

*Pacific and American Studies*  
The Center for Pacific and American Studies  
The University of Tokyo  
3-8-1 Komaba, Meguro-ku  
Tokyo 153-8902 Japan

*Pacific and American Studies*  
Guide for Authors (June 26, 2015)

1. General Instructions

- (1) Manuscripts must be the original unpublished work of the author(s).
- (2) Manuscripts should be typed double-spaced on A4 paper. Manuscripts should not exceed 8,000 words, including notes.
- (3) In order to facilitate the printing process, manuscripts should be prepared using Microsoft Word on a personal computer.
- (4) If graphs, maps, etc. are included, then the number of words should be reduced proportionally in order to accommodate these materials.
- (5) Authors are also requested to submit a short summary of their paper in Japanese (no more than 800 characters).
- (6) *Pacific and American Studies* will become available online in PDF format through the CPAS webpage and other associated websites.

2. Submission

- (1) Once the manuscript has been reviewed by a native speaker of English familiar with academic style, four copies of the completed paper should be sent to *Pacific and American Studies* Editorial Committee, c/o The Center for Pacific and American Studies, The University of Tokyo, 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902.
- (2) The editorial committee will meet to review the submitted manuscripts and make its decisions, and authors will be informed of the results in mid-October. Papers will be either (A) accepted as submitted, (B) accepted contingent on revision, or (C) not accepted.
- (3) For papers in category (B) the committee will decide after reviewing the revisions made whether or not to accept the paper for publication.

- (4) The final manuscript, with all necessary additions and corrections, should be submitted to the editorial committee in the form of email attachment and two hard copies by around November.
- (5) Galleys will be sent to authors in December or January. In principle, authors will proofread only the first galleys.
- (6) Submitted materials will not be returned.

### 3. Manuscript Style

- (1) In principle, authors should refer to *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010) for style guidance.
- (2) The author-date documentation system is not allowed in *Pacific and American Studies*.
- (3) Notes should be presented as footnotes on the bottom of each page and typed double-spaced.
- (4) In order to make the papers easier to read, it is desirable that each manuscript be divided into several sections, with Arabic numerals or headings (or a combination thereof) at the beginning of each section. The first section and last section may be given topic headings, or headed as “introduction” and “conclusion.” Headings should not be centered.

Example:

Introduction

1. The Emergence of Nation-States

(1) The Concept of Nation-State

a Imagined Nation

.....

Conclusion

- (5) For further guidance on any editorial issues, please write to the editorial committee.

### 4. Other Matters to be Attended to

- (1) Online resources

Following information should be included.

- 1. The title of the page
- 2. The institution or author of the website
- 3. The access date
- 4. URL

Ex) “The Executive Branch,” The White House, accessed August 10, 2014, <http://www.whitehouse.gov/our-government/executive-branch>.

## (2) Abbreviating, or condensing, inclusive numbers

Inclusive numbers are abbreviated according to the principles illustrated below (examples are page or serial numbers, which do not require commas).

First Number	Second Number	Examples
1-99	Use all digits	3-10, 71-72, 96-117
100 or multiples of 100	Use all digits	100-104, 1100-1113
101 through 109 201 through 209, etc.	Use changed part only	101-8, 808-33, 1103-4
110 through 199, 210 through 299, etc.	Use two or more digits as needed to include all changed parts	321-28, 498-532, 1087-89, 11564-615, 12991-13001

To avoid ambiguity, inclusive roman numerals are always given in full. XXV-XXVIII

## (3) Ellipses

The omission of a word, phrase, line, paragraph, or more from a quoted passage are indicated by ellipsis points. Ellipsis points are three spaced periods (...), sometimes preceded or followed by other punctuation.

Ex) To address the insulated understanding is to lay aside the Prospero's robe of poetry...If the true purpose of a man's writing a didactic poem were to teach, by what suggestion of idiocy should he chose to begin by putting on fetters?...Now this collision between two purposes...shows by the uniformity of its solution, which of the two is the true purpose, and which the merely ostensible purpose.

The omission of one or more paragraphs within a quotation is indicated by four ellipsis points at the end of the paragraph preceding the omitted part.

Ex) I should indeed be obliged to lesson this respect, if all the nobility...are but so many hereditary fools, if the privilege of lords to be want brains, if noblemen can hardly write or read....(omit one or more paragraphs)

## (4) Hyphens and Dashes

Hyphen is used in compound words and names.

EN Dash is used to connect numbers.

Ex) Her college years, 1998—2002, were the happiest in her life.

For documentation and indexing, see chapters 16—18.

EM Dash is used to amplify or explain something.

Ex) It was a revival of the most potent image in modern democracy—the revolutionary idea.

To avoid confusion, no sentence should contain more than two em dashes; if more than two

elements need to be set off, use parentheses.

Ex) The Whippleworth conference—it had already been interrupted by three demonstrations (the last bordering on violence)—was adjourned promptly.

#### (5) Parentheses

Parenthesis is used to set off material that is less closely related to the rest of the sentence than that enclosed in em dashes or commas.

Ex) He suspected that the inert gases (helium, etc.) could produce a similar effect.

Wexford's analysis (see chapter 3) is more to the point.

Parentheses are used to enclose glosses of unfamiliar terms or translations of foreign terms—or, if the term is given in English, to enclose the original word.

Ex) A drop folio (a page number printed at the foot of a page) is useful on the opening page of a chapter.

The word used is was not *une poêle* (frying pan) but *un poêle* (stove).

Although the use of parentheses within parentheses is permitted in some publications—especially in law—*Chicago Manual* prefers brackets within parentheses.

Ex) (For further discussion see Richardson's excellent analysis [1999] and Danneberger's survey [2000].)

#### (6) Brackets

Square brackets are used mainly to enclose material—usually added by someone other than the original writer—that does not belong to the surrounding text.

Ex) "They [the free-silver Democrats] asserted that the radio could be maintained."

#### (7) Quotation Marks

Quoted words, phrases, and sentences run into the text are enclosed in double quotation marks.

Single quotation marks enclose quotations within quotations.