

***JLL* Style for Manuscript Submissions to the Literature Editor and Solicited Book Reviews**

Format:

- Everything—text, notes, and block quotations—must be double-spaced.
- Do not justify the right margin.
- Paginate the manuscript but do not use any other running header or footer.
- Margins should be at least one inch wide all around. For notes and text, use font size 12. The preferred font is Times New Roman.
- Do not use automatic hyphenation.
- All notes should be endnotes and consecutively numbered. Use the software's endnote function.
- Submit files in .doc or .docx format. Do not submit PDF files.

General Style:

- A note of acknowledgment, where necessary, should be as brief as possible and be labeled “unnumbered note” before endnote 1.
- In matters of style, *JLL* generally follows the rules set out in the *Chicago Manual of Style* (<http://www.chicagomanualofstyle.org/home.html>). Authors are encouraged to consult the most recent issues of *JLL* for models of house style.

House Style:

- Use American spellings (*color*, *judgment*).
- Use a serial comma before “and” in a series, as in: “China, Japan, and Korea.”
- Place periods and commas inside double quotation marks, but outside of single quotes, as in: “China, Japan, and Korea.” Single quotation marks are used to indicate a meaning of a word, such as *hisashi* ‘eaves’.
- *JLL* spells out the numbers one through a hundred, and all round numbers, except in the following situations: when combined with “percent”; when numbers appear frequently within a paragraph; and when citing sources. Thus: “twentieth century” and “thirty-nine steps,” but “chapter 3.”
- Do not number headings and subheads.
- Do not use contractions, except when they appear in quoted passage.

Romanization:

- Use the *rōmaji* system in *Kenkyūsha's New Japanese-English Dictionary*, 5th edition, Tokyo, 1980. But note: *n* does not become *m* in words like *shinbun* ‘newspaper’ (not *shimbun*). Also use apostrophe to differentiate the moraic *n* from the other kind, e.g., *tan'i* ‘unit’ and *tani* ‘valley’; Tanizaki Jun'ichirō, not Tanizaki Junichirō.
- Use a macron, not a circumflex, to represent long vowels.
- For Chinese, use Wade-Giles or *pinyin*, maintaining consistency throughout the manuscript. Please note: hyphenation is not used in *pinyin*.

- *Protocol for Literature Articles:*
- The first time you cite a primary source in your article that will be central to your argument, please include the author's life dates [in parentheses], the Japanese title, and the original date of publication in parentheses.
- If a work you are analyzing is translated, provide supplementary information about translation dates in the endnotes, not the actual text of the article.
- In your article, all titles of Japanese works should be referenced by their Japanese titles, not English translation titles.
- If you include a bibliography, please follow the *Chicago Manual of Style*, with publication dates at the end of the bibliographic citation, not after the author's name.
- All works of English language titles must be capitalized. For romanized Japanese titles, just the first letter of the first word and the first proper noun.
- *Citation of Sources:*
 - When citing Asian-language material in endnotes, give author's name, followed by romanized title (followed by characters only if necessary) without English translation. Foreign language titles may be translated in the body of the text and then referred to consistently by either original or translated title.
 - Asian names: when citing a publication originally written in Japanese, there is no comma inserted between last and first name.
 - When citing material from books (other than multi-volume works), do not include the abbreviations "p." or "pp." before page numbers.
 - *Book reviewers:* insert into the text all page references to the book under review; use endnotes for all other references, but list other references only sparingly.
 - *Authors of articles:* if analyzing one work in detail, you may insert page numbers to that work in the text. Place all other references in endnotes.

Illustrations:

- If necessary and of suitable quality, you may use illustrations (line drawings, photographs, charts, tables, etc.). Consult with the Editor. Name each illustration, typically named "Figure" or "Illustration," in the order of appearance, e.g., Figure 1, Illustration 2, etc. The illustrations may be referred to in the text as "Fig. 1" or "Figure 1." All images will be printed black-and-white with grayscale.

Permission to reprint:

- It is the responsibility of the author to obtain any necessary permission to reprint previous published material and to include credit lines accordingly: "Reprinted, by permission, from ...," "Courtesy of ...," "From ...," etc.

Endnotes:

- Endnotes should contain all information that might otherwise be listed under separate heading like "works cited," "references," or "bibliography." (**Thus a separate list of works at the end of an article may be omitted.**) When citing a web page, note its title and author (if known), URL, and the date accessed.
- Endnotes and entries in "References" (if used) are formatted slightly differently. See

examples below.

Sample Endnotes

- 1 Doi Takeo, *The Psychological World of Natsume Soseki*, trans. William J. Tyler (Cambridge, Mass.: Harvard University Press, 1976), 26. [Provide the page number(s) for the relevant quotation or paraphrasing. No chapter titles are needed.]
- 2 Edwin McClellan, "Toson and the Psychological Novel," in *Tradition and Modernization in Japanese Culture*, ed. by Donald H. Shively (Princeton, N. J.: Princeton University Press, 1971), 347–49. [Provide the page number(s) for the relevant quotation or paraphrasing.]
- 3 McClellan, "Toson and the Psychological Novel," 350. [Second and subsequent listings may appear in this way.]
- Ibid., 351. [The same work may be referred to this way, but only if the directly preceding endnote refers to a different page.]
- Ibid. [The same work may be referred to this way, but only if the directly preceding endnote refers to the same page.]
- 4 James Legge, trans., *The Shoo King*, vol. 3 of *The Chinese Classics* (1871; rpt., Hong Kong: Hong Kong University Press, 1960), 449–51.
- 5 Wayne W. Farris, *Population, Disease, and Land in Early Japan, 645–900* (Cambridge, Mass.: Council on East Asian Studies, Harvard University, 1985).
- 6 Allan H. Barr, "The Early Qing Mystery of the Governor's Stolen Silver," *HJAS* 60.2 (2000): 385–412.
- 7 Zhu Xi, *Huian xianshang Zhu Wengong wen ji* 晦菴先生朱文公文集, Sibu beiyao edition entitled *Zhu zi daquan* 朱子大全 (Taipei: Taiwan Zhonghua shuji, 1970), 69.16a–26a.
- 8 Lin Zhenhan 林振翰, ed., *Yantie lun* 鹽鐵論, Guxue jiben congshu edition (Shanghai: Shangwu yinshu guan, 1934), pian 57, "Zhou Qin," 189.
- 9 Ouyang Xun 歐陽詢 et al., comp., *Yiwen leiju* 藝文類聚 (Shanghai: Shanghai guji chubanshe, 1985) [hereafter YWLJ], 90.1560.
- 10 Yang Shengnan 楊升南, "Lüelun Shangdai de jundui" 略論商代的軍隊, in *Jiagutanshi lu* 甲骨探史錄, ed. Hu Houxuan et al. 胡厚宣 (Beijing: Sanlian shudian, 1982), 52–58.
- 11 Yang Shengnan, p. 55.
- 12 *Sōseki zenshū* (Tokyo: Iwanami shoten, 1974) [hereafter *SZ*], 6.153. [Collected works may be referred to in this way; 6:153 refers to volume 6, page 153.]
- 13 Shimada Atsushi 島田厚, "Sōseki no shisō," in Natsume Sōseki, *Nihon bungaku kenkyū shiryō sōsho* series (Tokyo: Yūseidō, 1980), 113–17.
- 14 Wada Hidematsu 和田英松, "Koten kōshūka jidai," *Kokugo to kokubungaku* 11.8 (1934): 33–39.
- 15 Kurihara Sadako 要原貞子, *Dokumento Hiroshima nijūyonen: gendai no kyūsai* (Tokyo: Shakai shinpō, 1970), 272.
- 16 West, C. E. West and F. W. Seal, The Samurai Archives Japanese History Page.
<http://www.samurai-archives.com/kenshin.html>. Accessed September 10, 2015.

Sample References Entries (optional)

- 1 Doi Takeo. *The Psychological World of Natsume Soseki*, trans. William J. Tyler. Cambridge,

Mass.: Harvard University Press, 1976. [Last name first, then given name.]

- 2 McClellan, Edwin. "Toson and the Psychological Novel." *Tradition and Modernization in Japanese Culture*, ed. Donald H. Shively, 332–381. Princeton, N. J.: Princeton University Press, 1971. [Provide the beginning and ending page numbers for the chapter.]
- 3 Legge, James, trans. *The Shoo King*, vol. 3 of *The Chinese Classics*, 420–480. 1871; rpt., Hong Kong: Hong Kong University Press, 1960. [Provide the beginning and ending page numbers for the chapter.]
- 4 Farris, Wayne W. *Population, Disease, and Land in Early Japan, 645–900*. Cambridge, Mass.: Council on East Asian Studies, Harvard University, 1985.
- 5 Barr, Allan H. "The Early Qing Mystery of the Governor's Stolen Silver." *HJAS* 60.2 (2000): 385–412.

Adapted with gratitude from the Harvard Journal for Asiatic Studies Style Sheet.

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