Guidelines for Manuscript Submission for the Journal “NINJAL Research Papers”

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NINAL Research Papers Editorial Board

1. Publication
In order to promote research activities, the dissemination of research results, and the training of early-career researchers at the National Institute for Japanese Language and Linguistics (hereafter, “NINJAL”), this Research Institute publishes online and in print two issues of the journal “NINJAL Research Papers” per fiscal year (in principle, once in July and once in January).

2. Qualifications for submission
At the time of submission, satisfaction of any of the following descriptions qualifies an applicant to submit. However, for joint authorships, the principle author must satisfy at least one of the descriptions.

(1) Research and Academic Staff or Investigator at NINJAL
(2) Invited Scholar, Adjunct Researcher, Postdoctoral Research Fellow, Visiting Researcher, Project Collaborator participating in a Collaborative Research Project (Visiting Researchers and Project Collaborators who submit must secure the permission of their Host Academic and the Leader of the project in which they are participating.)
(3) Emeritus Professors of NINJAL
(4) Other individuals that the NINJAL Research Papers Editorial Board (hereafter, “the Editorial Board”) recognizes as qualified

N.B., Those satisfying descriptions (1) or (2) above who retire or complete the term of their contract shall remain qualified for a period of 5 years thereafter. However, that period begins at the end of the year of termination in the case of mid-year retirement or contract completion.

3. Period for submission
The deadlines for submission of manuscripts are on the 10th day of March, June, September, and December every year.

4. Contents of the paper
(1) Submissions are restricted to unpublished, original manuscripts only. It is prohibited to submit manuscripts that are under submission to other journals.
(2) As long as the contents of the submission are in accordance with the purposes for which NINJAL was established, there are no restrictions on either the methods or the analysis of the theories, descriptions, surveys, or experiments therein. However, contributors who satisfy the description in paragraph (2) of article 2 are restricted to content that is related to contents or research results handled during their period of employ or residence.
(3) In principle, Research Academic Staff, Investigators, Adjunct Researchers, and Postdoctoral Research Fellows who submit are to make a presentation at a NINJAL Salon and reflect that
feedback in their manuscripts. Furthermore, in principle, Project Collaborators who submit are to make a presentation at a research conference of the Collaborative Research Project in which they participate and reflect the feedback received there in their manuscripts.

(4) Project Collaborators who submit are restricted to research contents or research results of their Collaborative Research Projects. Furthermore, in order to indicate this clearly, they are required to include in the Acknowledgements a line of text of the following form: “The (Section ○○ of this) manuscript represents the research results of the NINJAL collaborative research project ‘○○’ (project leader: ○○□□)”. 

(5) Visiting Researchers who submit are restricted to research contents or research results related to the research topic addressed during their residence. Furthermore, in order to indicate this clearly, they are required to include in the Acknowledgements a line of text of the following form: “This manuscript represents the research results obtained during the author’s residence as a visiting researcher at the National Institute for Japanese Language and Linguistics from MM/YYYY to MM/YYYY addressing the research topic ‘○○’”. 

(6) Interim reports and reports on data supplementing previously published papers are permitted.

5. Category of the submission
Submissions are to be of the category “Academic paper,” excluding research notes and literature reviews.

6. Format of the manuscript
(1) The language of the text shall be either Japanese or English.

(2) The manuscript should be on A4 or letter size paper, typed on one side of the page only.

(3) For English text, format your document so that a page with no figures, no tables and no example sentences contains about 350 words. The length of the manuscript, including figures, tables, references, and abstract, shall in principle not exceed 50 pages.

(4) For Japanese text, manuscript shall be with horizontal lines, 43 kanji per line and 36 lines per page with font at 10.5 pt. (Vertical lines may be permitted at the discretion of the Editorial Board: 2 columns with 30 kanji and 24 lines per column.) The length of the manuscript, including figures, tables, references, and abstract, shall in principle not exceed 30 pages.

(5) The manuscript shall be organized in the order and format set out below, with consecutive page numbers on every page. Contributors who submit a manuscript in a language other than their own native language are responsible for having their manuscripts checked by a native speaker.

- In the same language as the body of the text, “title of the paper (including subtitle), author’s name, affiliation, job title, abstract, key words”
- Body of the text
  Notes are to be endnotes numbered consecutively and grouped at the end of the paper. Notes that serve only as citations for quotations are not to be used.
- References
- In the language other than that used in the body of the text, “title of the paper
*Abstract: Include an abstract in each language, in English not exceeding 250 words, and in Japanese not exceeding 20 lines.

*Key words: Include a list of key words in both languages, each not exceeding 5 words.

(6) The presentation of example sentences and the form of references are to follow the guidelines in “Appendix: Details concerning formatting, etc.” appended to the end of this document.

7. Method of submission

(1) The manuscript is to be submitted to the Editorial Board either by post or by e-mail. In principle, manuscripts will not be returned.

(2) A manuscript sent by post shall be submitted in 3 clearly printed copies. A manuscript sent by e-mail shall be submitted with the “title of the paper (including subtitle), author’s name, affiliation, job title, abstract, key words” (both in English and in Japanese), and the “body of the text” and “references” as set out in “Section 6. Format of the manuscript, paragraph (4),” all included in a single file, with each page numbered consecutively, saved as both a Word file and a pdf file, which files are to be sent as attachments.

(3) Upon submission, include a cover letter produced by filling out the form specified. Download the cover letter form from NINJAL’s homepage (https://www.ninjal.ac.jp/english/publication/papers/), sending a printout if submitting by post, or an attached file if submitting by e-mail.

8. Copyright

The author shall understand the following points to obtain upon submission of a manuscript.

• That the copyright ownership of each manuscript resides with the author(s) of that manuscript.

• That the author(s) license the exercise of the rights of reproduction and public transmission to NINJAL.

• All other points set out in the document “Kokuritu Kokugo Kenkyuusyo ni okeru hensyuu tyosaku-buto no toriatukai ni tuite [On the treatment of edited and authored materials at the National Institute for Japanese Language and Linguistics]”.

Furthermore, the author is responsible for any copyright processing necessitated by the reprinting of illustrations featured in other written works, and for licensing by related parties with regard to the use or publication of data.

9. Acceptance and rejection

The acceptance or rejection of a manuscript is decided by the Editorial Board upon peer review.

10. Proofreading

Proofreading by the author is limited to the first galley print only. Corrections shall be limited to typographical errors, and changes to content are not permitted. Furthermore, there are cases where, after acceptance, the Editorial Board may request from the author revisions in format and style (or
where minor changes in style may be made at the discretion of the Editorial Board).

11. Payment for manuscripts
   No payments are made.

12. Offprints
   One copy of the journal in which the manuscript is featured and 20 offprints of the paper itself will be provided to the author (in the case of joint authorship, the principle author) free of charge. The author assumes the cost for offprints exceeding 20 in number.
Appendix: Details concerning formatting, etc.

1. Concerning special scripts and the transliteration of Japanese into the Roman alphabet
   Special scripts involving the coinage of new characters are to be avoided except in cases where these are absolutely indispensable. The transliteration of Japanese into the Roman alphabet shall in principle follow the standard of a single practice (for example, Kunreisiki Romanization or Hepburn Romanization).

2. The presentation of example sentences
   Leave single line spaces between the text and the examples. Consecutive numbers in round brackets precede examples, and examples are left-aligned to these numbers without breaks or indentation. For examples in a language that is different from that of the text, a word-by-word (or morpheme-by-morpheme) gloss is to be provided along with a translation of the entire sentence as necessary, in one of the methods exemplified below. Furthermore, an explanation of any abbreviations used is to be provided separately.

   (1)  
   ba  naashnish.  
   for.him  I.work  
   ‘I work for him.’

   (2)  
   b-a  naa-sh-nish.  
   3OBJ-BEN  ADV-1SG.SUBJ-work  
   ‘I work for him.’

   (3)  
   Hanako wa imooto to eiga o mi-ta.  
   Hanako TOP sister with movie ACC see-PAST  
   ‘Hanako saw a movie with her sister.’

3. Footnotes and references
   Notes are to be endnotes numbered consecutively and grouped at the end of the paper. References are limited to only those works which have been cited or quoted in the text or notes, and are to be grouped at the end of the paper in the following form:
   a. Items are arranged in alphabetical order according to the surname of the principle author. When references contain works in different languages, references in a subsection for each language may also be organized.
   b. Items by the same author are arranged in order of the year of publication.
   c. Items by the same author in the same year are given subscripts: a, b, c, etc.
   d. For more than one paper from the same independent volume, that volume is included as a reference item, and each paper refers to that item.
   e. The full name of the author (or editor) is used, without initials, except in cases where an established convention obtains: e.g., N. S. Trubetzkoy, R. H. Robins, etc.
   f. For titles of books and papers written in European languages, only the first letter of the title is
capitalized (with the exception of proper nouns). (However, for items that are normally capitalized by convention, such as nouns in German, that convention is followed.)

g. For books and articles written in Japanese but cited from articles in European languages, the practice is the same as that for works in European languages set out above. In addition, if translations of titles are included, the format below is followed.


h. For each item, the name of the author (or editor), year of publication, title, page numbers (including punctuation) are written according to the following specifications.

**[Journal papers]** Name of principle author | names of other authors (year of publication) “title of paper” | “title of journal” volume number: page numbers. (If the page numbers are consecutive across issues of a volume, there is no need to include an issue number: The volume number alone is sufficient. If the page numbers are reset at each issue, both volume number and issue number are included.)


**[Papers that have been collected under one title, such as in proceedings, chapters in edited books, etc.]** Name of principle author | names of other authors (year of publication) “title of paper” name(s) of editor(s) (ed(s).) *title of collection* page numbers. Place of publication: Publisher.


**[Independent books]** Name of principle author | names of other authors (year of publication) *title of book*. edition (if appropriate) series title and volume number (if appropriate) page numbers. Place of publication: Publisher.


**[Dissertations]** Name of author (year of submission) “title of dissertation” | category of paper by degree, name of institution granting degree.

[Online materials] Title of materials, name of website url (date accessed)
(Where necessary, the date of publication or update of the website may be included.)

(accessed December 2013).


An example arranged in alphabetical order is presented below:

References

• Citation of references in the running text and in notes is carried out following the guide below. When necessary it is permitted to use the author’s full name.

ex. Sapir (1925) notes that…

ex. Bloomfield (1933: 347) remarks as follows: “The assumption that the simplest classification of observed facts is the true one, is common to all sciences . . .”

ex. In Optimality Theory (Prince and Smolensky 1993, Kager 1999), …