Notes for Contributors

Submission of papers: Submissions for review of papers relating to the peoples, societies, and cultures of the Asia Pacific region are welcome, including both the eastern and western shores of the Pacific and its islands. Papers should preferably be submitted electronically to RCAPS at rjaps@apu.ac.jp as email attachments. When submitting articles electronically, please send files in the Microsoft Word format (Word 97 or later). Please include all figures and tables in grayscale, a 150-200 word abstract and about 4-6 keywords. Papers should be in English but a limited number of Japanese papers, with a comprehensive English abstract, may be approved for publication. Authors are responsible for preparing any figures, diagrams, tables, etc. in a form ready to be printed, and for clearing any copyright permission.

Length: As a general guide your manuscript should not exceed 8,000 words in length, given the number of articles competing for space in most issues.

Footnotes: Footnotes should be kept to a minimum. Please number footnotes sequentially with superscript numbers and set Microsoft Word to print them at the bottom of the page.

References: References to works cited should generally be included in the text, rather than in footnotes. These references should give the author, date, and (where applicable) the page numbers, e.g. (Brown 1956: 36-38). There should be a full list of references at the end, sorted in alphabetical order by author’s surname and then year, using the following models (please note in particular the use of capitals):

Books:

Chapters from books:

Papers from journals:
*Edited Books:*

*Dissertations:*

*Reports:*

*Newspapers:*

*Internet sources:*
Japanese Ministry of Foreign Affairs. “Japan’s FTA Strategy (Summary).”

*Foreign titles:* References to titles using Japanese script may be accepted for papers submitted in Japanese but for English papers, titles should be transliterated into Roman script using Hepburn, Pinyin or other appropriate recognized systems for transliterating Asian languages. Long vowels in Japanese should be marked with circumflexes or macrons (if available). Translations in English should be provided wherever possible, e.g:


*Names:* Japanese and Chinese names should usually be given in the normal Japanese and Chinese order with the family name first, followed by the personal name. The major exception is references to published works in which the Western order has been used.