

# Submission Guidelines

As of March 16, 2009  
Revised January 22, 2025

## I. Writing of Paper

### 1. Format:

- 1) Page setting and maximum words and pages count:
  - A4 size paper with 42 lines per page;
  - 12,000 words maximum;
  - Maximum of 20 pages including figures and tables

### 2) Cover page:

Please write manuscript title and author's name.

Insert table of contents only if the number of characters of your manuscript exceeds the limits to a large degree and you desire to publicize the paper in separate volumes.

### 3) Page numbers:

Please paginate the manuscript, starting from the main body.

### 4) Main body:

Please write only title at the top of the first page. In order to assure the anonymity during the referee check, please do not indicate any expressions, for example, your student ID number, or the sentences that could help referees to identify the author, for instance, "in my book 'XXXX'", etc. When citing your own works, please use the same format as you cite others' works.

### 5) Figures and Tables:

- (1) Please distinguish figures and tables, and use sequential numbers according to the type.
- (2) Please create all figures and tables in a size which you would like to print and submit separately from the main body of the paper. Indicate the locations which you would like to insert those figures and tables in the main body.  
\*Please note, the location or the size of figures and tables may be adjusted upon formatting.
- (3) Please make sure to cite the figures and tables which you are borrowing from other authors, and obtain their permissions to use when necessary.

## 2. Uniform Notations

Please be sure to use uniform notations throughout the paper. Below are the examples of citations. \*Please note that below is the only example, and you may use other styles upon your preference and the style of paper, but please be sure to use single type of notations and citations throughout the entire paper.

### [Books]

Mills, C. W., *The Power Elite*, Oxford University Press, 1995.

### [Chapters in books]

Saito, M., "An Empirical Investment of Intergenerational Consumption Distribution: A Comparison among Japan, the US, and the UK," in S. Ogura, T. Tachibana, and D. Wise eds. *Aging Issues in the United States and Japan*, The University of Chicago Press, 2001, pp. 135-167.

### [Articles in journals]

Gayle, C. A., "Progressive Representations of the Nation: Early Post-War Japan and Beyond," *Social Science Japan Journal*, Oxford University Press, Vol. 4, Issue 1, 2001, pp. 1-19.

## II. Submission of Manuscript

1. Please submit the file in Microsoft Words format by e-mail.
2. If you are currently enrolled in the PhD program at GSISS/IGSSS or were previously enrolled at GSISS/IGSSS, or graduated from GSISS/IGSSS, who have not taught at a university, college, or junior college, be sure to submit the Manuscript Submission Application Form (available at AYISSS website) with your manuscript.
3. Please submit a complete manuscript even if you wish to publish your manuscript in installments.
4. Only one manuscript can be submitted per call for papers.
5. Submission of manuscripts will be accepted from one month prior to the submission deadline.
6. If you wish to register your abstract and keywords in the repository, you may include them in your manuscript.
7. Abstracts submitted to the repository may be stored in databases for commercial purposes.

## III. Formatting

Contributing authors will have 2 or 3 opportunities to proofread the submitted drafts. However, modifications or corrections of the paper shall be kept as minimum extent as possible. Modifications/edits should be changes of minor errors only.

- ◆ The editorial staffs may correct or amend formatting in submitted manuscripts during the proofreading process. Please inform us if you feel that some of your work has been inadequately altered.