

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 rcaps@apu.ac.jp as email or attachments to email. When submitting articles electronically, please send files either as plain text or in MS Word format (Word 97 or later). For earlier versions of Word please send them in rtf (rich text file) format. Please include all figures and tables in black and white, a 100-150-word abstract, and keywords. Papers should be in English. Authors are responsible for preparing any figures, diagrams, tables etc. in a form ready to be printed, and for clearing any copyright permission.

Length: There is currently no formal limit on the length of papers, but as a general guide they 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 MS 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 use of capitals):

Books:

McCourt, Kathleen. 1977. *Working Class Women and Grass-Roots Politics*. Bloomington: Indiana University Press.

Chapters from books:

Macdonald, Dwight. 1970. "Introduction: Hoffman and His Age." Pp. 11-24 in *The Tales of Hoffman*, eds. M. Levine, G. McNamee, and D. Greenberg. New York: Bantam Books.

Papers from journals:

Molotch, Harvey. 1976. "The City as a Growth Machine." *American Journal of Sociology* 82(9): 50-65.

Edited Books:

Ramos, Frank P., John R. Wizmont, and Clint T. O'Finnery, eds. 1966. *Texts and Nontexts*. Philadelphia: Nonsense Press.

Dissertations:

Muller, Chandra. 1983. "Resource Dependency in Community Based Organizations." Master's thesis, Department of Sociology, University of Chicago.

Reports:

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report." (December), Chicago. Unpublished.

Newspapers:

Smith, D. 1951. "Modern Kabuki." *The Guardian* (6 April).

Internet sources:

Japanese Ministry of Foreign Affairs. "Japan's FTA Strategy (Summary)." <http://www.mofa.go.jp/policy/economy/fta/strategy0210.html> (accessed 17 March 2005).

Foreign titles: At the moment we are not using Asian characters in the journal, so titles should be transliterated into Roman script using Hepburn, Pinyin or other appropriate recognized system for 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:

Kuwayama, Takami. 1996. "'Genchi' no jinruigakusha: Naigai no Nihon kenkyû o chûshin ni" ["Native" anthropologists: With special reference to Japanese studies inside and outside Japan]. *Minzokugaku Kenkyû* [The Japanese Journal of Ethnology], 61(4): 517-542.

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.