

Rules for Contributions to the ERINA Report

1. Please write manuscripts in Japanese or English. They should be 12,000 characters or less for Japanese, and 3,000 words or less for English. If tables and photographs numbering 15 or over are to be used, please consult with the editorial committee beforehand regarding their content.
2. For Japanese manuscripts, please supply the title in English, the author's name in the Roman alphabet, and a summary in English of 200 words or less. For English manuscripts, please supply the title in Japanese, the author's name in Japanese script, and a summary in Japanese of 800 characters or less. Also, concerning the main text and English summary, please have them checked by native-speakers beforehand.
3. Please submit complete manuscripts. Regarding author's corrections, as we as a rule re-proofread manuscripts, we cannot in principle accept any corrections at the proofreading stage.
4. Please write documents using horizontal lines. Please compile the documents in Microsoft Word or other widely used word-processing software, and submit them electronically, or on a diskette or CD-ROM.
5. Please indicate clearly any numbers in the document which are not in Arabic numerals.
6. Paragraph and section formats are left to your discretion.
7. For Japanese punctuation please use “、” (comma) and “。” (full-stop).
8. In principle, please insert, figures and photographs in the main text, and when setting the position of insertion, please clearly indicate that position within the document. Please attach tables and figures in Microsoft Excel or Adobe Illustrator, and photographs in JPEG- or TIFF-files.
9. For the titles of tables and figures, please use consecutive and respective series of numbers, e.g., Table 1, Table 2 . . . Figure 1, Figure 2.
10. For notes and data (or sources) related to the tables or figures, please write notes and

data in that order, underneath.

11. Notes are as a rule shown at the foot of the relevant page, in consecutive number order.

12. For the position of the numbers for notes, please superscript numbers following the relevant section, in consecutive order.

13. (Japanese texts only.) For notes within the text, please follow the examples given below:

『ERINA REPORT』¹では、……

「…である」⁴と指摘されている。

「…である。」⁵

…という指摘があるが⁶、この点については…

…に示されている通りである⁷。

14. For citing references, as a rule please do so along the following lines:

Japanese reference materials

In book form: Author, title, publisher, year of publication, page number(s)

Papers: Author, title of paper, name of journal, volume number, month and year of publication, page number(s)

Jointly authored or edited books:

Author, title of paper, name(s) of co-authors or co-editors, title of book, publisher, year of publication, page number(s)

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In book form: Author, title (underlined or in italics), publisher, year of publication, page number(s)

(Where there is a Japanese translation, use the name of the translator in place of the author's, and follow the notation for Japanese materials)

Papers: Author, title of paper, name of journal (underlined or in italics), volume number, month and year of publication, page number(s)

15. For showing abbreviated repeated references, as a rule please do so along the following lines.

In Japanese

Immediately following on: “同上” and page number(s)

Not immediately following: Author, aforementioned book (or paper) (note number), page number(s)

(Example) 吉田、前掲書 (注5) 6~7 ページ。

In English

Immediately following on: ibid., (underlined or in italics) p.

Not immediately following: Name, op. cit., (underlined or in italics) p.

16. For references in languages other than Japanese or English, please follow the format they are closest to.
17. For any other special method of notation, please submit it to the editorial committee.
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