

## Author Guidelines

### *Bunron – Studies in Japanese Literature*

*Bunron* editorial team (Heidelberg)

#### **Abstract**

This document contains guidelines for the preparation of manuscripts for the open-access journal *Bunron – Studies in Japanese Literature* and can be used as a template.

#### **Introductory remarks**

The following guidelines are mandatory requirements for manuscripts prepared for submission to the open-access journal *Bunron – Studies in Japanese Literature*. It is the author's responsibility to ensure that the submitted manuscript complies fully with these guidelines; only then will the submission be processed by the editorial team. Please use this Word document as a template and retain the original formatting (headings, paragraphs and all punctuation marks). You can find a list of the styles applied in this template in the "Styles" group on the "Home" tab; *Bunron* styles begin with the abbreviation "br". Please do not change the headers or footers.

#### **1 Languages and orthography**

Manuscripts may be submitted in the following languages: German, English, French and Japanese. Authors submitting manuscripts in German should use the new German orthography.

#### **2 Copyright matters**

All rights over manuscripts submitted for publication consideration remain with the authors. The rights over published works are specified in the copyright policy of the journal. Before publication, authors are required to submit a "License Agreement", which can be found on the journal's website (see "About", "Submissions").

Authors are required to clarify the rights situation concerning material used in the manuscript (e.g. illustrative material), to secure publication permission for copyrighted material from the third parties concerned and to document publication permissions for the

editorial staff. The editors of *Bunron* take no responsibility for any copyright infringement committed by authors. Please consult the editors if a permission fee is charged for the publication of copyrighted material.

### **3 Manuscript submission**

Submissions should not exceed 13,000 words. Manuscripts submitted for publication consideration should be uploaded both as a PDF and as a Microsoft Word file. *Bunron* saves and records all versions of the edited document, which remain available for viewing to editors and authors on the journal's website. In order to ensure that changes to the manuscript remain traceable for all parties involved in the editing process, Word's "Track changes" feature must be enabled from the beginning and must not be disabled during the process. Please do not delete the comments even after they have been taken care of. Cross-references to footnotes, headings and bookmarks within your text should be inserted as dynamic fields (You can create these by using the features on the "Insert" tab).

When uploading your manuscript, you will be asked to copy your reference list and abstract into one of the text boxes. This step is necessary in order to archive the article and facilitate the search for it. Do not delete the abstract or the reference list from your manuscript, but merely copy them. You can also find step-by-step instructions which explain the registration and manuscript submission process on the journal's website (see "About", "Submissions").

### **4 Manuscript components**

Each manuscript submission should include at least the following items in the order given below:

- Title
- Author (Place of current affiliation)
- Abstract in English
- Main text
- Lists
  - List of abbreviations (if necessary)
  - Primary sources
  - Secondary sources (Internet sources listed separately)
  - Lists of tables, figures, illustrations and illustration credits

## 5 Formatting requirements (overview)

No.	Content	Formatting requirement
1	Font	Calibri / 明朝
2	Font size main text Latin	12 pt
3	Font size footnotes Latin	11 pt
4	Font size main text Japanese	10 pt
5	Font size footnotes Japanese	9 pt
6	Title	16 pt (br style)
7	Level 1 Heading	12 pt, bold (br style)
8	Text alignment	Justified
9	First paragraph after heading	No indent (br style)
10	Second and subsequent paragraphs	First line indent by 0.63 cm (br style)
11	Long quotation	Double indent left / right by 1.5 cm / 0.95 cm (br style)
12	Footnotes	No indentation (br style)
13	Footnote numbers	Separate from justified footnote text
14	Margin left / right	2.8 / 2.5 cm
15	Margin top / bottom	2.5 / 2 cm
16	Transcription of Japanese words	Modified Hepburn system
17	Quotation marks	“primary”; ‘secondary’
18	Small caps	SURNAMES (of authors and editors) in small caps – not ALL CAPS – only in the footnotes and the reference list.

## 6 Sample main text, footnotes and reference list (including further requirements)

The first paragraph after a heading is not indented. The line spacing is 1.15 lines in the main text and 1.0 lines in the footnotes. The first line of the second and subsequent paragraphs in a section is indented by 0.63 cm. Use Word’s list features to structure your text (as in this template).

With regard to capitalization after colons, the first word is lowercased unless two or more sentences or a quotation follow the colon.

The transcription of Japanese follows the modified Hepburn system:

1. The kana character ん at the end of a syllable is always transcribed as *n*, i.e. also before *m*, *b* and *p* (*shinbun*, *senmon*, *kanpa*).
2. If the kana character ん is followed by a vowel or *y*, an apostrophe is used to separate the syllables (*Man'yōshū*; *hon'yaku*, *tan'i*).
3. The particles は, へ and を should be transcribed according to their actual pronunciation as *wa*, *e* and *o* (not as *ha*, *he* and *wo*).
4. Long vowels are marked with a macron (Ā, Ī, Ū, Ē, Ō; ā, ī, ū, ē, ō).
5. Japanese place names with long vowels, such as Tōkyō, Ōsaka or Kyōto, should be spelled with macrons in the English text respectively.

Chinese terms, names and texts should be transcribed according to the Pinyin system, for Korean terms the McCune-Reischauer system should be used.<sup>1</sup> Japanese terms in the main text and in the footnotes should be given with their English translation, followed by the transcription and, when necessary, the characters in parentheses, e.g.: women's university (*joshi daigaku* 女子大学). The order of transcription and original writing should also be applied to names as in "Sesshū Tōyō 雪舟等楊 (1420–1506?)".

Please avoid placing emphasis on text by using italics or quotation marks, rather, stress your point by employing appropriate rhetorical devices.

Reference citations should be abbreviated in the footnotes, and a complete reference should be given in the reference list.<sup>2</sup> Missing bibliographic information or a missing pagination are indicated by "n.s." ("not specified"). With regard to journals, volume and number should be indicated by "x (y)". Chapter headings should be placed in quotation marks ("Title"). If titles of Japanese publications are not yet translated into English, an English translation of the title, set in square brackets, should be added. If, however, an English translation is available, its title will be given in italics and round brackets after the Japanese title has been mentioned.

<sup>1</sup> Correspondingly, the respective scientific standards should be applied to all sources cited as original text and in transcription.

<sup>2</sup> Cf. ISEI 1976: 58. Two authors are listed as follows: MISHIMA/DOMOTO 2006: 3: 25; three authors or more are given in the format HÄSNER *et al.* 2011: 70–72.

Long quotes are marked by double indent (block quote), not by quotation marks. The font size of long quotes and other indented text such as lists is 11pt. The first line of paragraphs following long quotes is not indented.

Long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote, long quote.<sup>3</sup>

If possible, do not conclude a section with a long quote. Omissions of words or sentences in quotes are generally indicated by ellipsis marks set in square brackets ([...]).

## Sample reference list

## Abbreviations

Abbreviation	Full Title
HWPPh	<i>Historisches Wörterbuch der Philosophie</i> . Basel: Schwabe, 1971–2007.
KDR	<i>Kindai dejitaru raiburari</i> 近代デジタルライブラリー ( <a href="http://kindai.ndl.go.jp/">http://kindai.ndl.go.jp/</a> ).
MN	<i>Monumenta Nipponica</i> . Tōkyō: Sophia University, 1938–.
NKBT	<i>Nihon koten bungaku taikei</i> 日本古典文学大系. 107 vols. Tōkyō: Iwanami shoten, 1957–68.
T	<i>Taishō shinshū daizōkyō</i> 大正新脩大藏經. TAKAKUSU, Junjirō 高楠順次郎 <i>et al.</i> (ed.). Tōkyō: Taishō issaikyō kankōkai, 1924–1935. Available online on <i>The SAT Daizōkyō Text Database</i> (version 2012): <a href="http://21dzk.l.u-tokyo.ac.jp/SAT/index_en.html">http://21dzk.l.u-tokyo.ac.jp/SAT/index_en.html</a> (accessed: 22.08.2017).

## Primary sources

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<sup>3</sup> THULEEN 1996.

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