

“Ritsumeikan Pan-Pacific civilization studies” Writing Guidelines

1. Style

The manuscript should be written horizontally. In principle, it should be submitted in a digital format.

2. Composition

- (1) Research paper: Title, Abstract, Keywords, Main text, Notes, References, English title, English abstract
- (2) Research report: Title, Abstract, Keywords, Main text, Notes, References, English title, English abstract
- (3) Research notes: Title, Abstract, Keywords, Main text, Notes, References, English title, English abstract
- (4) Book review: Author name, Book title, Subtitle, Edition number, Place of publication, Publisher, Year of publication, Total number of pages, List price
- (5) Materials and correspondence: Title, Text, Notes, References

(Hereinafter, (1) to (5) are collectively referred to as research papers.)

3. Abstract

The abstract should be approximately 500 characters in Japanese and 200 to 300 words in English.

4. English title

Provide English titles for research papers.

5. Keywords

Research papers, research reports, and research notes should each have five

keywords provided in Japanese and English.

6. Chapter Format

The chapters should be listed using Roman numerals I, II, etc., and the sections should be listed using Arabic numerals 1, 2, etc. Do not put a dot after the number. In manuscripts, leave one line before and after chapters, and in the case of sections, leave one line before each section.

□ □ □ □ □ □ □ □ □ □ □ □ □ □ (1 line apart)

II Kinship organizations and villages

□ □ □ □ □ □ □ □ □ □ □ □ □ □ (1 line apart)

I Family organization

7. Citations

Include the following in the main text and notes.

[Author name □ Publication year: Number of pages]

When citing the same document multiple times, use the above method instead of using ``ibid'' or ``ibid''.

8. Notes

Notes should be treated as endnotes, and serial numbers 1), 2), etc. should be added to the note headings in the main text.

The format of notes should be as follows.

1) □ □ □ □ , , , , , ,

2) □ □ □ □ , , , , , ,

9. Technical terms

Japanese names of animals and plants should be written in katakana, and scientific names should be written in italics. In addition, specifications such as superscripts and subscripts, mathematical formulas (coefficients), etc. should be typed using word processing software (as opposed to being inserted as an image).

10. Figures and Diagrams

The printing surface of this bulletin (B5 version) is 207 mm vertically and 136 mm horizontally. Number each figure, photograph, and table sequentially. If figures, photographs, or tables are quoted or reprinted, enter the name of the source document in parentheses next to the caption. The author is responsible for obtaining the necessary permissions for publication. Additionally, if the submitted illustrations are technically difficult to publish as they are, we may request that they be recreated.

11. References (Use the term “References” for this section. Other terms such as “Cited documents”, “Literature”, etc. should not be used.)

References should be included at the end of research papers, etc. References refer to documents cited in the text or in the notes.

(1) References should be arranged alphabetically or alphabetically by author's name. However, if there are a large number of references in both Japanese and foreign languages, they should be listed separately in Japanese and foreign languages. In addition, in the case of a Japanese translation only, the original spelling of the author's name will be in kana alphabetical order (standard gojūon syllabary order).

(2) The format should be as follows. For foreign language magazines and books, the manuscript should be italicized or underlined.

① For journal articles, the order should be listed as the author's name (line break), year, "article title," "journal title," volume (issue), and number of pages. Connect page numbers with a dash (-).

渡辺公三 2000「人類学から統治技術へ」『民族学研究』64 (4) : 492－504。

Howell, Signe 1985 Fomal Speech Act as one Discourse. *Man* (N.S.) 21(1):79–101.

② For papers published in collections, the order should be listed as the author's name (line break), year, "thesis," "title of collection," editor's name, number of pages, and publisher.

矢野健一 2015「日本列島に展開した縄文文化と文化領域－その課題－」『津軽海峡圏の縄文文化』、安部千春、安田喜憲（編）、pp. 36–46、雄山閣。

Mead, Margaret 1955 Implication of Insight – II. In *Childhood in Contemporary Cultures*. Margaret Mead and Martha Wolfenstein (eds.), pp. 449–461. University of Chicago Press.

③ In the case of a book, the order should be listed as the author's name (line break), year, title, and publisher.

安田喜憲 2004 『世界史のなかの縄文文化 改訂第三版』雄山閣。

Douglas, Mary 1966 *Purity and Danger: An Analysis of Concepts of Pollution and Taboo*. Praeger. Routledge & Kegan Paul Ltd.

If a Japanese translation has been published, please do the following:

Sahlins, Marshall 1985 (1993) *Islands of History*. The University of Chicago Press.
(『歴史の島々』山本真鳥訳、法政大学出版局)

If only the Japanese translation is referred to, please do the following.

サーリンズ、マーシャル 1993 『歴史の島々』山本真鳥訳、法政大学出版局。