

## SUBMISSION GUIDELINES

Articles should not exceed 8,000 words and should follow the latest edition of the Chicago Manual of Style (<http://www.chicomanualofstyle.org/home.html>). Book reviews should not exceed 2,500 words. All submissions will be peer-reviewed by at least two specialists. Please send all submissions to [japanesephilosophy@gmail.com](mailto:japanesephilosophy@gmail.com).

## BOOK REVIEWS

Please send books to be reviewed to the book review editor at the following address:

Curtis Rigsby  
Coordinator of East-Asian Studies  
UOG Station  
Mangilao GU 96923  
GUAM

## References

*Chicago Manual of Style, 16th edition*  
*Merriam-Webster's Collegiate Dictionary, 11th edition*

All manuscripts will be formatted as follows:

- 1-inch margins, 12-point Times New Roman font
- ALL text justified left and double-spaced
- Please make sure pages are set up for “US Letter”

Japanese text:

- Japanese text should be in 12-point MS Mincho (MS 明朝) font.
- Enclose Japanese characters in parentheses immediately following romanization; for example, *zazen* (坐禪). Or, enclose both romanization and characters in parentheses, following the English term, no comma needed; i.e., seated meditation (*zazen* 坐禪). Use commas if anything follows the Japanese, i.e., *kyō* (教, “teaching”) or Dōgen (道元, 1200–1253).
- When romanized, titles of books are sentence style, italicized; titles of articles and essays are sentence style, enclosed in quotes. See *Chicago*, 16th ed., 11.109. For example: *Hon no taitoru*; “Ronbun no taitoru.” English translations of titles can follow standard capitalization.

Titles:

- The title of the manuscript, the author’s name, and institutional affiliation may be justified to the left, since the press will finalize this formatting. Place title first, then a space; then author’s name and affiliation on separate lines, then a space; then the abstract and text, as follows:

Article Title

Author’s Name

Department, Institution

Abstract: Here is where the abstract goes.

This is the first sentence of the text.

Subheadings:

- A-level subheads: bold, headline style, preceded by and followed by a space.
- B-level subheads: italics, sentence style, preceded by but not followed by a space.

This is the end of the paragraph above the A-level subheading.

**This Is an A-Level Subhead**

This is the beginning of the new section [...]

*This is a B-level subhead*

This is the beginning of the material under this subheading.

- Bibliographies will follow the text and be preceded by the A-level subhead: **References**
- Endnotes will follow the bibliographies and preceded by the A-level subhead: **Notes**
- We will avoid beginning articles with subheadings that only say “Introduction” or the like.

Quotations:

- Periods and commas go inside quotation marks, whether single or double; semi-colons, colons, and question marks go outside.
- All quotes over 4 lines will go in block quotations. They should be formatted like normal text, but indented one tab. No extra spaces before or after.

## Spelling:

- In English-language works by non-U.S. authors, spelling should be changed from British/Canadian to American: center (centre), analyze (analyse), behavior (behaviour), focuses (focusses), labor (labour), and so forth. Spelling in quoted material is left unchanged (CMS 7.3)

## Citations and References

- All citations will be provided in endnotes. Since articles are accompanied by full bibliographies, we can use the short form: author's last name, title, and page number. For example: Tanabe, *Philosophy as Metanoetics*, 127.
- Bibliographical entries should adhere to Chicago style, 16th ed. (see esp. ch. 14).

## En Dashes and Em Dashes:

- En dashes are used to separate inclusive numbers.
- An en dash is used instead of a hyphen in a compound adjective when one of the elements of the adjective is an open compound (post–Cold War diplomacy, Hong Kong–based bank).
- If an em dash is used where a comma would otherwise separate two clauses, the comma is omitted.
- A two-em dash is used to indicate a missing letter or letters; a three-em dash is used to indicate a missing word or words.

## Hyphenation:

- For capitalization of hyphenated words in a title or level subheading, capitalize both elements in a compound.
- Adjective-noun compounds are hyphenated before the noun they modify, but are open after the noun: a low-class woman; the black market was very low class.
- Adjective compounds with –ly are open (e.g., historically based decisions).
- Compounds formed with adverbs ending in “ly” and participles or adjectives are not hyphenated: critically minded.
- Compound forms with -like are written solid (not hyphenated): -like (ghostlike, dancelike).
- Compounds formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs: anti-, co-, counter-, inter-, mid- (except mid-nineteenth century),
- multi-, neo-, non-, over-, post-, pre-, pro-, re-, socio, sub-, and super-.
- An en dash is used be an open compound (pre–Civil War).

Italics:

- Foreign words and phrases familiar to most readers and listed in Webster's are not italicized (e.g., vis-à-vis).
- Isolated foreign words or terms in an English context are set in italics.
- Complete sentences, quotations, and proper nouns in a foreign language are not set in italics.
- Quotation marks are used for English terms rather than italics.

Miscellaneous:

- Numbered lists, in general: (1) then, (2) etc.

Book Review:

- Open with the following information from the book being reviewed: Author, Title, City, Press, Year.
- Following the text of the review, include the em-dash and authors name, with affiliation on the following line, all right justified. Then notes, with full citations of any external sources. NO reference section for the book reviews.
- All citations of the book being reviewed should be in-text

Author, Title, City, Press, Year.

Text of the review.

—Author's Name

Author's Affiliation

**Notes**