Author’s name[[1]](#footnote-1)

ORCID:

**Title of the paper**

DOI: [inserted by editors]

**ABSTRACT**

An abstract in English, 100–150 words. An abstract should include the hypothesis/goal of the paper, summery of its consent and main conclusions. Typesetting should be consistent with the conventions used in the body of the paper.

**KEYWORDS**: *Silva* *Iaponicarum*, template, paper submission

**Introduction**

This template provides information about editing style instructions required when submitting manuscript to *Silva Iaponicarum*. Fonts and margins are set according to the formatting guidelines. Template contains also examples of tables and figures*.*

For detailed information concerning recommended typesetting, specific examples of references and in-text citations please fere to Author’s guidelines, available at <https://silvajp.web.amu.edu.pl/index.php/editorial-guidelines-for-silva-iaponicarum-authors/>.

**1. Formatting Instructions**

The text should be in clear, concise English. in order to maintain a neutral and objective tone, you are encouraged to keep first-person expressions and self-referencing to a minimum. In case you do use first-person pronouns, they should be singular unless the paper is co-authored. Do not use plural pronouns (“we”) for the purpose of self-referencing an individual author. The length of the paper should be from 3,000 to 10,000 words, excluding the abstract and references. Please be consistent in punctuation, abbreviations, spelling (British vs. American), headings, and the style of referencing. American spelling is recommended, but British spelling is also permitted. Citations retain their original spelling. Please make sure your text has been proofread with care.

Whole document should be format with single spaces between the lines, with no extra spaces between paragraphs or between a paragraph and section title.

Extra space should be used before section title and after insertion of a Table/Figure.

We recommend using this template with all current settings when using MS Word. Page size is set to A5. Size of all margins it 1.8cm.

**2. Fonts and type styles**

Please use Times New Roman for English and MS 明朝 for Japanese. Size 10,5pt for the body of the document (including title, headings and figures/tables captions). For footnotes, please use size 9.

Boldface should be used for title and section titles, including Introduction, Conclusions and References.

Italics should be used for vocabulary items or phrases in foreign languages (*mono-no aware*), emphasis and for citing titles. In the latter case, all content words of the title should be capitalized (Haruki Murakami’s short story *The Folklore of Our Times*)

When quoting, a short quotation (up to three consecutive lines) can be put it in the main text, always in the “double inverted commas”.

However, longer ones should be extracted from the main text (size 10, line spacing 1). The whole section with extracted citation should also by marked by indentation of the entire paragraph (1cm), as well as one empty line before and after paragraph. No inverted commas should be used in this case.

No indentation in the new line of the main text after such quotes.

Page range should be marked with “en dash” (–), not with a hyphen (-), for example McKanzie 1998: 11–34. The same rule should be used in indicating a numerical range, for example “in years 1867–1899”.

**2.1. Subsection**

If you use a subsection, insert an empty line before previous paragraph and subsection title. The subsection title should be bolded, font 10.5, marked by indentation of 0.5cm.

**3. Inserting Figures and Tables**

Authors can use illustrations, photographs or figures. All illustrations (JPG, TIF – at least 300 dpi) should be numbered and provided with appropriate captions, i.e. a short description of photo content, source and author of the illustration. Please refrain from using copyrighted materials. In the case of using third-party materials, please acquire relevant permissions.



Figure 1 Logo of *Silva Iaponicarum*,a Japanese studies biannual journal. Source: <https://silvajp.web.amu.edu.pl/>

The same rules apply when inserting tables, charts etc. They should be numbered, titled and, if applicable, involve information about their source. An example of chart can be found below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of Comiket attendees/Year | 2016 | 2017 | 2018 | 2019 |
| Summer edition | 530,000 | 500,000 | 530,000 | 730,000 |
| Winter edition | 550,000 | 550,000 | 570,000 | 750,000 |

Table 1 Numbers of Comiket attendees 2016–2019. Source: Comic Market 97 Report

**4. Glossing**

It is highly recommended that interlinear glossing of linguistic examples follows the general standards of Leipzig Glossing Rules (<https://www.eva.mpg.de/lingua/resources/glossing-rules.php>).

We ask you to format your glosses in tables and remove the borders afterwards. This is to ensure the correct spacing and alignment of glosses with the linguistic material.

An example before removing the table borders:

|  |  |  |
| --- | --- | --- |
| 4.-1. | Anga-a | juːzz-u-ba |
|  | older sister-TOP | supper-ACC-TOP |
| ‘My big sister can make supper in 30 minutes.’ | | |

and after removing the table borders:

|  |  |  |
| --- | --- | --- |
| 4.-1. | Anga-a | juːzz-u-ba |
|  | older sister-TOP | supper-ACC-TOP |
| ‘My big sister can make supper in 30 minutes.’ | | |

Also, make sure to enumerate your examples.

**Conclusions**

We hope that this template will provide you with help when preparing your manuscript for submission to *Silva Iaponicrum*. Detail information concerning references can be found on the journal’s website. Below you will find a brief example of references. Each position should be separated with one empty line, no additional spacing.

**Abbreviations**

PBR Placed Before References

**References**

Aizawa, Nobuhiro 2019. “How immigration will change Japanese politics”. *East Asia Forum*, 09 November 2019. URL: <https://www.eastasiaforum.org/2019/11/09/how-immigration-will-change-japanese-politics/> [access date: 31 August 2021].

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Carpenter, Susan 2008. *Why Japan can’t reform: inside the system*. London: Palgrave Macmillan.

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