

『西洋史学』の姉妹誌として英語版の e-journal, *Historical Studies of the Western World* を創刊します。

『西洋史学』の英語版の刊行の準備を進めています。2021年度内に第1号を発行、徐々に紙面を充実させていくつもりです。最初は控えめなスタートですが、あわてず騒がず、日本語の『西洋史学』の姉妹版の e-journal として、成長するのを見守っていただきたいと存じます。以下は最初の投稿要件等を記しています。

An English version of *Historical Studies of the Western World* will be launched as an e-journal in the 2021 academic year

### 1 General note for contributors

- Purpose of our Journal

The Japanese Society of Western History, which publishes *the Historical Studies of the Western World*, has decided to launch an English version of *Historical Studies of the Western World* as an e-journal in order to supplement the present Japanese version and strengthen information dissemination overseas, especially to assist Japanese historians to reach an international readership in cases in which their area specialization makes publication in English difficult.

- To the contributors

The first issue is scheduled to be published in the 2021 academic year. Initially, we plan to publish the English translations of articles on digital history, 'Digital History Insights', abstracts of the articles published in the Japanese version, and the translation of an academic award-winning article of Our Society. At least for the first few issues, we limit the range of authors to our subscribers. We publish chiefly the articles already published in the Japanese version, and feature articles recommended by the editorial board. After an experimental period of a few years, we intend to expand the range of subjects and contributors.

- Review process

Send all manuscripts to the editorial board as indicated below. Manuscripts will be reviewed by the editorial board for the English version. Authors will be asked to revise the manuscripts according to the reviewers' comments. Acceptance or rejection of the manuscripts will be decided by the editorial board.

As we accept only the translated versions of the Japanese articles and other essays which were already peer reviewed by the Japanese editorial board, we check first that they are faithfully

translated from the original articles in order to ensure the required academic standard. Each paragraph in the English version should correspond to that of the original and footnotes should remain in the same order as far as possible. However, you may revise the introductory paragraphs in order to help English readers understand more clearly the relevant historical questions that you discuss in your paper. You may also add a leading sentence to a paragraph to introduce the main idea and clarify the structure of the paragraph. Secondly, we check if English expression is good enough for publication. You should try to avoid passive voice constructions. If the submitted paper does not meet our quality standard, we may simply return the article. If you are unfamiliar with writing articles in English, we recommend that you request an academic translation or draft your paper with the assistance of a qualified English speaker. You will be responsible for the cost.

Your manuscript will be normally checked within six months. This means that you need to submit the manuscript by the end of June in a given year if you want the script to be published in the same year.

## **2 Submission**

- Ways of Submission
  - (a) Submit your manuscript to the editorial department of the journal by e-mail, to the following address: seiyoushigaku@gmail.com
  - (b) Authors should retain a copy of their manuscript since we cannot accept responsibility for damage or loss of papers.
  
- Use of Microsoft Word, etc.
  - (a) Manuscript should basically be created with MS Word with .docx format. Annotations should be created using Word functions. The editors generally reserve the right to adjust style to certain standards of uniformity. As the final draft is formatted in InDesign, there will be minor changes to the MS Word manuscript.
  
  - (b) When using compliant free software, pay attention to the compatibility of extensions.

- Types of articles and their length.

As mentioned above, the journal will focus on the translation of articles, essays, etc., in the coming years. The length of scripts is therefore determined by the length of the original Japanese texts.

- Anonymize the main script, and submit a title page in a separate file (including the author's name, affiliation, and contact details, etc.).
- (a) Title, Name of Author(s), Affiliation and Address, and Corresponding Author should be provided on a separate sheet. Avoid using abbreviations in the title. The family name (surname) and the given name of each author should be written in full. Middle names should be written as initials. Order: family name, middle initial, first name. Complete institutional address (if available) and e-mail address of the corresponding author should be provided.
  - (b) Provide key words (minimum three but not more than six) in alphabetical order.
  - (c) Provide an abstract of no more than 400 words.
    - Illustrations (tables, graphs, maps, images) should be submitted in separate files.
  - (a) Figures and charts must be created in Excel or Word format and inserted into the main text.
  - (b) Photographs and maps must be submitted as image files (.jpg, .tif, .bmp) being inserted into the main text.
  - (c) The above illustrations should also be submitted in separate files.
  - (d) Authors are responsible for obtaining permission from the copyright holder to reproduce any illustrations for which copyright exists. The source of the material should be credited at the end of the illustrations.
- Copyright of all articles belongs to the Japanese Society for Western History. All authors agree with the "Transfer of Copyright" at the time of submission of an article for publication.

## **House style**

### *General*

- The text and referencing should follow a modified version of "Chicago style."
- The text should be in American English.
- Accordingly, set Microsoft Word's proofreading language to American English and match your style to "Chicago."
- All bibliographical and archival references should be given in footnotes as in our Japanese version, using MS Word function.
- No social science style bracket references in the text, and no bibliography should be used.
- Use a standard font like 12 pt. Times New Roman and double-space the text.
- Use 1 inch margins or larger and indent new paragraphs.

- Position page numbers at the bottom of the page.
- Use full references at the first occurrence; subsequently short reference style (no *op.cit.* and no *idem, ibid.*; also no use of *passim* or ff.)

### *Text*

- Follow the spelling of the Merriam-Webster Dictionary as the standard of American English. This means, among others, use of -ize (including for analyze), labor, color, program, rearrange, reenter (not re-enter).
- Capitalization in the text should be kept to a minimum. This means no capitalization of personal titles and offices unless they precede a name: governor, prime minister; but Prime Minister X. Institutions will be capitalized (examples: Department of History, Parliament of Ruritania); also Western (rather than western), Southeast Asia.
- Use *Italics* for non-English words, but do not use *Italics* for quotations in foreign languages.
- Use short verbatim quotations within “double quotations marks.”
- Longer quotations should be indented from the text.
- Use percent rather than % in normal texts. In quantitative research and in tables the % symbol can be used.
- Spell out numbers: between one and ten as words, same for hundred, thousand, etc., above ten in figures: 11, 123, 1,234,567.
- Use the serial comma (x, y, and z instead of x, y and z).
- Spell out centuries: nineteenth century (not 19<sup>th</sup> c.).

### *Footnote references*

- Capitalize key words in the titles of publications according to Chicago style. In Chicago style, all prepositions are lowercase unless they are the first or last word of the title.
- Article titles should be within “Double Quotation Marks.”
- For the different categories of references, follow the rules below:
  - Miller, Jane, *The History of Books* (Cambridge: Cambridge University Press, 2021), pp.24–8.
  - Bell, John, “The History of Articles,” *Studies of History* 3 (2021): p.11–31, doi.
  - Cox, Sally, “The History of Edited Volumes,” in *Books in History*, ed. Sam Crow (Cambridge, MA: Harvard University Press, 2021), p.7.
  - Suzuki, Sara P., “My Dissertation” (PhD diss., University of Osaka, 2021), pp.5–56.

### Short reference

- Miller, *The History*, p.3.
- Bell, "The History," p.25.
- You should include the doi or stable url if available.
- For titles in European languages other than English, you may follow the common practice in the respective languages (French, German). Authors will be able to give advice in other specific cases.
- For the Japanese books, articles, etc.,
  - Use the same style as English references except the place of publication. You do not need to cite the place.
  - Use English titles of the books and journals if the publishers' sites provide formal English titles for their publication.
  - For Japanese, follow basically the style sheet of the Harvard Journal of Asiatic Studies. Use the modified Hepburn system of romanization in Kenkyūsha's New Japanese-English Dictionary, with the following qualifications.

(a) Use macrons to represent long vowels, except for fully anglicized words (shogun, daimyo) and the names of Japan's main islands and principal cities (Tokyo, Kyoto, Osaka, Hokkaido, Kyushu, Honshu; but Kantō, Tōhoku).

(b) Note that Ryukyu is a fully anglicized word, so it takes no macrons (for the islands, language, people, or kingdom). However, a long "i" should be romanized with a double "i" rather than a macron: kōhii, not kōhī.

(c) Use "n" rather than "m" to replace the Japanese syllable "ん/ん" (write shinbun, not shimbun).

(d) Only include an apostrophe after an "n" when the "n" is followed by a vowel that is a separate syllable, as in "Koizumi Jun'ichirō." Do not use apostrophes otherwise.

(e) In cases when you romanize transcribed European proper nouns, you may add original European words within brackets: Oosutoraria (Australia)

- For other languages that need to be transcribed into the Latin script, refer to the style sheet of the Harvard Journal of Asiatic Studies (<https://hjas.org/submissions/style-sheet>).
- Digital sources:

Enter the author's family name, followed by a space and then other names, then a comma if the website provides it. Enter the web page's title, followed by a comma and then place the title of the web page in quotation marks. Enter the organization's name or the name of the website, followed by a comma. Record the date when the Web page was published, followed by a comma. List the date in the day, month, year format, such as "22 May 2019." If you know the page was modified over time, enter the last date of modification. Enter the date when you accessed the Web page if the date of publication and modification is unknown. Type the complete URL of

the website you are referencing. Include the "http://". Insert a period at the end of the website address. See the example below:

Pengilly, Adam, "Indigenous suicide rates are inspiring Walker to give up his boots with sons on them," *Sydney Morning Herald*, 26 May 2021, <https://www.smh.com.au/sport/nrl/indigenous-suicide-rates-are-inspiring-walker-to-give-up-his-boots-with-sons-on-them-20210526-p57vd3.html>.

- Archival sources
  - In principle, references to archival documents proceed from the specific to the general: author (if any), document, followed by the name of the archive (using the archive's referencing style, where available).
  - The first reference gives the full name of the archive and its location; subsequent references use the abbreviation or acronym of the archive.
  - Dates in the form: 12 May 2021.
- Use the N dash to connect years and page numbers. Use the M Dash instead of brackets in the text (and sometimes instead of commas) as far as possible.

The Editorial Board for an English e-journal, **Historical Studies of the Western World**  
7 July 2021.