

Rules for Japanese-Language Contributions to *ERINA Report (Plus)*

1. Please write manuscripts in Japanese, and they should be 12,000 characters or less. If tables, figures and photographs numbering 15 or over are to be used, please consult with the editorial committee beforehand regarding their content.
2. Please supply the author or authors' names in Latin script. In addition, please submit the title and a summary of 200 words or less in English, together with the title and a summary of 500 words or less in Japanese. Concerning the English summary, please have it checked by an English native-speaker beforehand.
3. Please supply keywords (three to six terms) in English and Japanese together with JEL classification codes.
4. Please submit complete manuscripts. Author's corrections should be once only, and we cannot accept any large changes at the proofreading stage.
5. Manuscripts should be written using horizontal lines, and please compile them in Microsoft Word or other word processor, and submit them as electronic files.
6. Please indicate clearly any numbers in the manuscript which are not in Arabic numerals.
7. Paragraph and section formats are left to the author's discretion.
8. For punctuation please use “、” [comma] and “。” [full stop].
9. In principle please insert tables, figures and photographs in the main text, and particularly when setting the position of insertion, please clearly indicate that position within the manuscript. Separately to the main text file, please submit tables and graphs in Microsoft Excel or Adobe Illustrator, and photographs in JPEG or similar files.
10. For the titles of tables and figures, please use consecutive and respective series of numbers, e.g.: 表 1、表 2、…、図 1、図 2、… [Table 1, Table 2 ...; Figure 1, Figure 2 ...].
11. For notes and data (or sources) related to the tables or figures, please write below them notes, followed by data.

12. Footnotes are as a rule to be shown at the foot of the relevant page, in consecutive number order.

13. For the position of the numbers for footnotes in the main text, please superscript them following the relevant section, in consecutive order, as in 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:

① Japanese-language 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)

② Non-Japanese-language reference materials

In book form: Author, title (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 (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:

Immediately following on: “同上” [= ibid.], page number(s)

Not immediately following: Author, “前掲書” [= op. cit.] (for
aforementioned book or paper) (note number),
page number(s)

Example: 吉田、前掲書 (注 5)、6~7 ページ。

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.
18. Separately to the manuscript, please submit details such as name, address, organization, telephone number, facsimile number and e-mail address, should we need to contact the author(s). This can be on one sheet of A4 paper or as an electronic file.
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