

The Japanese Journal of Language in Society

Style Guide (Revised January 15, 2021)

1. Manuscript types

- Manuscripts should be one of the following types:
 - a. Research Paper: Should be original, verifiable/empirical, and theoretical.
 - b. Research Overview: Should provide an insightful and comprehensive overview of the subject, of which the author has extensively reviewed the related research.
 - c. Study of Material: Includes reports on linguistic material, and experiment and survey results. Papers should intensively review relevant theory and aim towards development of the topic.
 - d. Short Notes: Includes notes on new issues, reports on new findings or observations, case studies, and comments or suggestions related to research materials or methods.
- The author should designate the manuscript type at the time of submission. However, while the manuscript is under review, the editorial committee may request the author to change the type of his/her manuscript.
- The editorial committee may request members of the Association to write manuscripts other than the types outlined above, such as introductory notes, solicited papers, book reviews, or reports.
- All manuscripts, including requested manuscripts, will be reviewed by the editorial committee.

2. Submission format

- Manuscripts may be submitted in either Japanese or English. The title, the abstract and the keywords must be written in both English and Japanese.
- Manuscripts written by non-native speakers should be corrected and edited by a qualified native speaker with expertise in that area.
- Manuscripts written in Japanese must be written horizontally and from left to right. The symbols “.” and “,” are to be used for punctuation.
- In principle, authors should prepare the manuscript in accordance with the manuscript template (Word file for Japanese, Word file for English, or LaTeX file for Japanese).
- The maximum length of the final version of a research paper written within the manuscript template (2 columns x 48 lines), including the main text, title, author(s) and affiliation(s), Japanese abstract, English abstract, references, notes, tables and figures, is 16 pages. The maximum length of a research overview is also 16 pages, while the maximum length of a short note is 8 pages. Other types of manuscripts should be concise, and not exceed the length of a research paper. The Japanese abstract should be no more than 600 characters, while the English abstract should be no more than 200 words.
- Should corrections need to be made following peer review, these need to be made within the above maximum manuscript lengths. Authors are advised to allow for this when writing the initial manuscript.
- As publication is in black and white, manuscripts including any illustrations or drawings should be comprehensible in black and white. In special circumstances, printing in color may be permitted at the cost of the author.
- Tables and figures should be inserted within the main text. Letters used in tables and figures must be at least 8 point.
- If chapters and sections within the text are to be numbered, use 1., 2., etc. for chapters and 1.1, 1.2, etc. for sections.
- Non-Japanese proper nouns, including names, cited within the main text are to be written in their original form or in English. If an official name exists in *katakana*, that name may be used.
- Notes should appear as endnotes after the end of the main text.

3. References

- References in the text should use the author/date system, e.g.: (Spitzberg & Cupach, 1984), (Shibata, 1978; Takeuchi, 1982). When the author's name appears in the text, use: Spitzberg & Cupach (1984).
 - Page numbers for all citations must be included, e.g.: Yasuda & Umino (1977:35), (Spitzberg & Cupach, 1984:22-23).
 - Japanese references should be written in Japanese, while references written in other languages should be written in alphabet. Japanese references and non-Japanese references should be listed together, in alphabetic order, and follow the following guidelines:
- (1) Books in Japanese (single author, multiple authors, edited book):
Shibata, Takeshi (1978). *Shakai Gengogaku no Kadai*. Tokyo: Sanseido.
Yasuda, Saburo, & Umino, Michio (1977). *Shakai Tokeigaku*. 2nd edition. Tokyo: Maruzen.
Hashimoto, Yoshiaki (Ed.) (2005). *Koza Shakai Gengo Kagaku 2 Media*. Tokyo: Hitsuji Shobo.
 - (2) Chapters cited in edited books in Japanese:
Takeuchi, Ikuo (1982). Juyo Katei no Kenkyu. In Takeuchi, Ikuo, & Kojima, Kazuto (Eds.) *Gendai Masukomyunikeshonron*, pp. 44-79. Tokyo: Yuhikaku.
 - (3) Periodicals in Japanese:
 - When only the volume or the issue number is given:
Haga, Jun (1963). Nihonjin Gakusei no Gakushushita Eigo Meishi no Imi Kozo no Hikaku Kenkyu. *Kyoiku Shinrigaku Kenkyu*, 11, 33-42.
 - When both a volume and an issue number are given:
Shibuya, Katsumi (2000). Tokugawagaku no Nagare - Hogengaku kara Shakai Gengogaku e -. *Shakai Gengo Kagaku*, 2 (2), 2-10.
 - (4) Books in other languages (single author, multiple authors, edited book):
Norrick, Neal R. (2000). *Conversational narrative: Storytelling in everyday talk*. Amsterdam: John Benjamins Publishing Company.
Spitzberg, Brian H., & Cupach, William R. (1984). *Interpersonal communication competence*. Beverly Hills, CA: Sage.
Dorian, Nancy C. (Ed.) (1984). *Investigating obsolescence*. Cambridge: Cambridge University Press.
 - (5) Chapters in edited books in European languages:
Atlas, Jay D. (2004). Presupposition. In Horn, Laurence R., & Ward, Gregory (Eds.), *The handbook of pragmatics*, pp. 29-52. Malden, MA: Blackwell.
Hymes, Dell (1972). Models of the interaction of language and social life. In Gumperz, John, & Hymes, Dell (Eds.), *Directions in sociolinguistics*, pp. 35-71. New York: Holt, Rinehart & Winston.
 - (6) Periodicals in European languages:
 - When the volume or the issue number is given:
Zajonc, Robert B. (1980). Feeling and thinking: Preferences need no inferences. *American Psychologist*, 35, 151-175.
 - When both a volume and an issue number are given:
Sacks, Harvey, Schegloff, Emanuel, & Jefferson, Gail (1974). A simplest systematic for the organization of turn-taking for conversation. *Language*, 50 (4), 696-735.
 - (7) Translated books:
Lave, Jean, & Wenger, Etienne (1991). *Situated learning: Legitimate peripheral participation*. Cambridge: Cambridge University Press. (trans. Saeki, Yutaka (1993). *Jokyo ni Umekomareta Gakushu*. Tokyo: Sangyotosho)
 - (8) Conference presentations (conference publications):
Yamada, Hiroshi (2007). Gammen Hyojo Ninshiki ni Okeru Johoshori Katei. *Shakai Gengo Kagakukai 19 Kai Taikai Happyo Ronbunshu*, pp. 346-349.
 - (9) Online references (The information within brackets indicates the date of access):

Shakai Gengo Kagakukai (2004). Genkoboshu no oshirase. Shakai Gengo Kagakukai 2004-nen 11-gatsu 8-nichi. <<http://www.jass.ne.jp/ed/gakkaishi.html>> (June 20, 2007)

(10) Doctoral dissertations:

Kita, Sotaro (1993). *Language and thought interface: A study of spontaneous gestures and Japanese mimetics*. Doctoral dissertation, Department of Psychology and Department of Linguistics, University of Chicago, Chicago, Illinois.

4. Sending submissions

- Manuscripts should be submitted using the journal's electronic submission system. (<https://www.bunken.org/jass/journal/applicant/top.php>).
- Upon receipt of a submission, the author will receive an email notification that the manuscript has been successfully submitted. This will include the date of submission and a manuscript submission number.
- For any inquiries regarding the submission of manuscripts, please contact the Journal's editorial office by email: jass-edit@bunken.co.jp or phone (+81) 03-5389-6492.

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5. Submission procedure

- Authors should prepare the manuscript in accordance with the manuscript template (Word file for Japanese, Word file for English, or LaTeX file for Japanese). Any reference to the author(s) or the author's affiliation(s) in the main text, notes, references, or acknowledgements should be removed from the manuscript or indicated in a manner that maintains anonymity.
- Manuscripts should be submitted in PDF format via the submission page of the web site. Manuscripts can be converted into PDF format by using the PDF conversion function provided on the web page. If the author creates the PDF prior to login, ensure that any information about the author is removed from the file properties before the file is uploaded.
- The author will be required to input the following information: (1) the title of the paper in English and Japanese, (2) the manuscript type (research paper, research overview, etc.), (3) the submission type (ordinary issue or special issue), (4) the title of special issue (if applicable), and (5) abstract in English (no more than 200 words) and Japanese (no more than 600 characters).
- The author will also be required to provide his/her name (in *kanji*, *kana*, and alphabet), affiliation (in *kanji* and alphabet), and membership ID.

6. Peer review and publication schedule:

- Submitted manuscripts will be reviewed by three reviewers—a member of the editorial committee (“the editor-in-charge”) and two referees requested to review the paper by the editor-in-charge.
- The editor-in-charge will summarize the reports from the referees and propose a final decision to the editorial committee. After the committee's confirmation, the author will be notified by email of the decision within three months of receipt of the manuscript. Notification will be in the form of, A (manuscript accepted), B (manuscript accepted after some corrections), C (manuscript to undergo peer review again after corrections), or D (not accepted).
- Depending on the decision, the editor-in-charge may ask a third referee for additional judgment. In that case, the author will also be notified of the process.
- The Journal is published biannually, in late August and late February. Submissions may be made at any time, however if publication has not been decided within three months of

the publication date, publication will be extended to the following edition. The same applies for special editions.

7. Following acceptance:

- After a manuscript has been accepted, the author will be requested to prepare the final manuscript. This manuscript should include the name(s) and affiliation(s) of the author(s) in both Japanese and English, and a revision of any places where names were removed to maintain anonymity.
- Both a hard copy and an electronic copy of the final manuscript must be prepared. Please send a hard copy to the postal address of the editorial office (indicated below), and an electronic copy to the email address of the editorial office <jass-edit@bunken.co.jp>.
- The hard copy of the final manuscript should be the same in form and content as the electronic manuscript. However, tables and figures should be printed out separately from the main text (which includes the title, author(s), Japanese and English abstracts, and keywords). Mark the approximate positioning of tables and figures in the text.
- Tables and figures should each be on a separate page. They should be numbered consecutively and titled (a brief explanation or caption).
- Clear hard copies of tables and figures need to be supplied as they may be reproduced in publication. The final size of tables and figures will be decided by the editorial committee.
- The electronic copy of the manuscript should be a file using the manuscript template (Word file for Japanese, Word file for English, or LaTeX file for Japanese). Tables and figures may be in either Microsoft Word format or PDF format.
- The author may proofread up to the second proof for corrections. No additions or deletions can be made to the manuscript after the final proof stage.