

# The Bulletin of Global Human Sciences

## Guidelines for contributions in English

### 1. Contribution types

1) Articles, research notes, research activity reports and book reviews related to research fields comprising the Global Human Sciences Department, as well as other materials approved by the editorial board, will be published. Length may vary in accordance with each particular type of contribution as indicated below. Contributions must include Japanese-language abstracts and key words (3 Japanese characters will be calculated as equivalent to 1 English word).

Articles :Treatises based on original research or scientific survey. Up to 6500 words.

Research notes :Digests of data analyses or research findings leading to completion of theses on related topics. Up to 4000 words.

Case reports :Practical synopses of research or field activities. Up to 3300 words.

Book reviews :Reviews of books recently published in English or Japanese. Up to 930 words.

Others :Requested contributions for special issues.

### 2. Contribution format

2) Format of papers should follow instructions below.

a. Title of paper, author's name (given name followed by surname), affiliation (department and academic year), and means of contact (mailing address for proofreading, telephone number, fax, and e-mail) must appear on front page.

b. Text will start on second page.

c. Japanese-language title of paper, abstract and key words will be placed on last page.

### 3. Abstracts and key words

3) Abstracts in Japanese must not exceed 500 characters (equivalent to about 200 English words). Key words should include 3 to 5 items. No abstracts or key words are necessary for book reviews.

### 4. Contribution style

4) Papers should be typed double-spaced on A4 sheets (about 400 words per page).

5) Tables and charts should be placed in relevant parts of the paper. Tables should follow the example below. Numbers and captions should appear on the same pages as the tables.

Table 1 Perception of volunteers (by age)

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6) Charts should follow the example below. Numbers and captions should appear on the same pages as the charts.

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Chart 1 Changes in number of volunteering participants

7) Titles of book review must be comprised of the reviewed book title, author's name, publishing firm and year of publication. In case of translated books, the original title, author's name, publishing firm and year of publication must be followed by the translation title, translator's name and publishing firm and year of publication of the translated work.

8) Annotations should appear together at the end of the paper.

9) Annotation numbers should follow single order throughout the paper and should be placed in relevant parts of the text, as in the following example:

In social interactions<sup>1)</sup> we...

10) Quotation of references should follow the rules below.

First author's surname and year of publication should be inserted in relevant parts of the text. Multiple reference items should be separated by semicolons. If the author is an organization with a long name, abbreviations may be used.

Examples: According to Sato (1985), ...

(Sato, 1985)

(Hirohata, 2002; Rothman, 1997; Maya, 1993)

(ADB, 1999)

11) Authors' names should be arranged in alphabetical order in the reference list. Up to 3 authors' names may be used in one reference item; the rest should be substituted by "et al." If a report author's name is unknown, an organization name should be used instead. In case place of publication or page number cannot be specified, abbreviated forms may be possible.

Books :Author (Year of publication), Book title,: Publishing firm: Place of publication, Pages.

Periodical articles :Author (Year of publication), Article title, Periodical name, Volume, Pages.

Reports : Author (Year of publication), Report title, Place of publication : Publishing organization, Pages.

Edited book articles : Author (Year of publication), Article title, Editor or editorial organization, Title

- of edited book, Place of publication : Publishing firm or organization, Pages.
- CD-ROMs : Author (Year of production), Title [CD-ROM], Place of production : Production firm or organization.
- Database online : Author, Title [Web page], Web site. Available at [Web address]. Accessed [access date].

Examples:

- Asian Development Bank (ADB) (1999), Policy for the Health Sector, Manila : ADB.
- Browson RC, Chang JC, Davis JR (1987), Occupation, smoking, and alcohol in the epidemiology of bladder cancer, Am J Public Health 77, pp. 1298-1300.
- Anderson SC, Poulsep KB (2002), Anderson's Electronic Atlas of Hematology [CD-ROM], Philadelphia : Lippincott Williams & Wilkins.
- National Center for Complementary and Alternative Medicine, St John's Wort and the treatment of depression [Web page], National Institute of Health Web site. Available at <http://nccam.nih.gov/health/stjohnswort/>. Accessed January 19, 2003.

## 5. Methods of submission

- 12) The contribution must be submitted in both printed form and electronic memory storage device to the editorial board of the Global Human Sciences Review.

## 6. Caution on ethics

- 13) It is the contributors' responsibility to adhere to the code of ethics including maintaining privacy and personal honor and dignity of research collaborators.
- 14) Care must be taken in utilizing data such as photographs or other potentially damaging research material. It is the contributors' responsibility to obtain letters of consent from the individuals concerned.
- 15) Submitted photographs or other material regarded by the editorial board as harmful to the honor and dignity of research collaborators will not be published.
- 16) Adequate caution must be exercised not to infringe on copyright laws.