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The following guide is meant to assist preparation of submissions.

1. **English:** Be consistent in uses of any of the major variations of English recognized in international scholarship. Discussions about keywords and/or concepts in languages other than English should be expressed in the body of the text as italicized Romanized characters with the original orthographic representation in an endnote or in parentheses following the word. See the following example for clarification.

As Higa suggested, it is very likely that *sabetsu* (差別) is the central reason why the national government insists on having bases of operation located on the small island. *Sabetsu*, it turns out, is an interesting form of discrimination. Its current effects can best be understood through examination of its etymological roots.

2. **Endnotes:** Use automatic numbered notes in the text for any references to sources and to notes that serve to clarify or expand on keywords and/or concepts. Refer to the link in *The Chicago Manual of Style* ([Notes and Bibliography](#)) for further details on format.
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4. **Images:** Visual imagery can enhance the rhetorical effect you seek to achieve as well as serve as an effective illustration of critical discussions you develop within the body. Authors are best positioned to provide images appropriate for their work. If needed for these purposes, include high-resolution images (cited) within the body of your text.
5. **Abstracts:** Include a 50- to 100-word abstract in the header preceding the title.
6. **Keywords:** Include a list of 6 to 8 keywords.
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