

# Guidelines for Manuscript Submission for the Journal "NINJAL Research Papers"

Revised June 9 2021

NINJAL 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 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 at NINJAL
- (2) Invited Scholar, Adjunct Researcher, Postdoctoral Research Fellow, Visiting Researcher, and Project Collaborator participating in a Collaborative Research Project (In the case of Adjunct Researchers and Postdoctoral Research Fellows, please secure the permission of either the leader of the collaborative research project in which you are participating, the representative of the department with which you are affiliated, or the person in charge of receiving you before making a submission for publication. In the case of Visiting Researchers who submit, please secure the permission of your Host Academic. In the case of Project Collaborators who submit, please secure the permission of the Leader of the project in which you 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 10<sup>th</sup> 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- (1) Submissions are restricted to unpublished, original manuscripts only.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, Adjunct Researchers, and Postdoctoral Research Fellows who submit are to make a presentation at a NINJAL Salon and reflect that feedback in their manuscripts. In addition, if the content of the paper reflects the content or results of the Collaborative Research Project, in order to make this clear, they are required to include in the Acknowledgments 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: ○○□□)".
- (4) 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. 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 550 words. The length of the manuscript, including figures, tables, references, and abstract, shall in principle not exceed 30 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. For punctuation marks, as a general rule, full-width should be used for "、" and "。", including in quoted parts. (Vertical lines may be permitted at the discretion of the Editorial Board: 2 columns with 30 kanji and 24 lines per column. For punctuation marks, as a general rule, full-width should be used for "、" " " and "。".) The length of the manuscript, including figures,

tables, references, and abstract, shall in principle not exceed 30 pages.

(5) Figures, images, graphs, etc. in the manuscript will be published in black and white. However, in cases where the Editorial Board has deemed it absolutely necessary, it may be possible to publish in color. In this case, sufficient attention should be paid to the variety of colors used, and efforts should be made to create figures that are easy to understand either in color or in black and white.

(6) 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, keywords"**

- **Body of the text**

Notes are to be endnotes numbered consecutively and grouped at the end of the paper. Alternatively, the contents of notes may be listed as footnotes at the end of each page. 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 (including subtitle), author's name, affiliation, job title, abstract, keywords"**

**\*Abstract: Include an abstract in each language, in English not exceeding 250 words, and in Japanese not exceeding 20 lines.**

**\*Keywords: Include a list of keywords in both languages, each not exceeding 5 words.**

(7) The presentation of example sentences and the form of references are to follow the guidelines in "Appendix" appended to the end of this document.

(7) Data used or explained in the manuscript may be submitted with the manuscript as relevant data.

(8) The relevant data shall, in principle, be formatted as text files, Microsoft Excel files (without macros), or PDF files, and shall be limited to no more than three files per manuscript, with a maximum total file size of 10 MB.

(9) For the relevant data, a separate file in Japanese and English shall be attached to describe (a) title of the data, (b) name of the data creator, and (c) the outline of relevant data (Japanese: about 100 to 150 characters, English: about 50 to 75 words). If necessary, a readme file containing explanatory notes, data descriptions, and notes for use can be attached. The readme file shall be written in the same language as the manuscript.

(10) In principle, the relevant data shall be published under a Creative Commons license. See "4.

Licenses for relevant data" in the "Appendix" appended to the end of this document for details.

## 7. Method of submission

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

(2) A manuscript sent by post shall be submitted in 3 clearly printed copies. Relevant data sent by post shall be stored on a CD-R or other electronic media for submission. A manuscript sent by e-mail

shall be submitted with the "title of the paper (including subtitle), author's name, affiliation, job title, abstract, keywords" (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 (6)," 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. If there is relevant data, it shall be submitted with the manuscript, and include the "outline of relevant data" (in both languages). If necessary, a readme file can be attached.

- (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.

Contact for submissions and inquiries

**NINJAL Research Papers Editorial Board**

Inter-University Research Institute Corporation, National Institutes for the Humanities,  
National Institute for Japanese Language and Linguistics  
10-2 Midori-cho, Tachikawa City, Tokyo, 190-8561 JAPAN

**Make your submission to the following e-mail address: [papers-submission\[at\]ninjal.ac.jp](mailto:papers-submission@ninjal.ac.jp)**

**Make inquiries to the following e-mail address: [papers\[at\]ninjal.ac.jp](mailto:papers@ninjal.ac.jp)**

\*Please change [at] to @.

Submissions

- The manuscript to be submitted (both Word file and PDF file) \* Three copies of the printed Manuscript if submitting by post
- A cover letter (Word file)

The following files can be submitted with the manuscript. \* The files shall be stored on CD-R etc. if submitting by post

- The relevant data shall, in principle, be formatted as text files, Excel files (without macros), or PDF files, and shall be limited to no more than three files per manuscript, with a maximum total file size of 10 MB.
- Outline of relevant data (a file containing (a) the data name, (b) author's name, and (c) the outline of relevant data in both Japanese and English)
- If necessary, a readme file (in the same language as the paper) can be attached.

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-butu 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.

## Appendix: Details concerning formatting, the use of color in figures, charts, etc., and licenses for relevant data

### 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.

When repeating a particular example sentence, rather than using the original example number as is, the numbering should be consecutive for the entire text, with the original number also noted; for example, as "(11) (=4)". For the main body of the text, it is only necessary to note the consecutive numbers.

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) | <i>Ba</i>                             |           | <i>Naashnish.</i>   |           |             |          |               |
|     | For.him                               |           | I.work              |           |             |          |               |
|     | 'I work for him.'                     |           |                     |           |             |          |               |
| (2) | <i>b-a</i>                            |           | <i>Naa-sh-nish.</i> |           |             |          |               |
|     | 3OBJ-BEN                              |           | ADV-1SG.SUBJ-work   |           |             |          |               |
|     | 'I work for him.'                     |           |                     |           |             |          |               |
| (3) | <i>Hanako</i>                         | <i>Wa</i> | <i>Imooto</i>       | <i>To</i> | <i>Eiga</i> | <i>O</i> | <i>Mi-ta.</i> |
|     | Hanako                                | TOP       | Sister              | With      | Movie       | ACC      | See-PAST      |
|     | 'Hanako saw a movie with her sister.' |           |                     |           |             |          |               |

### 3. Footnotes and references, sources for example sentences

Notes are to be endnotes numbered consecutively and grouped at the end of the paper. Alternatively, the contents of notes may be listed as footnotes at the end of each page. Notes that serve only as citations for quotations are not to be used.

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.

**Ex. Yamada, Yoshio (1908) Nihon bunpoo-ron. [Japanese grammar]. Tokyo: Hoobunkan.**

**Ex. Kibe, Nobuko (2008) Naiteki henka ni yoru hoogen no tanjoo. [The birth of a new variety caused by internal change]. In: Takashi Kobayashi (ed.) Hoogen no keisei [Dialect formation], 43–81. Tokyo: Iwanami Shoten.**

- 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.

If applicable, sources for example sentences should appear at the end of the paper, in accordance with the format for references, as "Place of publication: Publisher".

**[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.)**

**Ex. Postal, Paul (1970) On the surface verb "remind". Linguistic Inquiry 1: 37–120.**

**Ex. Kay, Paul and Chad K. McDaniel (1978) The linguistic significance of basic color terms. Language 54: 610–646.**

**[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.**

**Ex. Kiparsky, Paul (1968) Linguistic universals and linguistic change. In: Emmon Bach and Robert T. Harms (eds.) Universals in linguistic theory, 171–202. New York: Holt, Rinehart and Winston.**

**[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.**

**Ex. Haegeman, Liliane (1994) Introduction to government and binding theory. Second edition. Oxford: Basil Blackwell.**

**Ex. Jakobson, Roman, Gunnar Fant and Morris Halle (1963) Preliminaries to speech analysis: The distinctive features and their correlates. Cambridge, MA: MIT Press.**

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

**Ex. Sag, Ivan (1976) Deletion and logical form. Unpublished doctoral dissertation, MIT.**

**[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.)

**Ex. Répertoire International des Sources Musicales Collection (RISM Collection).  
<http://www.rism.info/> (accessed December 2013).**

**Ex. Frellesvig, Bjarke, Stephen Wright Horn, Kerri L. Russell, and Peter Sells. The Oxford Corpus of Old Japanese. <http://vsarpj.orinst.ox.ac.uk/corpus/ojcorpus.html> (accessed December 2013).**

**Ex. National Institute for Japanese Language and Linguistics (2016) Corpus of Historical Japanese. <http://chunagon.ninjal.ac.jp/> (accessed October 2016).**

An example arranged in alphabetical order is presented below:

## **References**

Bloomfield, Leonard (1933) Language. New York: Holt.

Haegeman, Liliane (1994) Introduction to government and binding theory. Second edition. Oxford: Basil Blackwell.

Jakobson, Roman, Gunnar Fant and Morris Halle (1963) Preliminaries to speech analysis: The distinctive features and their correlates. Cambridge, MA: MIT Press.

Kiparsky, Paul (1968) Linguistic universals and linguistic change. In: Emmon Bach and Robert T. Harms (eds.) Universals in linguistic theory, 171–202. New York: Holt, Rinehart and Winston.

Lakoff, George (1986a) Women, fire and dangerous things: What categories reveal about the mind. Chicago: University of Chicago Press.

Lakoff, George (1986b) Cognitive semantics. Berkeley Cognitive Science Report 36.

Lakoff, George and Mark Johnson (1980) Metaphors we live by. Chicago: University of Chicago Press.

Paul (1970) On the surface verb "remind". Linguistic Inquiry 1: 37–120.

Sag, Ivan (1976) Deletion and logical form. Unpublished doctoral dissertation, MIT.

Trubetzkoy, N.S. (1971) Grundzüge der Phonologie. 5. Auflage. Göttingen: Vandenhoeck & Ruprecht.

- 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), ...**

**Ex. ... as often mentioned in the literature (Chomsky 1980, 1990, Bresnan 1990, 1991, Hale 1996).**

#### 4. The use of color in figures, charts, etc.

Figures, images, and graphs should be created in shades of black and white. Each area of pie charts, bar graphs, etc. should be distinguished such that the difference in brightness is clear. The use of patterns is also recommended. Color may be used in cases where the Editorial Board has deemed it absolutely necessary. In such cases, attention should be paid to the following:

- Try printing in black and white (that is, with no color distinctions), and confirm that it is easy to identify differences only by the contrast in shades.
- As much as possible, avoid using color combinations that may be difficult to distinguish, such as red and green, yellow and yellow-green, and blue and purple.
- Use a combination of other identifying information besides color (typeface, line shape, symbols, etc.).
- When referring to color names, combine this with other information. For example, instead of "... is indicated by a green line", use "... is indicated by a green dotted line".

#### 5. Licenses for relevant data

In principle, the author shall designate one of the Creative Commons licenses below. If the relevant data includes work by a third party, the third party's consent to the license must be obtained before submission.

License	Original creator attribution	Adaptations	Redistribution	Commercial use
CC BY	Required	Allowed	Allowed	Allowed
CC BY SA	Required	Allowed (but adaptations must be shared under the same terms)	Allowed	Allowed
CC BY ND	Required	Not allowed	Allowed	Allowed
CC BY NC	Required	Allowed	Allowed	Not allowed
CC BY NC SA	Required	Allowed (but adaptations must be shared under the same terms)	Allowed	Not allowed
CC BY NC ND	Required	Not allowed	Allowed	Not allowed