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When an article has been accepted for publication after the process of review and revise, the author should submit a final version of the article in a Word file (MS-Word 2003 or later) to the editorial office of the Japanese Journal of Political Science as an e-mail attachment.

### Referencing : Harvard (author-year) system

Whenever you are quoting the exact words of another writer; closely summarising a passage from another writer; or using an idea or material which is directly based on the work of another writer, you must identify and acknowledge your source in a systematic style of referencing. We basically recommend the Harvard system of referencing.

There are two parts to the author-year system of referencing.

References (author and year of publication) are briefly cited within the text (called *embedded* or *in-text* referencing), and then all of the resources referred to in the body of the writing are given at the end of the manuscript in the *reference list*. References should give full bibliographical details in the alphabetical order. Each item should include: full name (surname and first name) of the author, date of publication in parenthesis, title of the source e.g. such as book and article in *italics*, place of publication and the publisher, and pages numbers if necessary.

## **Example of Citation and Reference**

#### Example of Citation

For citation, use the surname of the author and the year of publication, basically. If there are two authors, cite both. If there are more than two authors, cite only the first followed by 'et al.', which means 'and others'.

If an author has published more documents in the same year, distinguish between them

by adding lower-case letters.

#### Example 1

Benedict Anderson, a political scientist at Cornell University, has gone so far as to say that the American academic writing is targeted at narrowly defined professional audience and its style is "boring" to other potential readers (Anderson, 2009a, 2009b).

## Example 2

Just as Midland, Texas has brought up George W. Bush and Tommy Franks and thus shaped United States war policy in Iraq, Ann Arbor, Michigan has exemplified and thus arguably shaped quintessentially American political science. It is the trinity of robust academic professionalism, solid positivism and heavy methodological armory has been a trademark of American political science (Gunnell, 2004; Easton et al, 1995, Oren, 2003). Example of Reference

Put them in alphabetical order.

#### Reference

Anderson, Benedict (2009) Yashigara wan no sotoe (Out of Coconut Palm Rice Bowl), Tokyo: NTT shuppan.

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Hoffmann, Stanley, (1987) [1977], □'An American Social Science: International Relations', □reprinted as pp 3-24 in his (ed), Janus and Minerva: Essays in the Theory and Practice of International Politics, Boulder, CO: Westview Press.

Inoguchi, Takashi (1985) 'Inyou bunken ni tsuiteno Life-style Kasetsu (A Life-Cycle Hypothesis on Citation Practice), *Toshokan no mado* (*Windows of the Library*), Tokyo: University of Tokyo Library, 24:9.

Inoguchi, Takashi, ed. (1993-94) The East Asian States and Societies Library 6 volumes, Tokyo: University of Tokyo Press.

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Kabashima, Ikuo (2007) "Changing Media, Changing Politics," *special issue of the Japanese Journal of Political Science*, Vol. 8, Pt 1 (April).

## Endnotes

Endnotes and Appendix can be used as sparingly as possible where needed to expand or enforce your article. In this case, endnotes need to be given consecutive numbers through the whole manuscript.

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