

Gender and Sexuality--- The Journal of the Center for Gender Studies, ICU
Journal Regulations for Vol. 05 (as of March, 2009)

1) Journal Overview

Gender & 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. The final book review section shall contain reviews on upcoming books pertaining to gender and sexuality.

*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 5: March, 2010

3) Manuscript Submission Deadline for Volume 5: Monday, August 31, 2009, as indicated by the postmark on the envelope.

4) Address for Manuscript Submissions:

ICU 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

5) Rules for Application

Manuscripts

-Manuscripts submitted to this journal must be previously unpublished, either in full or part.

-Only Japanese or English manuscripts shall be accepted.

-Manuscript format should be in accordance with the Publication Manual of the American Psychological Association (5th Edition, 2001).

- 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 6500 ~ 8500 English words in length, including figures, graphic images, references, and footnotes.

-Research Notes should be less than 12,000 Japanese characters or 5000 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.

-A summary (including the title) of no more than 500 words and a list of no more than five keywords,

both in English, should be attached on a separate sheet.

a-2) Field Section

- Manuscripts should be no longer than 12,000 Japanese characters or 5000 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. The title should be submitted in both Japanese and English.
- A summary of no more than 500 Japanese characters and a list of no more than five keywords should be attached on a separate sheet.

a-3)Book Review Section

- Manuscripts should be between 5,000 to 10,000 Japanese characters or 2000 ~4000 English words, including figures, graphic images, references and footnotes.
- Titles should be no more than 40 Japanese characters or 20 English words in length. The title of the book or research paper reviewed should appear in the main title or subtitle.
- Submission of a summary and keyword list is not necessary.

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.
- 3 hard copies should be submitted. They should be double-spaced on single-sided A4 paper.
- The digital copy should be submitted as an e-mail file attachment in MSWord or any other regular word-processing software format for creating documents.
- 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.

Note that these guidelines may be revised without prior notice.