Style Sheet for Submissions to *Ecocriticism Review* (Revised on June 18th, 2017)

1. Unless requested otherwise, only submissions from SES-J members are accepted.

2. We accept the following types of submissions: symposium special papers, research papers not previously published elsewhere, international conference reports, “Masterpiece Series” (workshop reports), “Windows on Environmental Literature” (explanations of untranslated poems that relate to the environment), and conference program reports.

3. Submissions can be in Japanese or English. In case of contributions written in a language that is not the author’s native one, the manuscript should be checked by a native speaker before submission. Editors will not introduce any changes to articles written in English.

4. Contributions should be formatted on Word as follows:

   (a) A4 paper size.
   (b) All pages should be 40 letters x 35 lines. In addition, the upper space should be 35 mm, and the lower space, the right space, and the left space 30 mm.
   (c) The header should be aligned on the right side (15 mm from the top), and the kind of manuscript (research paper, window on environmental literature, e.g.) indicated in font size 9, and equally aligned on the right.
   (d) The font type should be MS Mincho for Japanese, and Times New Roman for English.

5. Font size

   (a) The titles of research papers and symposium special papers should be typed in font size 18pt (main title) and 14pt (subtitle). (In the case of Japanese titles, an English title should be added in font size 12pt.) The author’s name should be typed in font size 16pt (In the case of Japanese names, an English transcription should be added in font size 12pt.) All fonts should be in bold and aligned on the left side.

   (b) For all the other contributions (“Masterpiece Series”, international conference reports, e.g.), the font size of titles and author’s names is 12pt. All fonts should be in bold, with the titles aligned at the center and the author’s names aligned on the right.

   (c) For both (a) and (b) the lines should be double-spaces.

   (d) Regarding the main text, the font size is 11pt for contributions in Japanese and 12pt for contributions in English.

6. At the end of main text, authors should type their institutional affiliation in parentheses, in the same font size used in the main text, and align it on the right.
7. The length of research papers and symposium special papers must not exceed eleven pages, including notes, references, and bibliography. The length of "Masterpiece Series" contributions should be within seven pages. Other contributions such as international conference reports and "Windows on Environmental Literature" should be within two pages.

8. Block quotations should be in the same font size of the main text and indented two spaces from the left margin. Quotations may be either in Japanese or in English, but should not be mixed in the same paper. Should the authors be using translated text previously published elsewhere, a reference should be provided. Regarding other rules for quotations, authors should refer to the latest version of the *MLA Handbook*.

9. When the author’s name and the book title are indicated in Japanese, the original title and the year of publication should be indicated in parentheses in the first quotation only.

10. When numbers are used, they should be typed in half-width Arabic numerals. However, when numbers are used in subheadings written in Japanese, they should be typed in full-width characters without any punctuation.

11. Concerning the use of parenthesis in Japanese manuscripts, the following rules apply:

(a) Times New Roman must be used for all parentheses and no space is required before and after the parentheses. For example, 高木(Takaki), Takaki(高木).

(b) When the reference is indicated in parentheses, Times New Roman must be used and a half-width space should be kept between author’s name and the page. For example, (Takaki 25), (高木 25).

12. When double dash is used, authors should type two dashes in *MS Mincho* in full-width characters, such as (――).

13. Any notes should be placed at the end of the text and single-spaced. The heading for notes, references or bibliography (【註】【引用文献】【参考文献】) should be indicated in bold. Authors should refer to the latest version of the *MLA Handbook* for further details. In the case of Japanese manuscripts, one space in full-width character should be kept between the name of publisher and the year of publication – （出版社 出版） – and followed by punctuation（。）.

14. On the basis of the results of the peer review process, the editorial committee members decide together on the selection of submitted manuscripts for publication, and may request authors to introduce changes in the format or content of their manuscripts accordingly. The authors must make the necessary changes and then e-mail the final version in both WORD and PDF formats to the editorial committee by the date specified.

15. Contributions should be sent to the chief editor by the end of December. The final version of the manuscript should be sent by the end of February. The manuscript needs to be typed in Microsoft Word (2007 or later version) and sent to the chief editor as an e-mail attachment.

16. The destination e-mail address: editorial@ses-japan.org (Editorial Committee’s address of Ecocriticism Review)