

***The Journal of Social Science***  
***Guidelines for Contributors:***  
***Style Sheet for Manuscripts in English***

The editors ask authors to comply with the following instructions in preparing manuscripts.

**Length:**

- Articles should not be longer than 6,000 words, and no less than 4,500 words including the title, author's name, end notes, charts, figures, tables, and references, when written in English. The summary is not included in this wordage limit.
- In principle, Research Notes should not be longer than 3,600 words, including the title, author's name, end notes, charts, figures, tables, and references, when written in English. The summary is not included in this wordage limit.
- In principle, a full-page chart/table should be counted as 310 words.

**Summary:**

- An Article or Research Note must be accompanied with a summary in English no longer than 600 words.
  - The summary will be printed in *The Journal of Social Science*, and also will be posted on the SSRI Homepage.

**Page Numbering:**

- Please number the pages of the submitted manuscript.

**Headings:**

- Please use the following organizational pattern to denote the chapter and section headings for your article:
  - I. (Chapters: Roman numerals)
  - 1. (Sections: Arabic numerals)
  - (1) (Sub-Sections: Arabic numerals with parentheses)

**Notes and References:**

- When writing manuscripts in English, notes and references should be prepared according to APA Style 7<sup>th</sup> Edition (for details on the style for manuscripts in Japanese, see the Japanese Style Sheet). Some examples are provided in this Style Sheet, but for details, please refer to the [\*Publication Manual of the American Psychological Association\*](#).
- For a much more detailed list of changes, consult the Introduction Chapter of the APA Publication Manual (7<sup>th</sup> ed.), which is [\*\*available from the APA in PDF form here.\*\*](#)

**Charts and Graphs:**

- Graphs, charts, tables and figures should be provided with the manuscript in print-ready form in the same format and size as they are to be printed in the *Journal*.
- The size of graphs, charts, tables and figures should not exceed 11.4 cm×17cm, including the sources.
- Sources must be provided for all cited charts and figures.

## **Other:**

- For special symbols, exceptional characters, and numerical formulas that cannot be typed by word-processing software, please hand-write them directly into your manuscript in red ink.

## **<On Submitting>**

Authors should submit their manuscripts in Microsoft Word format sent as an email attachment to ssri@icu.ac.jp. Submitted manuscripts and media will not be returned. Please also follow the following instructions:

- 1) When sending the email, please write your name and affiliation. Please write your name and a small bio or affiliation in the manuscript.
- 2) Authors will be asked to proofread once during the editing process.
- 3) The SSRI reserves the discretion whether to keep the original manuscript, medium, and proofs for a period of five years after publication in the Journal.
- 4) Submissions must be in English or Japanese and be properly cited. Usage of proper English or Japanese grammar, verifiable source citations and minimal typographical errors are also important.
- 5) Please note that it is the authors' responsibility to write the manuscript following citation rules, provide all references, and include any relevant document (if necessary).

## **<How to Denote Notes and References>**

References and endnotes should be prepared according to the instructions below, which are based on APA Style.

### **Instructions and examples for preparing notes and references**

If you need to use notes to supplement the information in your manuscript text, put them in footnotes. References should not be included in the notes but in the References section of your paper.

When citing sources in your manuscript, the text should include the name of the author and the date of the work (for examples, see the following section). This style of citation briefly identifies the source for the readers and enables them to locate the source of information in the References section.

Your References section should be placed at the end of your manuscript. In principle, all sources cited in your manuscript should be listed in the References section. For details on preparing your References section, see the following section.

#### **1. How to cite sources in your text: *author-date citation system***

##### **1.1. Citing sources written by one author**

- If the name of the author appears as part of the narrative, as in the first example below, put the year of the publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses (as in the second example).

[Narrative citation] Doeppers (1984) estimates that in Manila.....

**Or**

[Parenthetical citation].....one author estimates that.....in Manila (Doeppers, 1984) .

## 1.2. Citing works by multiple authors

- **When a work has two authors, include author name(s) in every citation.**

[Narrative Citation] In a review by Ryan and Deci (2000)...

**or**

[Parenthetical citation] In a recent review (Ryan & Deci, 2000) .

- **For works with three or more authors, include the name of only the first author plus “et al.” in every citation, including the first citation, unless doing so would create ambiguity.**

[Names of authors] Dweck, Mangels, and Good (2004) suggest...

[Narrative citation] Dweck et al. (2004) posit...

[Parenthetical citation] (Dweck et al., 2004) posit...

- **For works with 6 or more authors, cite only the surname of the first author followed by “et al.” (with a period after the “al”). Note that all authors should be included in the reference list.**

## 1.3 Citing Multiple Works

When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons.

Example: (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

If multiple sources are cited within the narrative of a sentence, they can appear in any order.

Example: Suliman (2018), Gutierrez (2012, 2017), and Medina and Reyes (2019) examined...

## 1.4 Citing works by groups or organizations

- The names of groups that serve as authors should be fully spelled out when cited for the first time and maybe abbreviated as appropriate in subsequent citations. In the reference list, the name should be spelled out in full.

[Parenthetical citation, First citation] (American Psychological Association [APA], 2009)

[Parenthetical citation, Subsequent citations] (APA, 2009)

[Narrative citation, First citation,] American Psychological Association (APA, 2009)

[Narrative citation, Subsequent citations] APA (2009)

## 2. How to prepare your References section

### 2.1. Basic rules

- In principle, all sources cited in the text must be listed in the References section.<sup>1</sup>
- Sources should be listed in alphabetical order of the surnames of the first authors.
  - ◆ When citing multiple works from the same author, list older works before newer works.
  - ◆ Single-author works should precede multiple-author works: for example, “Bandura, A. (1977)” should be listed before “Bandura, A., Ross, D., & Ross, S. A. (1961).”

Bandura, A. (1977) ...

Bandura, A., Ross, D., & Ross, S. A. (1961) ...

- ◆ Works with the same first author and different second authors should be listed in the alphabetical order of the second authors’ surnames; if the first and second authors are the same, and the third different, in the order of the third authors’ surnames, and so on.
- ◆ References by the same author(s) published during the same year should be listed alphabetically by title, and add a letter (a, b, c, ...) after the year in the parentheses.

Baheti, J. R. (2001a). Control

Baheti, J. R. (2001b). Roles of...

### 2.2. Citing books

- Authored book with DOI

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.  
<http://doi.org/10.1037/0000092-000>
- Authored book without a DOI, from most academic research databases or print version

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.
- ◆ Use a hanging indent.
- ◆ The author’s surname should come first, followed by the initials of their first and middle names. This applies for second and latter authors as well.
- ◆ The year of publication should follow, and be in parentheses.
- ◆ Next, the title of the book should be denoted in italics. Except for the first word, or the first word after a colon, the book title should not be capitalized.
- ◆ The publisher’s name, separated by a full stop, should follow. APA 7<sup>th</sup> edition update: The publisher location is no longer included in the reference.

### 2.3. Citing articles from periodicals:

---

<sup>1</sup> Information from sources that are not recoverable, such as personal communications, should not be included in the References section: see the *Publication Manual of the American Psychological Association* for details.

➤ Journal article with a DOI

Bruner, J. S. (1942). Of psychological writing: Being some valedictory remarks on style. *Journal of Abnormal and Social Psychology*, 37, 52-70. <https://doi.org/10.1037/rev0000126>

➤ Journal article without a DOI, with a nondatabase URL

- ◆ Ahmann, E., Tuttle, L.J., Saviet, M., & Wright, S.D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability*, 31(1), 17-39. <https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31>

➤ Journal, magazine, or newspaper article without a DOI, from most academic research databases or print version.

Anderson, M. (2008). Getting consistent with consequences. *Educational Leadership*, 76 (1), 26-33.

Goldman, C. (2018, November 28). The complicated calibration of love, especially in adoption. *Chicago Tribune*.

- ◆ The same rules apply as when listing a book: substantial differences are noted below.
- ◆ The title of the article should not be in italics, and should not be capitalized. One exception in capitalization is after when a colon is used, as in the example.
- ◆ The title of the periodical should be in italics and capitalized. Do not forget to provide the volume number of the periodical, as well as the page number(s) that the article appears on.
- ◆ You do not need to include information on the publisher, but it is recommendable to do so when the periodical's circulation is limited, e.g., "*Journal of Social Science* (International Christian University), 54..."

## 2.4. Citing book chapters:

➤ For the basic form, see the example below:

Zimmerman, B. J., & Schunk, D. H. (2004). Self-regulating intellectual processes and outcomes: A social cognitive perspective. In D. Y. Dai & R. J. Sternberg (Eds.), *Motivation, Emotion, and Cognition* (pp.323-349). Lawrence Erlbaum Associates.

- ◆ Basically, the same rules apply as for when listing a book: substantial differences are noted below.
- ◆ The title of the chapter should not be in italics, and should not be capitalized. One exception in capitalization is after when a colon is used, as in the example.

- ◆ After the chapter title, list the editor(s) name(s). Note that the abbreviated first and middle names come first and surname later.
- ◆ Do not forget to provide the page number(s) that the chapter appears on.
- ◆ The publisher's name, separated by a full stop, should follow. The publisher location is no longer included in the reference.

## 2.5. Citing online documents:

APA 7<sup>th</sup> edition update: URLs are no longer preceded by "Retrieved from," unless a retrieval date is needed. The website name is included (unless it's the same as the author).

➤ For the basic form, see the example below:

Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News.  
<https://www.bbc.com/news/business-50419127>

- ◆ The title of the online document should be in italics.
- ◆ When applicable, provide the date the document was released.

## 3. Mechanics of style:

A few notes on the mechanics of style. For a detailed list, please refer to chapter 6, of the APA 7<sup>th</sup> edition manual.

### ◆ Italics:

Titles of books, reports, webpages, and other stand-alone works. Example: *Concise Guide to APA Style*

Titles of periodicals. Example: *Cultural Diversity & Ethnic Minority Psychology*

### ◆ Numbers expressed in Numerals: Use numerals to express the following:

Numbers 10 and above throughout the paper, including the abstract are both cardinal and ordinal numbers. Example: 200 participants, 12 models

Numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals. Example: 5 days, received \$ 5 million, 4 decades

### Numbers after and before a noun:

Number after a noun	Number before a noun
Year 1	the 1st year
Grade 4	the fourth grade
Table 2, Figure 5	the second table, the fifth figure

### ◆ Numbers Expressed in Words: use words to express the following:

Numbers zero through nine in the text, including the abstract

Any number that begins a sentence, title, or heading (when possible, reword the sentence to avoid beginning with a number)

Example: two-thirds majority, twelve apostles

◆ **Symbols for Percentage and Currency:**

Use the percent symbol and currency symbols only when they are accompanied by a numeral; also use them in table headings and in figure labels and legends to conserve space. Use the word “percentage” on the name of a currency when a number is not given. Repeat the symbol for a range of percentages or quantities of currency.

Example: 18%-20%, determined the percentage of, in Japanese yen

**4. In Case APA Style changes or in case of inconsistencies:**

In case there are any inconsistencies between APA Style rules and the JSS guidelines, the current submission guidelines should take preference.