

CATJ 29 Proceedings Style Sheet (English Version)

The proceedings will be posted on the CATJ29 website. Please email your manuscript as attachment to Misumi Sadler (sadlerm@illinois.edu).

Due date: August 31, 2022

Please refer to the guidelines below. You can also refer to the Proceedings of CATJ28 (<https://www.macalester.edu/asian/catj-28-proceedings/>). In case of discrepancies between the guidelines and the papers in the Proceedings of CATJ28, please follow the guidelines.

1. Main text

1.1 Summary

- Language: Japanese or English (If you choose to use the language that is not your first language, **have your manuscript checked by somebody who uses the language in an academic setting**. Please do not rely on applications such as Grammarly.)
- Page limit: 20 pages (Consult us if you need to go beyond 20 pages.)
- File: Microsoft Word and PDF
- Margin: 1 inch on all four sides
- Line spacing: Single-spaced
- Page numbers: Do not number pages.
- Notation: Use Arabic numbers and the Hepburn style for romanizations (Use Times New Roman for both).
If you use (A), (a), etc. in your text, consistently use capital or small letters.
When using parentheses, use Times New Roman parentheses and place a Times New Roman space before and after each parenthesis whether your text is in Japanese or English. You do not need to place a space if a punctuation mark follows the second parenthesis immediately.
e.g., 「アメリカにおける日本語学習者 (継承語学習者も含め) について」
「アメリカにおける日本語学習者を指す (継承語学習者も含め)。」

1.2 Japanese – Use MS Mincho

- Title: Size 14. Leave open two lines above the title. Use bold.
- Author's name and affiliation: Size 12. Align right.
- Abstract: Size 10. Use 400 characters or less.
- Keywords: Size 10. List 5 words or less.
- Main text: Size 12.
- Endnotes: Size 10.
- References: Size 10.

1.3 English – Use Times New Roman

- Title: Size 14. Leave open two lines above the title. Use bold.
- Author's name and affiliation: Size 12. Align right.
- Abstract: Size 10. Use 200 words or less.
- Keywords: Size 10. List 5 words or less.
- Main text: Size 12.
- Endnotes: Size 10.
- References: Size 10.

2. Headings

Use sections (and subsections if needed). Number them consecutively (Use 1.1, 1.2 and if necessary, 1.1.1, 1.1.2, etc.). Use a space above and below each heading. Use bold for headings and their numbers.
Do not indent the first paragraph immediately following a heading.

3. Figures and Tables

Number them as “Figure 1” and “Table 1” and give them titles. Integrate the figures and tables in the main text. Characters/alphabets within figures and tables should be size 9 or larger. Place a space between the main text and a figure/table.

4. Citations

In the main text, cite the author and publication year (Matsumi, 2002) and give fuller descriptions in the reference section. When citing page numbers, use a colon between the year of publication and page numbers (Matsumi, 2002: 98).

5. Endnotes

Number them consecutively. Place all of the endnotes between the main text and references.

6. References

Include only and all of the references you cited in the main text. Place Japanese references before English (or other language) references. Arrange Japanese references in the order of Japanese syllabary of the authors' names. Arrange English (or other language) references in the alphabetical order of the authors' names. If you are citing multiple works of the same author, list them chronologically (older to newer) and repeat the author's name each time.

Examples:

<本>

岩渕功一 (2007) 『文化の対話力 ソフト・パワーとブランド・ナショナリズムを越えて』 日本経済新聞出版社.

<本の章>

松見法男 (2002) 「第二言語の語彙を習得する」 海保博之・柏崎秀子 (編) 『日本語教育のための心理学』 第6章, 新曜社, pp. 97-110.

<ジャーナル掲載の論文>

蒲田修 (1990) 「Proficiency のための日本語教育—アメリカにおける『上級』の指導—」 『日本語教育』 71, 44-55.

遠藤織枝・尾崎喜光 (1998) 「女性の言葉の変遷—文末・コト・テヨ・ダワ中心に一」 『日本語学』 17 (5), 56-78.

<ウェブサイト (執筆者の氏名がある場合)>

北川学 (2020) 「小池都知事は『カイロ大学を卒業』 大使館が声明文公開」 『朝日新聞デジタル』 https://digital.asahi.com/articles/ASN697HGZN69UHBI02S.html?iref=com_alist_8_04 (2020年6月9日アクセス)

<ウェブサイト (執筆者の氏名がない場合)>

法務省 (2020) 「在留外国人統計 (旧登録外国人統計) 統計表」 http://www.moj.go.jp/housei/toukei/toukei_ichiran_touroku.html (2020年6月9日アクセス)

<Book>

Grellet, F. (1981) *Developing reading skills: A practical guide to reading comprehension exercises*. Cambridge: Cambridge University Press.

<Book Chapter>

Miyazaki, A. (2004) Japanese junior high school girls' and boys' first-person pronoun use and their social world. In S. Okamoto & J. S. Shibamoto Smith (Eds.), *Japanese language, gender, and ideology: Cultural models and real people*. Oxford: Oxford University Press, pp. 256-274.

<Journal Article>

Hill, B., Ide, S., Ikuta, S., Kawasaki, A., & Ogino, T. (1986) Universals of linguistics politeness: Quantitative evidence from Japanese and American English. *Journal of Pragmatics*, 10 (3), 347-371.

<Internet article with the author's name>

Johnson, Jesse. (2020) Japan says it wants to take lead with G7 on Hong Kong security laws. The Japan Times (June 10, 2020). <https://www.japantimes.co.jp/news/2020/06/10/national/japan-lead-g7-hong-kong-national-security-laws-china/#.XuDyl2pKigQ> (accessed June 10, 2020)

<Internet article without the author's name>

The Japan Foundation. (2020) The program guidelines. <https://www.jpf.go.jp/e/program/index.html> (accessed June 6, 2020)