

## **Instructions for Authors**

### **Format**

Original research articles or research notes written in English.

### **Evaluation criteria**

Submissions will be judged on the basis of their quality and achievement in advancing critical issues relating to the main study areas of the Asian Platform for Global Sustainability & Transcultural Studies (AGST).

Draft papers submitted by only graduate students shall be submitted to one or two reviewers selected by the Scientific Committee. Although the papers would be accepted and published online as soon as possible if they meet the standard requirements of the AGST-WPS, comments would be sent back to the author(s) for revision of the papers as needed.

### **First issue**

July 2016

### **Submission fees**

There are no fees for submission.

### **Coordination**

The Working Paper Series (AGST-WPS) is coordinated by the International Affairs Office of the Graduate School of Economics, Kyoto University.

### **Preparing the manuscript**

- Manuscripts must be submitted electronically (as MS Word documents). There is no fixed length, but a rough target of 7,000–12,000 words (including notes and references) is ideal. Longer or shorter manuscripts will be considered at the discretion of the scientific committee.
- The first page must include (a) the title, (b) the author's name, affiliation, current postal address, telephone and fax numbers, and e-mail address, and (c) an abstract no longer than 150 words, including 5 keywords. The front cover will be prepared by the editorial staff.

## English spelling and proofreading

- Authors can use American or British English, but the manuscript must be consistent throughout.
- Authors are expected to have had their work proofread prior to submitting. Manuscripts that are for the most part confusing, inconsistent and/or redundant will not be considered for further review.

## Layout guide

- Font = Cambria: 10.5 point
- Heading = Cambria: Bold, 12 point
- Subheading = Cambria: Bold, 11 point

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- Margins = top: 30mm, bottom: 30mm, sides: 30mm
- For a new paragraph, do not indent, but put a one and a half line space between paragraphs.
- Headers (shortened title) and page numbers will be added by the editorial staff.
- Use footnotes instead of endnotes. Footnotes in the main text should be numbered.
- Tables and figures should be numbered in the order in which they appear and integrated in the text. The editorial staff may alter the layout if necessary.

## Style of references

- All references to books, articles and other sources should be made within the text, not as separate footnotes.

### In-Text citation

- If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p." for single page or "pp." for multiple pages).
  - According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

- Place direct quotations that are 40 words or more in a freestanding block and omit quotation marks. The entire quotation should be indented 10 mm from the left margin. The parenthetical citation should come after the closing punctuation mark.
  - Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)
- A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...

  - (Wegener & Petty, 1994)
- A Work by Three to Five Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.
  - (Kernis, Cornell, Sun, Berry, & Harlow, 1993)
- In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.
  - (Kernis et al., 1993)
- The reference list should come after the main body of the manuscript and must only include sources referred to in the manuscript.

Reference List: Author/Authors

- The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

**Single Author**

Last name first, followed by author initials.

- Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

**Two Authors**

List by their last names and initials. Use the ampersand (&) instead of "and."

- Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

### **Three to Seven Authors**

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### **Organization as Author**

- American Psychological Association. (2003).

### **Unknown Author**

- *Merriam-Webster's collegiate dictionary* (10th ed.).(1993). Springfield, MA: Merriam-Webster.

### **Two or More Works by the Same Author in the Same Year**

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

- Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.
- Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

### **Reference List: Articles in Periodicals**

- Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.
- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

### ***Article in a Magazine***

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### ***Article in a Newspaper***

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference.

- Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.
- Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

### ***Basic Format for Books***

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.
- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### ***Edited Book, No Author***

- Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation.

### ***Article or Chapter in an Edited Book***

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

### ***Newspaper Article***

- Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>
- Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from [http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/?\\_r=0](http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/?_r=0)

## Code of conduct for academic research

Authors are expected to have read the “[Rules regarding the promotion of research integrity at Kyoto University](#)”.

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