

Instructions to Contributors

Journal of Intimate and Public Spheres follows the manuscript submission guidelines given below.

Basic Guidelines

- Papers should be submitted as an e-mail attachment to intimacy-journal@socio.kyoto-u.ac.jp. In the subject line of the e-mail, please clearly state that you wish to submit your manuscript.
- All contributors to the manuscript should have agreed to the submission. The paper should not be currently under consideration for publication elsewhere.
- *JIPS* is a peer-reviewed journal and the contributors will be advised if their paper is rejected by the reviewers and/or the editorial board. However, the journal may not always state the reason for rejection.

Manuscript Preparation

- Papers should be written in English and should typically not exceed 8,000 words, including tables, figures, notes, and references. They should also be typed double-spaced on A4 size paper, if printed.
- Make sure your paper includes the following information:
 - (a) title page with title, contributor(s), affiliation(s), and the contact address of the first author;
 - (b) abstract page with an abstract of about 150 words and 3 to 5 key words;
 - (c) the text presented with the title (but not the names of the contributor(s)) repeated again;
 - (d) endnotes where needed;
 - (e) a complete references section following *the Chicago Manual of Style*, with the referred authors and dates indicated within parentheses in the text

[NB: In *JIPS*, family names are used to refer to the authors in the text, *except* in the case of Thai authors, in accordance with their custom of using first names to refer to authors/people. If there is a special way of referring to a person in a particular culture, the contributor is responsible for clearly explaining the same to the reader, for instance, in a footnote];
 - (f) for multilingual readership, multilingual references should clearly be separated and ordered by language; the Roman alphabetical order of family names should be

used to make it possible to refer to each language section clearly; the contributor is responsible for presenting English translations of the titles that are not originally in English languages; and

(g) a separate page with the details of all contributors, including their current affiliations and e-mail addresses, in case the paper is multi-authored.

- Tables should be numbered consecutively, typed on separate pages, and their positions indicated in the text. All tables should have short descriptive captions as the heading and their source(s) as the footing.
- All diagrams and photographs are termed Figures and should be numbered consecutively. All figures should be presented in a form suitable for immediate reproduction, each on a separate page. All figures should have short descriptive captions as the heading and, where necessary, sources as the footing.
- The editorial board strongly advises contributors, especially nonnative English speakers, to use a professional proofreading service *before* submitting their manuscripts in order for them to be given a fair review.

Style

- Use a clear readable writing style, avoiding jargon. If technical terms or acronyms must be included, define them when first used.
- Use of non-racist, non-sexist, and non-discriminatory language *is an obligation*.
- US style of spelling, punctuation, and quotation marks are used as a standard.
- Dates should be presented as follows: “May 1, 1962.”
- Do not use points in abbreviations, contractions, or acronyms (e.g., AD, USA, Dr).
- Mathematical symbols (% , km, kg, etc.) may be used in the text where appropriate.

Proofs and Offprints

- Contributors will receive proofs of their articles and be asked to send back corrections as advised.
- Final English checking is done by the publisher.
- After publication, contributors will receive complimentary copies of the journal: 5 copies for a full paper and 2 copies for other contributions such as a book review.

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