

Instructions for Authors

Journal of Gender Studies – Ochanomizu University

1. Submitted manuscripts should contribute to scholarly research concerning women's studies or gender studies.
2. Authors submitting manuscripts should be engaged in interdisciplinary research concerning women's studies or gender studies in Japan or other countries, and must already have a master's degree.
3. Submitted manuscripts should not have been published previously. Should plagiarism or duplicate submission be identified, the editorial board will apply the sanctions according to the severity of the infraction.
4. In principle, submitted manuscripts should be written in Japanese or English. Manuscripts written in other languages may also be considered by the editorial board.
5. In principle, manuscripts should not exceed 20,000 characters (submission in Japanese) or 8,500 words (submission in English), including footnotes, tables/figures/illustrations, and references. The Journal editor will reject submitted manuscripts which do not follow the instructions for authors.

Each figure/ table/ illustration is counted as 200 words. Figures, tables, and illustrations requiring a full page are considered as 400 words.

6. At the time of submission, the following items should be prepared as separate files. Items 6-1 to 6-3 should be prepared as MS Word files:

6-1. A title page, with the manuscript title (including a subtitle), the name(s) of submitting author(s), and author affiliation(s), all written in both Japanese and English. Please note that the English title, etc. may be modified by the editorial office.

6-2. An abstract in English not exceeding 200 words and keywords (maximum of five), in both Japanese and English, with the Japanese keywords placed immediately after the Japanese abstract and the English keywords placed immediately after the English abstract.

6-3. Main body of the text with notes and references.

6-4. Tables and figures. Tables should be prepared in MS Word/Excel files, and photographs in JPEG files.

Any information that could identify the author(s) (acknowledgments, JSPS project number, etc) should not be included except in 6-1.

7. Prior to submission of manuscripts, pre-entry is required from the entry forms available at the Institute of Gender Studies website. There is no problem with cancelling submission after pre-entry or making slight changes to titles or abstracts.
8. Manuscripts should be submitted from the submission forms available at the Institute of Gender Studies website, with all the required information:

Japanese submission form – <https://form.jotform.me/72482244933459>

English submission form – <https://form.jotform.me/72488720633461>

9. If figures, tables, or photographs reproduced from published literature are included in a submitted manuscript, the authors are responsible for following the necessary procedures to obtain permission for publication and the relevant expenses are borne by the authors themselves.
10. The main text, quotations, references, and footnotes should conform to the separate Author Guideline of the Journal of Gender Studies. For English papers, Style Sheet for *Journal of Gender Studies* should also be consulted.
11. The editorial board will decide whether a submitted manuscript will be accepted for publication after review by journal referees. However, the editorial board will reject a submitted manuscript which does not match the purpose or the academic standard of the journal.
12. The editorial board may ask the authors to revise a submitted manuscript after review by referees. In this case, the submitting authors are encouraged to revise the manuscript promptly and submit the revised version with a review comments table by email.
13. Authors are entitled to check galley proofs twice at most.
14. If the authors wish to withdraw a submitted manuscript at any point in the process, the editorial board should be notified immediately.
15. There are normally no manuscript fees or page charges for submitted manuscripts. However, the authors may be required to pay costs for a manuscript that contains numerous figures, tables, photographs, etc.
16. The copyright of manuscripts published in the Journal belongs to the Institute for Gender Studies, Ochanomizu University. Permission from the editorial board is necessary before reproducing any article published in the journal.

*Last update: January 16, 2024