

The Bulletin of the National Museum of Ethnology
Notes for Authors <Contribution Criteria>

1. Purpose of *The Bulletin of the National Museum of Ethnology*

The Bulletin of the National Museum of Ethnology (hereafter referred to as the *Bulletin*) contains articles in ethnology, anthropology, and other relevant sciences, as well as book reviews and research notes.

2. Qualifications for contribution

The following may contribute to the *Bulletin*.

- (1) Full-time academic staff members of the Museum, visiting scholars and other researchers associated with the Museum.
- (2) Those who participate or have participated in the organization and administration of the Museum.
- (3) Collaborators in a research project organized by the full-time academic staff of the Museum.
- (4) Those who are admitted as eligible by the referee board after examination by the research publication committee.

3. Assessing submitted articles

Referees are appointed by the publication committee (two from the Museum, and one from outside). After receiving the referees' reports, the committee determines which articles to accept to reject, or to ask for alterations.

The comments of referees may be disclosed to the authors as circumstances demand.

4. Alterations and completion of a manuscript by the author

Authors of contributed articles may be requested to make alterations to a manuscript while the committee is making a decision about it. The manuscript, once altered, will be examined for appropriateness for publication.

5. Author's proof-checking

Author's proof-check will only be made of the first proof. Neither additions nor alternations are admitted at this stage.

6. Languages used

The following languages can be used: Japanese, English, French, Spanish, Russian, Chinese, and German. If language is desired to be used, please consult the committee before submitting. The same applies to the use of special letters and diacritics.

7. Length of a manuscript

There are no limits to the length of a manuscript. Short notes, concise research papers, and extended essays can all be accepted. In the case of research papers, the contents should form a coherent whole or 'one thesis.'

8. Return of a manuscript

The submitted manuscript will not be returned, regardless of acceptance or not, unless the author makes a request that it be retained at the outset. Original figures and maps will be returned.

9. Payment for manuscript

No payment will be offered, nor will a publication fee be requested.

10. Copyright

For each article, the published copyright belongs to the author. However, the Museum receives the right to place the published work in the National Museum of Ethnology Academic Information Repository that is open to the public (MINPAKU Repository). In each case, the Museum will indicate the name of the individual copyright holder. If any part is not suited for such release, please notify the

Committee for Research Publication at the time of first submission that it should be excluded.

11. Contact address for submission

The contact address for contribution is as follows:

The Committee for Research Publications
National Museum of Ethnology
10-1, Senri Expo Park, Suita, Osaka 565-8511, Japan
Tel: (06)6876-2151
Fax: (06)6878-8429
E-mail: hensyu@idc.minpaku.ac.jp

1. Elements

Each article should include the following items in this order : title, authorship, summary (200 words in English or 400 characters Japanese), key words, list of contents, full text, and end notes. As necessary, acknowledgements, references, tables, figures and maps should be included. When the article represents research data or a research notebook, the summary may be omitted.

2. The manuscript must be typed and submitted in both hard copy and on disk, preferably in PC format, using Word or WordPerfect. When using special fonts, font data must accompany the file.

Special characters, signs, and superscripts (e.g., footnote marks) must be highlighted with a red pen in the hard copy, and the inscription for figures, tables and maps should also be marked.

3. Tables, figures and maps should be identified as Figure 1, Map 5, etc. with their preferred place in the text clearly indicated (note that in the text margin and on the figure sheet). Each should be supplied with a title and legend, and all should be placed together at the end. Photographs should be submitted as clear prints, slides, or high-resolution data. In exceptional cases, color photographs can be published in color. Please contact us if advice or assistance is needed with illustrative materials.

4. Details of the elements

Title and author's name should be first presented in the language of the main text and then in Japanese. If the main language is Japanese, then English should be used as the second language.

Summary of the text should be presented both in the text's original language for the main text and in Japanese, in the order of the text's language and Japanese, regardless of the language used in the text. The summary in the text's language should be approximately 200 words long.

Keywords: At least two and up to five should be provided in both English and Japanese.

Notes should be numbered consecutively for reference within the text, and should be placed at the end of the article between the acknowledgement and references (bibliography). Within the text, superscript numbers are used to refer to the notes.

Ex : ... like this¹.

Text: words in local languages should be translated in a way that represents the local pronunciation well. As necessary, the local word may be explained in a bracket at the first mention or throughout the text. However, well-established names of a person or a place may be described using idiomatic expressions.

Personal names, including Japanese name(s), follows English convention when presented in English. That is, given names are followed by family names.

Citations within the text are parenthesized, and full bibliographical references appear in alphabetical order at the end of the article (page numbers may be indicated if the information referred to would be difficult to find without them). Please avoid the use of the following conventions: "ibid.," "op.cit.," and "idem."

e.g. ... (Marcus and Fischer 1986: 389-390)

... Marcus and Fischer (1986: 389-390).

e.g. ... (Marcuse 1941: 414-415; Lukacs 1966: 29-31; Habermas 1971: 94-95)

e.g. ... (Torii 1913; 1927)

e.g. ... (Geertz, C. 1960; Geertz, H. 1963)

e.g. ... (Torii 1913a, 1913b)

7. References are placed in alphabetical order at the end of the article. More than two references by one author are listed chronologically. More than two references published in the same year by one author are distinguished by attaching a letter after the date (e.g., 1913a, 1913b), and the same letters are used for citations within the text.

Authors' and editors' names are arranged in the order of family name and given name. When there are more than two authors or editors, then the second person is indicated by his or her given name first then family name, e.g. Clifford, J. and G. E. Marcus (eds.).

The titles of books or journals are identified using italics. The titles of books and articles in edited books are capitalized, while only the head of manuscripts' titles are capitalized except for proper nouns.

a. Journal articles are referred to using the author, publication date, title of the article, name of the journal, the issue number (if needed) page numbers, and the name and place of the publisher (if needed).

Keesing, R. M.

1989 Creating the past: custom and identity in the contemporary Pacific *The Contemporary Pacific* 1(1&2), 19-42.

b. Articles in an edited book: similar to the above, books containing the article are introduced by "In", and the names of editors are all arranged with the given name coming before the family name.

Schneider, D.

1976 Notes toward a theory of culture. In K. Basso and H. Selby (eds.) *Meaning in Anthropology*, pp. 197-220. Albuquerque: University of New Mexico Press.

c. Article in a serial book: The name of the series is put inside brackets, and using alphabet, after the book title.

Ardener, Edwin W.

1985 Social anthropology and the decline of modernism. In J. Overing (ed.) *Reason and Morality* (A.S.A Monographs 24), pp. 47-70. London and New York: Tavistock Publications.

d. Books: The author or editor, title of the book, publication date, publication place, and publisher's name are listed. Edited books are identified as (ed.), and co-edited books as (eds.).

Clifford, J. and G. E. Marcus (eds.)

1986 *Writing Culture: The Poetics and Politics of Ethnography*.

Berkeley, Los Angeles and London: University of California Press.

e. Translated book: the translator's name, and the original title (as needed) should be added in brackets.

van Gennep, Arnold

1960 *The Rites of Passage*, translated by M. B. Vizedom and G. L. Cafee. Chicago: University of Chicago Press.

f. Editions and reprints: The date should be the date of the edition or reprint issued; if historical accuracy is desired, the details of the first publication can be noted in brackets after the reference.

Rahula, W.

1966 *History of Buddhism in Ceylon* (2nd ed.), Colombo: M. D. Gunasena.

g. Books and articles in Japanese: Use the following formats.

Ashizawa Noriyuki (芦沢紀之)

1972 「実録・総戦力研究所—太平洋戦争開始前後」
『歴史と人物』10, 73-95. (The document: the
Institute of Total War Abilities. *History and
Persons* 10, 73-95.)

Kawakita Jiro (川喜多二郎)

1987 『素朴と文明』(*Primitive and Civilization*) 講
談社 (Kodansha).

Inoue Mitsusada

1960 *Nihon kokka no kigen (Origin of the
Japanese State)*, (Iwanami Shinsho 380).
Tokyo: Iwanami Shoten.

h. Websites are referred to using the name of the site, the
date of access and other information necessary for access.

Demmert, W .and R. Arnold

1996 Language policy. In G. Cantoni (ed.)
Stabilizing Indigenous Languages (Center
for Excellence in Education Monograph).
Flagstaff: Northern Arizona University.
Internet, July 26, 2001
(<http://www.ncbe.gwu.edu/miscpubs/stabilize/ii-policy/index.htm#Abstract>).

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