

Journal of Asian Humanities at Kyushu University (JAH-Q)

SUBMISSION GUIDELINES

The *Journal of Asian Humanities at Kyushu University (JAH-Q)* is an annual double-blind, peer-reviewed publication in English. We consider for publication research articles, state-of-the-field essays, and short reports on conferences and other events related to Asian humanities subjects (broadly defined). We also seek articles or reports for the themed section, “Kyushu and Asia,” and reviews (book, exhibition, film) for the “Reviews” section. *JAH-Q* is a non-subscription publication available online and in print: as PDFs indexed by article on the Kyushu University Library website at https://www.lib.kyushu-u.ac.jp/publications_kyushu/jahq; as a single-volume PDF at <http://www2.lit.kyushu-u.ac.jp/en/impjh/jahq/>; and as a free printed volume for contributors, libraries, and individuals (based on availability).

The submission deadline each year for manuscripts is July 15, for publication in late March of the following year. Manuscripts submitted to *JAH-Q* must be original and not published or submitted for publication elsewhere. Articles previously published in Asian languages will be considered for publication under certain circumstances.

Ethics Statement

JAH-Q commits itself to promoting the highest standard of professional ethical norms for its editors, contributors, reviewers, and related staff. We make every effort to ensure that editors, peer reviewers, and journal administrators treat all submissions in confidence and in accordance with Committee on Publications Ethics (COPE) guidelines at <https://publicationethics.org/>. Established standards of research and conduct are expected and maintained during the submission and evaluation process. We refer reviewers to the [COPE Ethical Guidelines for Peer Reviewers](#) as appropriate. We evaluate submissions on the understanding that they are the original work of the author(s) and if questions arise will follow the [COPE Best Practice Guidelines](#).

Manuscript Preparation

JAH-Q follows the principles and guidelines set out in the *Monumenta Nipponica Style Sheet* (Completely revised edition, May 2017), which follows *The Chicago Manual of Style*, 16th edition, for most questions of style and format. We are grateful to the Editors of *Monumenta Nipponica* for granting us permission to use their style sheet.

The *Monumenta Nipponica Style Sheet* is available for download from http://dept.sophia.ac.jp/monumenta/pdf/MN_Style_Sheet_NEW_May2017.pdf.

There are four exceptions to the *Monumenta Nipponica Style Sheet* for manuscripts submitted to *JAH-Q*:

Exception 1 pertains to the Reference List. Authors may arrange primary and secondary sources under separate headings as they see fit.

Exception 2 pertains to the place of publishing. Tokyo, Beijing, and Seoul should be omitted as the place of publication. Other places of publication should be included.

Exception 3 pertains to illustrations. Please follow the *JAH-Q Submission of Illustrative Material and Reproduction Permissions* below.

Exception 4 pertains to copyright and republishing. Copyright remains with the author. Articles may be freely distributed electronically, reprinted, or republished. If republished, authors are asked to acknowledge the *Journal of Asian Humanities at Kyushu University (JAH-Q)*.

Names, terms, and scripts in Japanese should follow the *Monumenta Nipponica Style Sheet*. Authors should transpose similar stylistic conventions for transliteration, italicization, and capitalization to the language(s) used in their articles. Submit a separate list of all headings and subheadings used in the manuscript for our reference, using bold for headings and non-bold for subheadings; please indent the subheadings in your list. In the manuscript, the title, author's name, and headings should all be flush left. Page numbers begin in the header of the first page of text with Arabic number 1 (and will be removed by the editors before typesetting).

Text should be consistently double-spaced, including block quotations, notes, bibliography (for *JAH-Q*, to be called a "Reference List") entries, and figure captions. Use the word processor's indentation tool to indent block quotes. A block quote does not carry quotation marks and must always begin a new line. A prose quotation of about six or more lines, or more than 100 words, should be in block format; for a poetry quotation, block two or more lines. Consult the *Chicago Manual of Style* for further details.

Submission of Manuscripts

Authors are advised to notify the Editor of their intention to submit an article as soon as possible and to provide a short précis (with selected images) before the deadline. This will smooth the process of finding a reviewer. Please contact jah_q_editor@lit.kyushu-u.ac.jp.

Manuscripts should be submitted electronically in both MS Word and PDF formats to jah_q_editor@lit.kyushu-u.ac.jp. Images should be submitted with the manuscript (low-resolution images will suffice initially if full-size images are not yet available).

Submission of Illustrative Material and Reproduction Permissions

Authors are welcome to include color and/or black-and-white illustrations with their articles. The number of images used will be determined in consultation with the Editor. All images (deadline December 1) should be prepared as a .jpg or .tiff, and each named "author_short title_figure x." You may wish to refer to this guide for image preparation and the meaning of the terms used here: <https://www.lib.umich.edu/files/services/exploratory/pdfs/preparingimages.pdf>. Submit images separately from the manuscript. If the total of all images exceeds 8 MB, please use a file transfer service such as WeTransfer or send a Cloud storage link. Color or grayscale images must be a minimum of 400 dpi at full size (4–6 MB .tiff, or 2–4 MB .jpg format). Black-and-white line art must be a minimum of 800 dpi at full size (2–4 MB .tiff, or 1–2 MB .jpg format).

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Captions should include all elements specified in letter(s) of permission from the rights holder, institution, and/or photographer; these will be edited to conform to *JAH-Q* style when necessary. For images scanned from publications, see Figure 5 example below. Images and permission(s) to publish each image should be submitted no later than December 1 (of the year of prior to planned publication, along with a Captions List. Provide temporary images and figure caption list with the submitted essay, as above. Please use the following specifications.

Illustrative Material: Body Text References and Captions List

In the body text, references to illustrations should be indicated by the word “figure” in lowercase and in parentheses, unless it is grammatically correct to include “figure” in the sentence as running text (as in the first example below), but this latter usage should be avoided. Examples of body text usage are as follows:

Figure 4 illustrates the new style of the Song dynasty whereas the Shanghai Museum work (figure 3) does not.

The date of an earlier work in the Shanghai Museum (figure 3) is unknown.

References to more than one figure should read as follows:

Black outlines surround the central deity in the Cleveland Museum works (figures 5 and 6).

The optimal point for the insertion of illustrations in the manuscript should be indicated with the figure number highlighted in yellow, and a double-line space above and below the figure number. Below the figure number please indicate your preferred illustration size based on the importance of the image to your discussion and the quality of the image you will provide. We will try to accommodate your request. Please use the word “large image” for primary illustrations or “small image” for others and see previous *JAH-Q* volumes for reference.

A separate Captions List should be submitted together with your manuscript in both MS Word and PDF formats. The word “Figure” and the figure number should appear in **bold** type in the Captions List. Items in the caption should be ordered as follows, and as relevant. Note that the period dates and the materials should not be given if they are provided in the text:

Artist/Creator. Title (with italics) or Name (without italics, capitalize only first letter). Date (or century), period (provide dates for period only if not given in the text). Genre/format, materials (only if not described in the text). Dimensions. Owner/location. Source (if necessary). Permission credit (“Permission of” or ©).

No historical periods are needed for contemporary works. Non-Latin characters should not be used in captions. Period names should be preceded by the date or century of the work, if known; *period dates need not be given so long as they appear in the body text*. Numerals are used for centuries in captions without superscript (e.g., 14th–15th c.), but numbers and “century” are spelled out in the body text. Use periods between items, except historical period and century (or date), location and city. In the dimensions, units of measurement need no punctuation (e.g., cm, mm). The order for dimensions is H, W, D (as needed) without periods. Provide a source citation (abbreviated style) within the caption. The caption should also include any wording requested by the copyright owner, and by any secondary source image owner. In citations within the caption, “fig.” should be used (not “figure,” as required in the body text). Finally, the Reference List (bibliography) should carry a citation for any source cited within the caption.

Caption examples:

Figure 1. Torii Kiyomasu II. *Beauties of the Three Capitals*. 1730, Edo period. Woodblock print, ink and colors. H 28 cm, W 16 cm. From Art Institute of Chicago, Gunsaulus, and Gentles, *The Clarence Buckingham Collection of Japanese Prints*, p. 36, fig. 117. Permission of Art Institute of Chicago.

Figure 2. *Anatomic Explosion Happening*. August 11, 1968. Photograph. Alice in Wonderland

sculpture, Central Park, New York. ©Yayoi Kusama.

Figure 3. *Hasedera engi emaki*, scroll I, section 1. 16th c., Muromachi period. Handscroll, ink and colors on paper. H 30.8 cm. Margaret E. Fuller Purchase Fund. Gift to a City: Masterworks from the Eugene Fuller Memorial Collection in the Seattle Art Museum. Acc. # 57.15.1. Photograph by Susan A. Cole. Permission of Seattle Art Museum.

Figure 4. “Futanari.” *Yamai no sōshi* (a section of the handscroll). 12th c., Heian period. H 26.2 cm, W 47.6 cm. Ink and colors on paper. Collection Kyoto National Museum, reproduced with permission.

In the following examples, note the style for names or descriptive titles (lower case, no italics), including photographs not made as works of art. For the latter, use “Photograph by author” or “Photograph by [Name of person], used with permission.”

Figure 5. Eight-foil mirror. 12th c., Heian period. Bronze with gilding. W 80 cm. Jingoji, Kyoto. From Bogel, *With a Single Glance*, p. 44, fig. 12.

Figure 6. View of Fuji’s crater from the east side. 1980. Black-and-white photograph with hand tinting. H 125 cm, W 250 cm. Photograph by John Treat in Treat, *Writing Ground Zero*, p. 308, with permission.