

The Journal of the Center for Gender Studies, ICU  
Gender and Sexuality  
Journal Regulations for Vol. 08  
as of March, 2012

#### 1) Journal Overview

Gender and Sexuality is an academic journal on the study of gender and sexuality, published by the Center for Gender Studies at the International Christian University. The journal's research section shall consist of research papers on empirical investigations, theoretical discussions on gender and sexuality studies (\*1), and research notes (\*2). The field section shall feature case studies by activists, and field reports (\*3) concerning gender-related activities at institutional, domestic, and international levels.

\*1 Research papers should be based on thorough academic research, contain original and creative viewpoints, and contribute to a wider academic field.

\*2 Research notes should contain discussions that are still in progress but show their potential to contribute to a wider academic field.

\*3 Field reports should report on the author's daily practice, focusing on one aspect of the field being studied.

#### 2) Publication Date of Volume 08: March, 2013

3) Manuscript Submission Deadline for Volume 08: Friday, August 31, 2012, as indicated by the postmark on the envelope.

#### 4) Address for Manuscript Submissions:

Center for Gender Studies Editorial Committee  
Postal Address: ERB 301, International Christian University  
3-10-2 Osawa, Mitaka-shi, Tokyo, 181-8585  
E-mail: [cgs@icu.ac.jp](mailto:cgs@icu.ac.jp)

## 5) Rules for Application

### Manuscripts

- Manuscripts submitted to this journal must be previously unpublished, in full or in part.
- Only Japanese or English manuscripts shall be accepted.
- Manuscript format must be in accordance with the Publication Manual of the American Psychological Association (5th Edition, 2001). Manuscripts submitted in other formats may be rejected regardless of their contents and their scholarly worth. For examples of the necessary formatting, please review past issues of the journal, which can be accessed from the CGS home page at the following URL (s), or contact the CGS directly with any inquiries about formatting.  
<http://web.icu.ac.jp/cgs/journal.html> (Japanese)  
[http://web.icu.ac.jp/cgs\\_e/journal.html](http://web.icu.ac.jp/cgs_e/journal.html) (English)
- Manuscripts (papers or summaries) that are not in the author's native language must be proofread by a native speaker of that language. Manuscripts with obvious inadequacies such as grammatical errors shall be rejected.
- The author's name, affiliation, specialization, e-mail address, postal address, telephone number, and fax number should be written on a separate title page. Name, affiliation and specialization should be indicated in both English and Japanese. To ensure anonymity during the screening process, the author's name should not appear in the text.
- There shall be no payment involved for manuscripts or for insertion.
- Manuscripts should be written in a style appropriate for an internationally-circulated academic journal.
- Manuscripts that do not conform to these guidelines may be returned with a request for revision.

### a-1) Research Section

- Research papers should be between 16,000 to 20,000 Japanese characters or 6,500 to 8,500 English words in length, including figures, graphic images, references, and footnotes.
- Research notes should be less than 12,000 Japanese characters or 5,000 English

words in length, including figures, graphic images, references, and footnotes.

- Titles should be short, simple, and no more than 40 Japanese characters or 20 English words in length. It should also preferably address the main topic.

- An abstract (including the title) of no more than 500 words in English should be attached on a separate sheet with a list of five keywords in English.

- An abstract (including the title) of no more than 800 Japanese characters should also be attached on a separate sheet with a list of five keywords in Japanese. If a Japanese abstract is not attached, the editorial committee shall provide a translation.

- A manuscript submitted as a research paper may be accepted as a research note, depending on the results of the referee reading. The length of such manuscripts may conform to the regulations for research papers.

#### a-2) Field Section

- Manuscripts should be no longer than 12,000 Japanese characters or 5,000 English words in length, including figures, graphic images, references, and footnotes.

- The title should be short, simple, and no more than 40 Japanese characters or 20 English words in length. It should also preferably address the main topic.

- An abstract (including the title) of no more than 500 words in English should be attached on a separate sheet with a list of five keywords in English.

- An abstract (including the title) of no more than 800 Japanese characters should also be attached on a separate sheet with a list of five keywords in Japanese. If a Japanese abstract is not attached, the editorial committee shall provide a translation.

- A manuscript submitted as a research paper or research note may be accepted as a field report, depending on the results of the referee reading. The length of such manuscripts may conform to the regulations for research papers or research notes.

#### b) Figures and Graphic Images

- Figures should be attached on a separate sheet. Do not include them in the text.

- Graphic images should also be attached on a separate sheet, and should be of a quality high enough to resist degradation during printing.

- The approximate position of the figure/image in the document should be indicated.

### c) Manuscript Submission

- Manuscripts should be submitted in both digital and hard copy.
- Three hard copies should be submitted. They should be double-spaced on single-sided A4 paper.
- The digital copy should preferably be submitted in MSWord (filename.doc) format. Files may also be submitted in Rich Text format (filename.rtf) or Plain Text format (filename.txt).
- Files in formats other than those listed above, such as .docx extension files or scanned copies of images or text, shall not be accepted.
- The digital copy shall be submitted as an e-mail file attachment to cgs@icu.ac.jp.
- The digital and hard copies should be completely identical.
- Manuscripts submitted will not be returned.

### 6) Revisions

If a manuscript is returned to the author for revision, the manuscript should be revised and sent back by the specified date. Note that slight modifications (grammar, spelling, phrasing) may be carried out at the discretion of the editorial committee.

### 7) Screening Process

Submitted manuscripts shall be screened and chosen by reviewers designated by the editorial committee. Factors for selection include originality, scholarliness, clarity of argument, importance, and the degree of contribution that the manuscript offers for the study of gender and sexuality. In the event that a revision of the manuscript is required, opinions and comments by the editorial committee shall be sent to the author. The final decision for accepting or rejecting an application rests in the hands of the editorial committee.

### 8) Copyright

Unless a special prior arrangement has been made, the copyright of an accepted manuscript shall belong to the Editorial Committee of the ICU Center for Gender Studies. No restrictions shall be placed upon the author regarding reproduction

rights or usage rights of the author's own manuscript.

#### 9) Journal Copies

Three copies of the completed journal (or five in the case of multiple authors) shall be sent to the author of the accepted manuscript. Additional copies may be ordered separately.

#### 10) Purchasing Orders

Orders for the journal can be submitted by e-mail to [cgs@icu.ac.jp](mailto:cgs@icu.ac.jp).

Note that these guidelines may be revised without prior notice.