

Multicultural Relations: Instructions for Authors
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Effective August 28, 2018

Article 1: Language

Manuscripts should normally be written in English or Japanese. Authors whose manuscripts are written in the language that is not their mother tongue should have the manuscripts proofread by a native speaker of the said language at their expense prior to submission.

Article 2: Manuscript Format

All manuscripts should be typed (in MS Word format). No handwritten manuscripts will be accepted.

Article 3: Anonymity

To facilitate blind, peer review, no hint of authorial identification (e.g., the author's name or affiliation) should appear in any part of the manuscript except for the title page. References to any part of authorial identification, including the names of projects and programmes which involve authors, must be masked and internal identifications in the manuscript must be avoided (e.g., "The questionnaire was administered at X University.").

Article 4: Writing Style

Language should be colloquial, rigorous, intelligible, lucid, and appropriate for academic writing.

Article 5: Style

The American Psychological Association's *Publication Manual* (6th ed.) should be followed when preparing manuscripts.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington DC: Author.

- (1) In case of using languages other than English in the manuscript, both pronunciation and meaning must be indicated. Transcription of non-English words must be consistent throughout and must follow a suitable transcription standard or source that is indicated within the manuscript.

Article 6: Format

Margins. Leave uniform margins of 30 mm or 1 inch at the top, bottom, left, and right of each page.

Number of lines in a page. Type no more than 30 lines of text (not counting the page number) on A4 or letter sized paper.

Number of letters in a line. Set 70 letters in a line and use the word processing feature that adjusts spacing between words to make all lines the same length (flush with the margins).

Typeface. The preferred typeface for our journal is Times New Roman with 12-point font size. The title of your paper and all the headings should be bold.

Article 7: Reproduction of Copyrighted Material

The author must provide copyright clearance for any copyrighted material prior to publication. The complete citation (the author's name, title of the article, title of book or journal, date of publication, page numbers, publisher, and place of publication) should be given in the text.

Article 8: Elements and Organization

Elements of the manuscript should be arranged as follows:

	Manuscripts written in Japanese	Manuscripts written in English
Title page (Should be submitted in a separate file / sheet)	0. Manuscript Category [e.g., article, research note] Title (in Japanese) Title (in English) Name(s) of Author(s) (in Japanese) Name(s) of Author(s) (in English) Contact Information (in a footnote) [Acknowledgements] (in a footnote)	0. Manuscript Category [e.g., article, research note] Title (in English) Name(s) of Author(s) (in English) Contact Information (in a footnote) [Acknowledgements] (in a footnote)
Text (to be reviewed)	1. Abstract in Japanese Key Words (approximately 5 words) Title Abstract (400—600 characters) 2. Abstract in English Key Words (approximately 5 words) Title Abstract (100—120 words) 3. Text 4. References 5. Appendices (Figures and Tables)	1. Abstract in English Key Words (approximately 5 words) Title Abstract (100—120 words) 2. Text 3. References 4. Appendices (Figures and Tables)
All pages of the manuscript should be numbered.		

Note : [] = optional.

Article 9: Figures, Tables, and Photographs

Upon acceptance of the manuscript for publication, the author is required to provide high-quality, camera-ready artwork for all figures, tables, and photographs.

Article 10: Notes

Notes should be added at the bottom of the page on which it is discussed.

Article 11: References

Only the works cited or quoted in the text should be included in References. All references should

be in alphabetical order according to the family name of the first author. If more than one author with the same family name appears in the references, use the given name to alphabetize among these authors. If more than one work by the same author appears in the references, list works in reverse chronological order, with the most recent first. For more detailed style guidelines, please refer to the Japanese Psychological Association's *Shippitsu Toukou no Tebiki* (2015).

Article 12: Proofreading

The author is responsible, in principal, for the first galley proof only. No modifications or additions by the author will be accepted in the galley proofs except when correcting typographical errors. Corrections should be marked in red on the formatted proof sheets. The author may check the second proofs to confirm corrections. Changes to the second or subsequent proofs may be made if deemed necessary by the Editorial Board. In such cases, the author entrusts the Editorial Board with these revisions.

Article 13: Changes and Amendments

Changes and amendments of these regulations will occur when the Editor-in-Chief makes formal application to the Board of Directors for such changes. Final decisions will rest with the Board of Directors.