

Notes for contributors

The Editorial Board of *The Journal of Australian and Asian Studies* welcomes contributions from all countries. All submissions to the journal should conform to the requirements below.

Categories of manuscripts: ‘Articles,’ ‘Research Notes’ and ‘Reviews’.

(The Editorial Board only accepts manuscripts that have not been previously published and are not under considerations for publication elsewhere.)

Date for publication: scheduled in next March on an annual basis.

Deadline for the receipt of manuscripts: the end of September on an annual basis.

If a smooth decision is made by the Editorial Board after its review, the manuscript will appear in the latest issue.

Inquiries and manuscripts should be forwarded to:

Editorial Board of *The Journal of Australian and Asian Studies*

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(Please send to the Editorial Board by post one copy of the printed version of the manuscript as well as its data saved in a USB Flash Drive or CD-R.)

General Submission Guidelines

1. It is understood that manuscripts submitted to *The Journal of Australian and Asian Studies* have not been previously published. The manuscript categories are; ‘Articles’, ‘Research Notes’ and ‘Reviews’, all of which should be concerned with Asia, Australia and its related areas and countries.
2. All kinds of submitted manuscripts are reviewed by the members of the Editorial Board, including some outside reviewers. Manuscripts judged to be inconsistent with the objective of the journal will be rejected. In some cases acceptance may be conditional on improvements being made. Regardless of the results, manuscripts will not be returned to the authors.
3. ‘Articles’ should not exceed the following length (including figures and tables etc.); 24,000 characters in Japanese; or 12,000 words in English.
4. Both ‘Research Notes’ and ‘Reviews’ should not exceed the following length (including figures and tables etc.): 12,000 characters in Japanese; or 6,000 words in English.

5. Manuscripts should be prepared by using word-processing software, and they should be written in Japanese or English. Please list the names of co-authors following the first author, if applicable.
6. Manuscripts written in Japanese should include the author's name, affiliation, and the title in both English and Japanese, as well as an abstract (maximum 300 words) in English. Please also indicate if the author is such as a post-graduate student or research student. In principle, translated abstracts must be checked by a qualified native speaker of English prior to submission (or after acceptance). The Editorial Board will not correct any errors in the abstract.
7. Footnotes may be used in the manuscripts, but not endnotes. All works referred to must be listed at the end of the manuscripts.
8. Diagrams (including graphs and photographs) and tables should be given headings and numbered in order. Their locations in the text should be clearly identified.
9. Authors will receive first and second proofs. These proofs should be corrected and returned to the Editorial Board. Significant changes should be avoided at the proof stage.
10. *The Journal of Australian and Asian Studies* is published in electronic media. It is a condition of publication in the journal that authors transfer all copyright, including publishing, reproducing and archiving 'Articles', 'Research Notes' and 'Reviews', to the Center for Australian and Asian Studies who has succeeded the Center for Australian Studies, Otomon Gakuin University.
11. After publication, 'Articles', 'Research Notes' in PDF format will be available on the website of the Center for Australian and Asian Studies, the Institutional Repository of Otomon Gakuin University and CiNii (a database system run by the National Institute of Informatics).
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(Revised in November 2016)