

***The Journal of Social Science***  
***Guidelines for Contributors:***  
***Style Sheet for Manuscripts in English***

The editors ask authors to comply with the following instructions in preparing manuscripts.

**Length:**

- Articles should not be longer than 6,000 words, including the title, author's name, end notes, charts, figures, tables, and references, when written in English. The summary is not included in this wordage limit.
- In principle, Research Notes should not be longer than 3,600 words, including the title, author's name, end notes, charts, figures, tables, and references, when written in English. The summary is not included in this wordage limit.
- In principle, a full-page chart/table should be counted as 310 words.

**Summary:**

- An Article or Research Note must be accompanied with a summary in English no longer than 600 words.
  - The summary will be printed in *The Journal of Social Science*, and also will be posted on the SSRI Homepage.

**Page Numbering:**

- Please number the pages of the submitted manuscript.

**Headings:**

- Please use the following organizational pattern to denote the chapter and section headings for your article:
  - I. (Chapters: Roman numerals)
  - 1. (Sections: Arabic numerals)
  - (1)(Sub-Sections: Arabic numerals with parentheses)

**Notes and References:**

- When writing manuscripts in English, notes and references should be prepared according APA Style (for details on the style for manuscripts in Japanese, see the Japanese Style Sheet). Some examples are provided in this Style Sheet, but for details, please refer to the *Publication Manual of the American Psychological Association*.

**Charts and Graphs:**

- Graphs, charts, tables and figures should be provided with the manuscript in print-ready form in the same format and size as they are to be printed in the *Journal*.
- The size of graphs, charts, tables and figures should not exceed 11.4 cm × 17cm, including the sources.
- Sources must be provided for all cited charts and figures.

**Other:**

- For special symbols, exceptional characters, and numerical formulas that can not be typed by

word-processing software, please hand-write them directly into your manuscript in red ink.

### <On Submitting>

When submitting, please include two printed copies as well as a floppy disc or CD-ROM on which the file of your manuscript is saved. Other medium types such as MO will not be accepted. Submitted manuscripts and media will not be returned. Please also follow the following instructions:

- 1) On the label of the floppy disc or CD-ROM, please write your name, the name of the file of your manuscript, and the computer operating system and application you used in preparing the manuscript (e.g., MacOS-10.4.1, MSWord 2004).
  - In the case that we are unable to open your submitted file, we may ask you to resubmit a text (.txt) file of your manuscript. Please do not use any compression software when submitting your manuscript.
- 2) Authors will be asked to proofread once during the editing process.
- 3) The original manuscript, medium, and proofs will be kept at the SSRI for a period of five years after publication in the *Journal*.
- 4) Please submit your manuscript to the following address. You may mail your manuscript or bring it in person.

The Editors of *The Journal of Social Science*  
Social Science Research Institute, International Christian University  
3-10-2 Osawa, Mitaka, Tokyo 181-8585

### <How to Denote Notes and References>

References and endnotes should be prepared according to the instructions below, which are based on APA Style.

#### **Instructions and examples for preparing notes and references**

If you need to use notes to supplement information in your manuscript text, put them in footnotes. References should not be included in the notes, but in the References section of your paper.

When citing sources in your manuscript, the text should include the name of the author and the date of the work (for examples, see the following section). This style of citation briefly identifies the source for the readers and enables them to locate the source of information in the References section.

Your References section should be placed at the end of your manuscript. In principle, all sources cited in your manuscript should be listed in the References section. For details on preparing your References section, see the following section.

#### **1. How to cite sources in your text:**

##### **1.1. Citing sources written by one author:**

- If the name of the author appears as part of the narrative, as in the first example below, put the year of the publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses (as in the second example).

Doeppers (1984) estimates that in Manila.....

**or**

.....one author estimates that.....in Manila (Doeppers, 1984).

## 1.2. Citing works by multiple authors

- **When a work has two authors**, always cite both names every time the reference occurs in the text.  
In a review by Ryan and Deci (2000)...

or

In a recent review (Ryan & Deci, 2000).

- **For works with 3-5 authors**, cite all authors the first time the reference occurs; and in subsequent citation, include only the surname of the first author followed by “et al.” (with a period after the “al”).

[First citation] Dweck, Mangels, and Good (2004) suggest...

[Subsequent citations] Dweck et al. (2004) posit...

- **For works with 6 or more authors**, cite only the surname of the first author followed by “et al.” (with a period after the “al”). Note that all authors should be included in the reference list.

## 1.3. Citing works by groups or organizations

- The names of groups that serve as authors should be fully spelled out when cited for the first time, and may be abbreviated as appropriate thereafter. In the reference list, the name should be spelled out in full.

[First citation] (American Psychological Association [APA], 2009)

[Subsequent citations] (APA, 2009)

## 2. How to prepare your References section

### 2.1. Basic rules

- In principle, all sources cited in the text must be listed in the References section<sup>1</sup>.
- Sources should be listed in alphabetical order of the surnames of the first authors.
  - ◆ When citing multiple works from the same author, list older works before newer works.
  - ◆ Single-author works should precede multiple-author works: for example, “Bandura, A. (1977)” should be listed before “Bandura, A., Ross, D., & Ross, S. A. (1961).”  
Bandura, A. (1977)....  
Bandura, A., Ross, D., & Ross, S. A. (1961)....
  - ◆ Works with the same first author and different second authors should be listed in the alphabetical order of the second authors’ surnames; if the first and second authors are the same, and the third different, in the order of the third authors’ surnames, and so on.
  - ◆ References by the same author(s) published during the same year should be listed alphabetically by title, and add a letter (a, b, c, ...) after the year in the parentheses.  
Baheti, J. R. (2001a). Control...

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<sup>1</sup> Information from sources that are not recoverable, such as personal communications, should not be included in the References section: see the *Publication Manual of the American Psychological Association* for details.

## 2.2. Citing books

- For the basic form, see below example:

Doeppers, D. F. (1984). *Manila, 1900–1941: Social Change in Late Colonial Metropolis*. New Haven, Connecticut: Yale University Southeast Asia Studies Monograph Series.

- ◆ Use a hanging indent.
- ◆ The author's surname should come first, followed by the initials of their first and middle names. This applies for second and latter authors as well.
- ◆ The year of publication should follow, and put in parentheses.
- ◆ Next, the title of the book should be denoted in italics. The book title should be capitalized.
- ◆ The publisher's location and name, separated by a colon, should follow.

## 2.3. Citing articles from periodicals:

- For the basic form, see below example:

Bruner, J. S. (1942). Of psychological writing: Being some valedictory remarks on style. *Journal of Abnormal and Social Psychology*, 37, 52–70.

- ◆ Basically, the same rules apply as for when listing a book: substantial differences are noted below.
- ◆ The title of the article should not be in italics, and should not be capitalized. One exception in capitalization is after when a colon is used, as in the example.
- ◆ The title of the periodical should be in italics and capitalized. Do not forget to provide the volume number of the periodical, as well as the page number(s) that the article appears on.
- ◆ You do not need to include information on the publisher, but it is recommendable to do so when the periodical's circulation is limited, e.g., "*Journal of Social Science* (International Christian University), 54..."

## 2.4. Citing book chapters:

- For the basic form, see below example:

Zimmerman, B. J., & Schunk, D. H. (2004). Self-regulating intellectual processes and outcomes: A social cognitive perspective. In D. Y. Dai & R. J. Sternberg (Eds.), *Motivation, Emotion, and Cognition* (pp.323–349). Mahwah, NJ: Lawrence Erlbaum Associates.

- ◆ Basically, the same rules apply as for when listing a book: substantial differences are noted below.
- ◆ The title of the chapter should not be in italics, and should not be capitalized. One exception in capitalization is after when a colon is used, as in the example.
- ◆ After the chapter title, list the editor(s) name(s). Note that the abbreviated first and middle names come first and surname later.

- ◆ The title of the book should be in italics and capitalized. Do not forget to provide the page number(s) that the chapter appears on.

## 2.5. Citing online documents:

- For the basic form, see below example:

American Psychological Association (2009). *Learning APA Style*.  
(July, 2009). Retrieved October 1, 2009, from  
<http://www.apastyle.org/learn/index.aspx>

- ◆ The title of the online document should be in italics.
- ◆ When applicable, provide the date the document was released.
- ◆ Do not forget to provide the Internet address and the date of access. Do *not* add a period at the end when you provide the Internet address.

## 3. For other details on APA Style

Please refer to a copy of the *Publication Manual of the American Psychological Association*, available at most university libraries. The “Learning APA Style” website above also provides a tutorial.