

Ritsumeikan International Affairs

Ritsumeikan International Affairs is an international journal of the Institute of International Relations and Area Studies (IIRAS) of Ritsumeikan University, publishing original research in the field of international relations and area studies. Papers are welcomed from faculty members and graduate students of Ritsumeikan University, members of IIRAS-sponsored projects, and those commissioned by the editor-in-chief. Graduate papers will be subject to anonymous peer reviews, and will be evaluated on the basis of their originality, quality of scholarship, and contribution to advancing the understanding of the field.

Manuscripts should be submitted to the editorial office kokuchi@st.ritsumei.ac.jp. For further information on submission, please contact the above address. Instruction for contributors follows:

- I. Overall Style
 1. Articles should be concisely typewritten in 1.5 spaces in A4 sized paper size with 2.5cm margins.
 2. Times New Roman should be used for the text font and Symbol for any Greek and special characters. Fonts should be 12 points.
 3. The manuscript authors' names should be put and justified to the right-hand side of the paper.
 4. Given names are put first, then their surnames. Only first letters should be written in capitals. For example, Kaichiro Hiraga.
 5. Articles and Research Note must be accompanied by an abstract of no more than 150 words and up to five keywords.
 6. Page number must be added in the middle of footer. No header is allowed.
- II. Length
 1. Articles should not exceed 8,000 words, including references, notes, charts and graphs.
 2. Research Note should not exceed 5,000 words, including references, notes, abstract, charts and graphs.
 3. Book reviews should not exceed 2,000 words, including references, notes, abstract, charts and graphs.
- III. Titles and Subtitles

Title and subtitle should have capital letters at the beginning of each word (except articles, conjunctions, and prepositions). When a subtitle is added, add a colon (:) after the title. Titles and Subtitles should be centered.
- IV. Subheadings
 1. Articles should begin with Introduction and end with Conclusion, followed by References. Subheadings should be used to clarify and divide the structure of the discussions. If more than one level of subheadings is used, they must be clearly differentiated as follows: roman numerals (e.g., I, II, III) on the first level; numerals (e.g., 1, 2, 3) on the second level; numerals with brackets (e.g., (1), (2), (3)) on the third level; and small alphabetical letters (e.g., a., b., c.) on the fourth level. For example:

INTRODUCTION
I. EAST ASIA

1. OECD-DAC Members

(1) Japan

a. Tokyo

b. Osaka

(2) South Korea

a. Seoul

b. Pusan

2. Non-OECD-DAC Members

(1) China

a. Beijing

b. Shanghai

(2) Malaysia

a. Kuala Lumpur

b. Penang

II. SOUTH ASIA

... ETC

CONCLUSION

REFERENCES

V. References

Authors should pay particular attention to the accuracy and correct presentation of references (see below). In-text references should be cited by giving the author's name, year of publication (e.g., (Smith, 1999)) and specific page numbers after a direct quotation (e.g., (Smith, 1999, p. 56)). In-text lists of references should be in chronological order. A reference list should appear at the end and should include only those references cited in the text. References should be arranged alphabetically by author, and chronologically for each author. Publications for the same author appearing in a single year should use small alphabetical letters (e.g. 2001a, b, c), etc. Where there are more than two authors, the reference within the text should be cited as Smith et al. and the publication year, but include all the authors in the reference list.

Examples:

BOOK

Keohane, Robert O. (1989) *International Institutions and State Power*, Boulder, Colo, Westview Press.

EDITED BOOK

Krasner, Stephen (ed) (1983) *International Regimes*, Ithaca, N.Y., Cornell University Press.

BOOK CHAPTER

Boli-Bennett, John (1979) 'The ideology of expanding state authority in national constitution, 1870-1970', in John W. Meyer and Michael T. Hannan (eds), *National Development and the World System: Educational, Economic, and Political Change, 1950-1970*, Chicago: University of Chicago Press, pp. 222-237.

ARTICLE

Carlsnaes, W. (1992) 'The agency-structure problem in foreign policy analysis', *International Studies Quarterly*, 36, pp. 245-270.

INTERNET

Goswami, Namrata (2017) 'Why China's new cargo space ship is so important', *The Diplomat*, 20 April, <http://thediplomat.com/2017/04/why-chinas-new-cargo-space-ship-is-so-important>, accessed 01 May 2017.

VI. Others

1. Either British or American spelling can be used, but be consistent.
2. To indicate short quotations (fewer than three typed lines) in your text, enclose the quotation within single quotation marks. For quotations that are three or more lines, place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented ½ **inch** from the left margin.
3. Punctuation should be put outside quotation marks.
4. Footnotes should be kept to a minimum. They should be indicated in the text by superscript figures and placed at the end of each page.
5. Diagrams and tables should be inserted in the manuscript. They should be numbered and referred to in the text. They should be comprehensible without reading the text. Artwork should be of sufficient quality to be reproduced without amendment.
6. The article should be typed justified, without hyphenation except for compound words. The TAB key should be used once for paragraph indents, except the first paragraph after subheadings.
7. Single spaces should be used after each sentence within a paragraph. The running titles and footnote features of the word processing package should not be used.

For queries, please contact Editorial Office at kokuchi@st.ritsumei.ac.jp.