

The Journal of New Zealand Studies in Japan

Submission of Manuscripts (revised March 2008)

Hereafter 'the Society' refers to The New Zealand Studies Society-Japan.

1. Principles

- 1) Content should be related to New Zealand, in accordance with the aims of the Society.
- 2) Contributors should be members of the Society. Student members should be enrolled for Masters courses or above, or the equivalent. In the case of joint authors, at least one should be a member of the Society (student authors may not be the main author).

2. Categories

- 1) Articles: Articles should be original research and may be either theoretical or demonstrative.
- 2) Research Note: Such as survey reports, interim reports, etc.
- 3) Book Review: Of relevant books published in Japan or overseas.
- 4) Excerpt and commentary: Of relevant articles and research materials published overseas.
- 5) News

3. Manuscripts

- 1) In addition to the specifications below, manuscripts should comply with the 'Style Sheet'
- 2) With regard to Articles and Research Notes, manuscripts may be in either Japanese or English, and should comprise:
 - (i) title
 - (ii) name(s) and affiliation(s) of author(s)
 - (iii) key words
 - (iv) text
 - (v) figures, tables, illustrations (including photographs)
 - (vi) footnotes
 - (vii) abstract

With regard to Book Reviews and Excerpts, the bibliographic details of the relevant work should first be cited accurately and in full, and the text should be followed by the name of the reviewer.

With regard to News, the subject should first be clearly indicated, and the text should be followed by the name of the contributor.

- 3) Abstracts of Articles and Research Notes should be in English when the text is in Japanese and in Japanese when the text is in English.
- 4) English (text and abstract) should have been checked by a native speaker.
- 5) Articles should be (5,000-8,000 words) (10-15 pages). Research Notes 3,000-5,000 words (6-10 pages), Book Reviews and Excerpts no longer than 1,000 words (2 pages), and News no longer than 500 words (one page).

4. Request for Submission, and Submission of Manuscripts

- 1) Request slip: Those wishing to submit a manuscript should notify the Editorial Board of *The Journal of New Zealand Studies in Japan* by 20 July, using a request slip below (or see the Society Homepage <http://nz-society.web.infoseek.co.jp>) by post to 805-702 Minami Fudodo-cho, Shimogyo-ku, Kyoto 600-8234 or email to b-yuki@nifty.com or fax to ++81 (75) 361-3563.
- 2) Submission: Manuscripts should comply with the Style Sheet (see the Society Homepage) and must be submitted to the above address by the end of August, as email attachment, saved as an older (.doc) file style.

5. Process after submission

- 1) Acceptance of Articles and Research Notes will be determined after being sent out to referees for comment. Provisional acceptance may depend on the author(s) being required to make additions or amendments in compliance with referees' reports.
- 2) Manuscripts are not unconditionally accepted until the Editorial Board is satisfied that required additions and amendments have been carried out. Prepared manuscripts will be returned only once to the authors for proof-reading. At this stage, only minimal corrections will be approved, and no major changes will be accepted.
- 3) Additions, amendments and proof corrections will all be done electronically. There will be no correction of galley-proofs.
- 4) A charge will be made for the cost of offprints requested for Articles, Research notes etc.