

## GUIDELINES FOR SUBMISSION OF MANUSCRIPTS

1. *The Journal of the International Center for Cultural Resource Studies, Kanazawa University* is an English journal published for the purpose of establishing and promoting the cultural resource studies worldwide. The journal is interdisciplinary and accepts submissions from fields of archaeology, anthropology, art history, and others as long as they address topics relating to cultural resources.

2. Submissions to the *Journal* must be based on original research; they may not have been previously published or be under consideration for publication elsewhere.

3. Materials—preferably between 3,000 to 10,000 words—should be sent both as a Word document in a Unicode font and in PDF format. The text, including abstract, notes, and bibliography, must be double-spaced, in a uniform font size (12 is preferred) throughout, and paginated. Submissions should include an abstract (between 150–300 words) and keywords (5 words or less) in the text.

4. Articles should be written using “American English.” On questions of italicization, punctuation, capitalization, etc., the *Journal* follows in general the Chicago Manual of Style (<http://www.chicagomanualofstyle.org/home.html>).

5. Style Guide:

A. Arrangement of Manuscript:

The manuscript should be arranged in the following order:

- Title
- Author Name
- Author Affiliation
- Abstract
- Key Words
- Main Text (divided with headings and subheadings)
- Acknowledgements (optional)
- Notes
- Bibliography
- Figures

B. Bibliographies:

Books

Tucci, Guiseppe. 1961. *The Theory and Practice of the Mandala*. London: Rider & Company.

Edited Volumes

Douglass, Mike and Glenda S. Roberts, eds. 2000. *Japan and Global Migration: Foreign Workers and the Advent of a Multicultural Society*. Honolulu: University of Hawai'i Press.

Article in book, proceedings etc.

Blyth-Hill, Victoria. 1997. The Conservation of Thankas. In *On the Path to Void: Buddhist Art of the Tibetan Realm*. Pratapaditya Pal. ed., 270–281. Mumbai: Marg Publications.

#### Article in periodical

Turner, Victor. 1976. Sacrifice as Quintessential Process: Prophylaxis or Abandonment. *History of Religions* 16(3): 189–215.

#### Foreign Language Sources

Nakane Chie. 1967. *Tate shakai no ningen kankei* (Personal Relations in a Vertical Society). Tokyo: Kōdansha.

#### Internet Sources

References to web pages on the Internet should be referenced in Notes section, not in the Bibliography. Include a link to the site and date of last access.

#### C. Citations:

Citations should be made in text and have the form such as (Tucci 1961: 125) or Tucci (1961: 125). Citations with up to three authors should include all names (Barnes, Bloor, and Henry 1996) and citations with more than four should include first author and “et al.” (Cooper et al. 1994).

7. Line drawings, graphs and photographs are all considered “figures”. All figures should be submitted as a TIFF or JPG format with high resolution (300–600 dpi). All tables should be done in Word or Excel. Tables with graphic figures should be submitted as TIFF files. All figures should have referential citations in the body of text and must include a numbered caption.

8. The *Journal* follows standard peer–review practices. Results will be limited to “accepted as is,” “accepted with revisions,” and “not accepted” along with notes from reviewers. The *Journal* does not accept any further inquiries from the author(s) about the result of the peer–review.

9. The *Journal* is published in online journal format annually. The electronic files of the *Journal* are uploaded on the websites of the CCRS and “Kanazawa University Repository for Academic Resources” (KURA).