

## INFORMATION

- **Type of journal:** Non Refereed. The Editors will reserve the right to decide whether or not to publish submitted papers. Invited experts in appropriate sub-disciplines will be commissioned to review papers.
- **Frequency of publication:** Annual
- **Languages accepted for publication:** English or Japanese
- **Types of paper accepted for publication:** Research articles, book reviews, and research articles translated into English or Japanese from other languages will be considered for publication. Works published in other journals, books or monographs will not be accepted. Papers based on conference presentations must be accompanied by information on the names, venues, and dates of the conferences.
- **Number of submissions accepted:** In principle, one paper per person will be accepted. In exceptional circumstances, submission of two papers with the involvement of one and the same author may be accepted for publication.
- **Cover page:** The cover page should provide the title of the article, complete contact information for each author (address, phone, and e-mail), and biographical data of up to 50 words for each author. Provide a total word count and indicate the number of tables and/or figures included.
- **Abstract:** Research articles written in English must include an abstract of no more than 200 words. Articles written in Japanese must include an abstract of no more than 400 characters. Insert the abstract just below the author's name.
- **Key terms:** List 5-8 key terms below the abstract. These should be written in the language of the paper.
- **Length of paper:** Research articles in English should not exceed 7,000 words, and those in Japanese 35,000 characters. Book reviews in English should not exceed 2,000 words, and those in Japanese 6,000 characters.
- **Submission of paper:** Authors of English-mediated research articles, translations and book reviews should submit papers as e-mail attachments, formatted as Microsoft Word files. Authors of Japanese-mediated papers should do the same, formatted as MS Mincho files. Submissions of papers or expressions of interest should be sent to the Editors at [aplj@apu.ac.jp](mailto:aplj@apu.ac.jp).
- **Observance of ethical codes:** Refer to "Ritsumeikan Asia Pacific University Guideline of Ethical Conduct in Research Involving Human Subjects" viewable in English and Japanese at, [http://www.apu.ac.jp/researchsupport/uploads/fckeditor/research/measure/Research\\_Human\\_GuidelineE.pdf](http://www.apu.ac.jp/researchsupport/uploads/fckeditor/research/measure/Research_Human_GuidelineE.pdf) (English) [http://www.apu.ac.jp/researchsupport/uploads/fckeditor/research/measure/Research\\_Human\\_GuidelineJ.pdf](http://www.apu.ac.jp/researchsupport/uploads/fckeditor/research/measure/Research_Human_GuidelineJ.pdf) (Japanese)
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- **Conformity to style guide:** Manuscripts that have been accepted for publication but do not conform to the style guide may be returned to the authors for amendment. The Editors reserve the right to make amendments to ensure conformity to the style guide.
- **Complimentary copies:** Authors of accepted papers will receive two free copies of the issue carrying their paper.

## Using APA Formatting for APL Journal Manuscripts

### STYLE GUIDE

1. **Paper size:** US letter or A4
2. **Margin:** 1 inch (2.5 cm) on both sides. Both the right and left margins should be justified.
3. **Font type:** Times New Roman for manuscripts in English /MS Mincho for manuscripts in Japanese
4. **Font size:**
  - 14 point for title
  - 12 point for author's name
  - 9 point for text (incl. section headings, sub-headings, references, appendixes)
  - 8 point for footnotes
5. **Bold type:** Bold type should be used for titles and headings (incl. sub-headings, 'Abstract,' 'Key terms,' 'References,' and 'Appendixes') only, and not for *tables*.
6. **Capitalization:**
  - The first letter of the first word of the title should be capitalized.
  - The first letter of each content word within the main title should be capitalized.
  - The first word of the subtitle should begin with a capital letter.
  - The same capitalization rule should be followed on headings.
7. **Spacing:** The manuscript should be double-spaced and adhere to the following spacing rule:
  - Leave one line between the author's name and the Abstract.
  - Leave one line between the Key terms and the text.
  - Leave one line between sections.
  - Leave one line between the text and the References.
  - Leave one line between the References and the Appendix.
  - Use only one-letter space between sentences.
8. **Paragraphing:** The first paragraph of each section or sub-section should be a block-paragraph, and all the others should be indented paragraphs.
9. **Annotation:** APL Journal accepts the inclusion of footnotes, but does not permit the inclusion of endnotes. Use MS Word's tools for creating footnotes.

Example:

2. On the problems related to yaks, see Wollens (1989, pp. 120-135); for a contrasting view, see Pyle (1992).

10. **Sections:** Sections (e.g., "1. Introduction") and sub-sections (e.g., "2.1 Cultural Challenges") should be numbered.
11. **In-text citation:** In-text citations should follow the author-date system with full documentation in the References. Every author mentioned in the list of references must be cited in the main text, and every author cited in the main text must be listed in the References.
 

E.g.,  
 (Smith, 1987; White, 1985)  
 Jones's research (1977, 1979a, 1979b)
12. **Referencing:** Submissions in English should conform to the requirements of the Publication Manual of the American Psychological Association (5th Edition). See the following pages for APA (5th edition).

Please always double-check your manuscript to see that these formalities have been met.

**THANK YOU FOR YOUR COOPERATION**

## Using APA Formatting for APL Journal Manuscripts

The following notes on APA (5<sup>th</sup> Edition) style for manuscripts are adapted from the Purdue University Online Writing Lab.

### General Format

General formatting for manuscripts written in APA style is covered in the first chapter of the *Publication Manual*. What follows are some general guidelines for formatting. Your manuscript should be typed, double-spaced on standard-sized paper (A4 or letter) with margins of 2.5 cm or 1 inch on both sides. Your final draft should include, in the order indicated below, the following sections as applicable, each of which should begin on a separate page:

- Title and byline
- abstract
- text
- references
- appendixes
- footnotes
- tables (with titles)
- figures (with captions)

### Quotations In Your Text – Citations

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference.

### Examples for referring to another idea or study:

Jones (1998) compared student performance ...  
 In a recent study of student performance (Jones, 1998), ...  
 In 1998, Jones compared student performance ...

If there is no author to cite, such as when you are citing a web page that lists no author, use an abbreviated version of the title of the page in quotation marks to substitute for the name of the author.

A similar study was done of students learning to format research papers ("Using APA," 2001).

If you are citing a work that has no author and no date, use the first few words from the title, then the abbreviation n.d. (for "no date").

In another study of students and research decisions, it was discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

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Personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should be referred to in your in-text citations but NOT in your reference list. To cite a personal communication, provide the initials and last name of the communicator, the words personal communication, plus an exact date in the body of your paper. For example:

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

### Short Quotations

To indicate quotations of fewer than 40 words in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.

#### Examples:

She stated, "Students often had difficulty using APA style," (Jones, 1998, p. 199), but she did not offer an explanation as to why.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

### Long Quotations (block quotes)

Place quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

#### Example:

Jones's 1993 study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

### Choosing double or single quotation marks

If you are using a quotation that uses quotation marks as a short quotation, use single quotation marks to set off the material that was originally enclosed in quotation marks. If you are using a quotation that uses quotation marks in a block quote, use double quotation marks to set off the material that was originally in quotation marks.

### Reference List

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced just like the rest of your essay. If you

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would like to see a sample reference list, these links to Sample APA Report (at <http://www.thewritesource.com/APA/APA.HTM> ) and a APA Simulated Journal Article (at <http://www-distance.syr.edu/apa.html>) both provide sample reference lists.

### Basic Rules

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names.
- Personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should not be cited in your reference list because they are not retrievable sources for anyone else. You should make reference to these sources in your in-text citations.
- If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article).
- When an author appears both as a sole author and, in another citation, as the first author of a group, list the single-author entries first. If no author is given for a particular source, alphabetize using the title of the work, which will be listed in place of the author, and use a shortened version of the title for parenthetical citations.
- Use "&" instead of "and" when listing multiple authors of a single work (in text citations in parentheses, too).
- All lines after the first line of each entry in your reference list should be indented 5 spaces or about 1.25 cm (one-half inch) from the left margin.
- Capitalize only the first letter of the first word of a title and subtitle of a work.
- Italicize titles of books and journals.

### Basic Forms for Sources in Print

#### An article in a periodical (e.g., a journal, newspaper, or magazine)

Author, A. A., Author, B. B., & Author, C. C.  
(Year). Title of article. *Title of periodical*, volume number, pages.

**NOTE:** For a magazine or newspaper article, you need to include specific publication dates (month and day, if applicable) as well as the year. For a journal article, you do not need to include the month or day of publication. See our examples below for more explanations.

**NOTE:** You need list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: *Title of Periodical*, Volume number (Issue number), pages. Note that the issue number is not italicized. If the journal does not use volume numbers, use the month, season, or other designation within the year to designate the specific journal article.

#### A nonperiodical (e.g., book, report, brochure, or audiovisual media)

Author, A. A. (Year of publication). *Title of work:*  
*Capital letter also for subtitle.* Location:  
Publisher.

**NOTE:** For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state/country.

#### Part of a nonperiodical (e.g., a book chapter or an article in a collection)

Author, A. A., & Author, B. B. (Year of  
publication). Title of chapter. In A. Editor &  
B. Editor (Eds.), *Title of book* (pages of

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chapter). Location: Publisher.

**NOTE:** When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

### Basic Forms for Electronic (Internet) Sources

#### Article in an Internet Periodical

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of journal, volume number*(issue number if available). Retrieved month day, year, from <http://Web address>.

#### Nonperiodical Internet Document (e.g., a Web page or report)

Author, A. A., & Author, B. B. (Date of publication). *Title of article*. Retrieved month date, year, from <http://Web address>.

**NOTE:** When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

#### Part of Nonperiodical Internet Document

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://Web address>.

### Basic Forms for Audiovisual Sources

#### A Motion Picture or Video Tape

Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and postal code).

#### A Television Broadcast or Television Series

Producer, P. P. (Producer). (Date of broadcast or copyright). *Title of broadcast* [Television broadcast or Television series]. City of origin: Studio or distributor.

#### A Single Episode of a Television Series

Writer, W. W. (Writer), & Director, D.D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer

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(Producer), Series Title. City of origin: Studio or distributor.

### A music recording

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date)

### Journal article, one author

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55*, 893-896.

### Journal article, three to six authors

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology, 65*, 1190-1204.

### Journal article, more than six authors

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing, 44*(3), 213-245.

**NOTE:** The phrase *et al.* stands for "and others."

### Work discussed in a secondary source

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review, 100*, 589-608.

**NOTE:** Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

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In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

### Magazine article, one author

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### An article or chapter of a book

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

### A government publication

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

### A book or article with no author or editor named

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

### A newspaper headline

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

**NOTE:** For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (*Merriam-Webster's*, 1993) and ("New Drug," 1993).

### A translated work and/or a republished work

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory,



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Trans.). New York: Dover. (Original work published 1814)

**NOTE:** When you cite this work in text, it should appear with both dates: Laplace (1814/1951).

### A review of a book, film, television program, etc.

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology, 38*, 466-467.

### An entry in an encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

### An online journal article

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*(4). Retrieved February 20, 2001, from: <http://www.cac.psu.edu/jbe/twocont.html>

### Chapter or section of an online document

The Foundation for a Better World. (2000). Pollution and banana cream pie. In *Great chefs cook with chlorofluorocarbons and carbon monoxide* (Chap. 3). Retrieved July 13, 2001, from: <http://www.bamm.com/cream/pollution/bananas.htm>

**NOTE:** Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

### Message posted to an online newsgroup, forum, or discussion group

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

**NOTE:** If only the screen name is available for the author, then use the screen name; however, if the author provides a real name, use their real name instead. Be sure to provide the exact date of the posting. Follow the date with the subject line, the *thread* of the message (not in italics). Provide any identifiers in brackets after the title, as in other types of references.

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### A Motion Picture or Video Tape with international or national availability

Smith, J.D. (Producer), & Smithee, A.F. (Director). (2001). *Really Big Disaster Movie* [Motion picture]. United States: Paramount Pictures.

### A Motion Picture or Video Tape with limited availability

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing Labs: A History* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

### A Television Broadcast

Important, I.M. (Producer). (1990, November 1). *The Nightly News Hour*. [Television broadcast]. New York: Central Broadcasting Service.

### A Television Series

Bellisario, D.L. (Producer). (1992). *Exciting Action Show*. [Television series]. Hollywood: American Broadcasting Company.

### A Single Episode of a Television Series

Wendy, S. W. (Writer), & Martian, I.R. (Director). (1986). The rising angel and the falling ape. [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles: Belarus Studios.

### A music recording

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.