

# **AJI Style Sheet for Journal and Bulletin (for Authors)**

## **1. Paper Format**

### **(1) General Formatting**

- 1) Microsoft Word.
- 2) A4
- 3) English (United States). (Set proofing language)
- 4) Use the template file “Template\_Journal and Bulletin.docx”
- 5) Do not use automatic formatting

### **(2) Order and Content**

- 1) Title Page: Title, author, affiliation, and contact Email. This will be removed for a blind review of the paper. (No page number)
- 2) First page (Page 1),
  - a) Title (No reference to the author)
  - b) Abstract
  - c) *Keywords*
  - d) 1. Introduction
- 3) Subsequent sections
- 4) Conclusion
- 5) Acknowledgments
- 6) Appendixes (if any)
- 7) References
- 8) Tables, Figures

### **(3) Headings**

All headings should be numbered consecutively. Do **NOT** use automatic numbering in MS-WORD for headings.

[Example]

## **1. Main/Section Headings (Level 1 Heading)**

Centered; Use Headline Style Capitalization: Capitalize the first letter of all important words (Nouns, verbs (including linking verbs), adjectives, adverbs, pronouns, and all words of four

letters or more); One line space before and after

[Example contd.]

### **(1) Sub-Headings for Section (Level 2 Heading)**

Align left; Use Headline Style Capitalization; One line space before and after

[Example contd.]

#### **1) Sub-Sub-headings for Sub-Sections (Level 3 Heading)**

Align left; Use Headline Style Capitalization; One line space before

[Example contd.]

##### **a) Lesser Headings (Level 4 Heading)**

Align left; Lettered as shown above, e.g., a), b)

**[End of example]**

## **2. Mechanics of Style**

### **(4) Spelling and Hyphenation**

- 1) In general, spelling and hyphenation follow the American style. (See Merriam-Webster.com Dictionary)
- 2) If the dictionary offers a choice of spellings, select one and use it consistently throughout your paper.

### **(5) Numbers**

#### **1) General (Cases in which to always use numerals for numbers)**

Percentages: 20 percent (or 20% in natural science, Economics, Statistics, and tables); Large numbers: 4,508 (use commas); Round numbers: 20 million; Decimal fractions: 3.14, 0.02; Numbered items: Chapter 5, Section 2, Page 35, Volume 4; Quantities: 9g., 10km, etc.

#### **2) Write numbers in full (Do NOT use numerals) if:** (Not for Natural Science papers and statistical data)

One and two-digit numbers, i.e., three, twenty-four; Approximate: “About one hundred times;” First word of a sentence. “Three hundred and fifty companies ....”

## (6) Italics and Quotation Marks

- 1) *Italics* are for:
  - a) *Published titles*.
  - b) *Non-English words* (Excluding proper nouns such as place names and personal names).
- 2) Use double quotation marks for:
  - a) “direct quotations”
  - b) “title of a periodical article” or “book chapter” when the title is used in the text.
  - c) emphasis or highlight a “key term or phrase” (In principle, do not use **bold** or underline for emphasis)
- 3) Place all commas and periods inside quotation marks; all other punctuation marks (e.g., ; - ? !) that do not belong to the quotation are placed outside quotation marks.

## (7) Quotations

- 1) Short direct quotes are in “double quotation marks” within a paragraph. (“You may only use ‘single quotation marks’ inside the double quotation marks.”)
- 2) Block quotes:

Block quotes are used for direct quotations that are longer than three lines.  
Indent the whole block 10mm from the left margin.  
First line indent 10mm (first paragraph no indentation).
- 3) Do not use quotation marks to enclose a block quotation.

## (8) Abbreviations

Write the name of an organization, institution, treaty, etc. in full the first time, followed by the initials in brackets: Asia-Japan Institute (AJI). Thereafter, use the initials AJI.

# 3. Tables and Figures

## (9) Tables

See [Example] for table layout.

[Example]

**Table 1. Place the title above the table body in bold, Headline Style Capitalization.**

| Case | Height $h$ (m) | Width $w$ (m) |
|------|----------------|---------------|
|------|----------------|---------------|

|   |      |      |
|---|------|------|
| 1 | 1.45 | 0.25 |
| 2 | 1.75 | 0.40 |
| 3 | 1.90 | 0.65 |

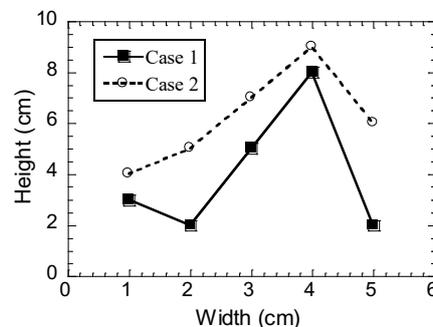
Note: \* Notes appear below the figure as needed.

**[End of example]**

## (10) Figures

- 1) All types of visual displays other than tables are considered figures (including charts, graphs, diagrams, maps, and images).
- 2) See [Example] for figure layout

**[Example]**



**Figure 1. Place the figure title below the figure in bold, Headline Style Capitalization.**

Source: Describe from where the figure was taken.

Note: \* Notes appear below the figure as needed.

**[End of example]**

- 3) Location of Tables and Figures: Before Peer Review, all tables and figures are placed at the end of the manuscript.

Indicate where in the text like this:

\_\_\_\_\_  
Insert Table 1 about here

- 4) Referring to Figures and Tables in the text: Do NOT describe a table as “above” or “below”: write “see Figure 1”; Table 1 shows...; or (see Table 1).

## 4. In-Text Citations and References

### (11) Citations

AJI Style uses the author–date citation system, in which a brief in-text citation directs readers

to a full reference list entry.

- 1) Place (Author year, page), or (Author year), after closing quote marks before the period or comma.
- 2) Each work cited must appear in the reference list.
- 3) If no date, write (Author n.d., page) or (Author n.d.)
- 4) If there are two or more citations, separate them with a semicolon as (Author year, page; Author year, page) or (Author year; Author year).
- 5) Do not use “*ibid.*” or “*op. cit.*”
- 6) Do NOT use footnotes for citations. Footnotes are intended for additional explanations and notes.

## **(12) References**

References provide the information necessary for readers to identify and retrieve each work cited in the text.

- 1) Use a hanging indent (10 mm).
- 2) List by author(s) in alphabetical order.
- 3) Reference list entries include the four elements of the author, date, title, and source.
- 4) the author element
  - a) Invert names so that the family name or surname or last name comes first, followed by a comma and first name and middle name (Do not initialize first name).
  - b) If there are two or more authors, the second and subsequent authors will be written in the order of first name and last name.
  - c) Do not use “&” ampersand.
  - d) For two or more works by the same author use a 3 — (long dash) line instead of the name.
- 5) the date element
  - a) In general, write the year of publication in the Western calendar.
  - b) List works by the same author in order of publication year.
  - c) If there are multiple works with the same author and the same publication year, add a., b., c... to the publication year to distinguish them. (e.g., 2007 a., 2007b., 2007 c.)
- 6) the title element
  - a) Titles fall into two broad categories: works that stand alone (e.g., whole books, reports, gray literature, dissertations, and theses); works that are part of a greater whole (e.g., periodical articles, edited book chapters)
  - b) Use *italics* for *titles of works that stand alone* (e.g., *whole books, reports, gray literature, dissertations, and theses*).

- c) Do not use italics or quotation marks for titles of works that are part of a greater whole.
  - d) Use Headline Style Capitalization.
- 7) the source element
- a) The source for a work that stands alone is information of publisher (place of publication and name of publisher), plus URL or DOI (for electronic publication).
  - b) The source for a work that is part of a greater whole is that greater whole (i.e., the journal or edited book), plus any applicable DOI or URL.
  - c) For periodical articles, write “*Periodical title (in italics)*, volume and issue, page range, and <DOI or URL>.”
  - d) For edited book chapter, write “In Editor’s name (ed.) or (eds.) (in the order of first name and last name), *Book Title (in italics)*, Place of publication: Name of publisher (If the publisher’s name contains an ampersand, use &), page range.”
- 8) If the reference is in Japanese, write the title of the book, journal, article, and chapter in “Romanization title (English translation title).”

[Example]

## References

### 1) Books and Articles

**Books (In this example, references are separated into “Books,” “Edited Book Chapters,” and “Journal Articles” for readability, but in practice they are not actually separated and are arranged in alphabetical order by author name.):**

- Arkoudis, Sophie. 2006. *Teaching International Students: Strategies to Enhance Learning*. Melbourne: Centre for the Study of Higher Education.
- Findlay, Christopher. 2015. *ASEAN and Regional Free Trade Agreements*. New York: Routledge.
- al-Omar, Fuad and Mohammed Abdel-Haq. 1986. *Islamic Banking: Theory, Practice and Challenges*. Karachi: Oxford University Press; London: Zed Books.
- Wallerstein, Immanuel. 1999. *The End of the World as We Know It: Social Science for the Twenty-first Century*. Minneapolis: University of Minnesota Press.
- Watanabe, Kozo. 2009. *Tatakau Levi-Strauss (Levi-Strauss who Fights)*. Tokyo: Heibonsha.  
(In Japanese)

### Edited Book Chapters:

- Hinton, Alexander Laban 2011. “Night Fell on a Different World”: Dangerous Visions and the

- War on Terror, a Lesson from Cambodia. In Antonius C. G. M. Robben (ed.), *Iraq at a Distance: What Anthropologists Can Teach Us about the War*. Philadelphia: University of Pennsylvania Press, 25–56.
- Mayanagi, Makoto. 1997. Edo-ki Torai no Chugoku Isho to sono Wakoku (Chinese Medical Books Introduced to Japan in the Edo Period and Their Japanese Engravings). In Keiji Yamada and Shigehisa Kuriyama (eds.), *Rekishi no Naka no Yamai to Igaku (Disease and Medicine in History)*. Kyoto: Shibunkaku Shuppan, 301–340. (In Japanese)
- Meckelburg, Rebecca, and Charanpal S. Bal. 2021. Indonesia and COVID-19: Decentralization and Social Conflict. In Jan Nederveen Pieterse, Haeran Lim, and Habibul Khondker (eds.), *COVID-19 and Governance: Crisis Reveals*. Abingdon, Oxon: Routledge, 74–87.
- Rosenfeld, Michel. 2012. Hate Speech in Constitutional Jurisprudence: A Comparative Analysis. In Michael Herz, and Peter Molnar (eds.), *The Content and Context of Hate Speech: Rethinking Regulation and Responses*. Cambridge: Cambridge University Press, 242–289. <<https://doi.org/10.1017/CBO9781139042871.018>>
- Zint, Michaela. 2013. Chapter 30. Advancing Environmental Education Program Evaluation: Insights from a Review of Behavioral Outcome Evaluations. In Robert B. Stevenson, Michael Brody, Justin Dillon, and Arjen E. J. Wals (eds). *International Handbook of Research on Environmental Education*, New York: Routledge, 298–309.

### **Journal Articles:**

- Ashardiono, Fitrio, and Monte Cassim. 2014. Climate Change Adaptation for Agro-Forestry Industries: Sustainability Challenges in Uji Tea Cultivation. *Procedia Environmental Sciences*, 20, 823–831.
- . 2015. Adapting to Climate Change: Challenges for Uji Tea Cultivation. *International Journal Sustainable Future for Human Security (J-Sustain)*, 3(1), 32–36.
- Biswas, Asit K. 2004. Integrated Water Resources Management: A Reassessment: A Water Forum Contribution. *Water International*, 29(2), 248–256.
- Van Ommeren, Jos. 2000. Job Mobility, Residential Mobility and Commuting: A Theoretical Analysis Using Search Theory. *The Annals of Regional Science*, 34(2), 213–232.
- Varady, David P., and Xinhao Wang. 2001. Can Public Housing Authorities Attract and Hold Upwardly Mobile Households? A Report from Cincinnati. *Journal of Urban Affairs*, 23(3-4), 431–450.

### **2) Statistics, Reports and Websites**

- Iraqi Ministry of Displacement and Migration (MoDM). Unpublished Reports from MoDM, Department of Information, Statistics Section.
- United Nations High Commissioner of Refugees (UNHCR). 2011 UNHCR Country Operations Profile-Iraq Working Environment. <<http://www.unhcr.org/cgi-bin/texis/vix/page?page=49e486426>> (accessed December 24, 2009).

### **3) Other Sources**

Interview with Professor Khurshid Ahmad held at IPS Islamabad, January 30–31, 2009.

Ghaliya, Ghina. (2020, June 2). Intimidation of Government Critics Raises Concerns about Freedom of Speech. *The Jakarta Post*. <<https://www.thejakartapost.com/news/2020/06/02/intimidation-of-government-critics-raises-concerns-about-freedom-of-speech.html>>

Al Jazeera Indonesia. (2020, April 22). Indonesia's Coronavirus Response Revealed: Too Little, too Late. *Al Jazeera Indonesia*. <<https://www.aljazeera.com/news/2020/4/22/indonesias-coronavirus-response-revealed-too-little-too-late>>