they should be sequentially numbered using Arabic numerals (e.g., Figure 1, Figure 2; Table 1, Table 2) and should be marked with yellow highlighter. The width of a figure or table will be 6.5 cm or 14 cm at the printing stage. Contributors should note the width that applies to each figure and table. Also, a list of Figures and Tables with captions and annotations should be shown on separate pages. Permission to reprint any previously published material must be obtained by the author from the copyright holder. Contributors should pay additional charge when color printing is needed. Our standard fee is 30,250 JPY (tax included) per page.

■ Acknowledgement

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

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

■ Proof and Offprints

Only the first proof will be sent to the corresponding author. After the proof stage, the Editorial Board may make minor corrections to ensure that the manuscript conforms to the style of the journal. Authors will receive a PDF version of the paper from the Editorial Board. Also, authors can order offprints by the unit of 50 copies at their own expense, which should be paid in Japanese Yen.

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■ Contact Address

Editorial Board of the Human Geographical Society of Japan

Kinkichiho Hatsumei Center, 14 Yoshidakawara-cho, Sakyo-ku, Kyoto 606-8305, Japan

E-mail: jimchi48@yahoo.co.jp

Telephone: +81-75-751-7687

Fax: +81-75-708-5515