

**The Bulletin of the Global Communication Institute**  
***Global Communication Studies***  
**Style Guidelines for English writers**

Revised in September 2021

1. Format and Volume of the Manuscript

The Manuscript must be in A4 paper, written horizontally (32 lines). The length of the manuscript must be less than 25 pages, including tables and figures, references, and notes. The author must attach the title of the paper (Japanese and English), name of the author and affiliated institution (Japanese and English), abstract (around 200 words in English, also in Japanese if possible), and keywords (3~5 words in English).

2. Body Text

① Use the font Times New Roman. Arabic figures (half size) for numbers are determined

② Letters must be in 12 points.

If chapters and sections are to be numbered, use “1.”, “2.”, etc. for chapters, and “1.1.”, “2.1.” etc. for sections. The numbers must be in Gothic form. The subheadings also must be in Gothic form.

③ For the name of a book or a journal, put in italics. For the title of a paper, use “ ”.

④ For short quotations, use “ ”. For long quotations, indent two spaces, and open 1 line before and after the quotation. The references must be indicated as the followings.

Tanaka (1997) says...

according to Blommaert (2010), ...

It is... (Suzuki, 2000: 120-121).

It is said that... (Blommaert, 2010:13).

It does... (Rampton, 2005; Blommaert, 2010).

It appears that... (Denzin, 1989; Sakurai, 2002).

If the author is only mentioning reference sources, indicate them in the body text instead of creating notes.

⑤ Tables and figures must be inserted with numbers and titles on the top and the sources on the bottom. Please notice that colored tables/ figures will be in black and white when they are printed. Pictures should be counted as a figure.

3. Notes

① Notes must be at the end of the body text, with a line between them. “Notes” must be in Gothic form.

② The author must put serial numbers to the notes, and indicate the parts in the body text by placing the numbers as a superscript, such as “<sup>1)</sup>”, to the right. If there is a punctuation (comma or period in English papers), place the number before it.

③ Avoid the frequent use of notes. Try to explain in the body text.

4. References

① All of the references must be written at the last of the manuscript, with a line between the notes. “References” must be in Gothic form.

② Japanese references and non-Japanese references should be listed together, in alphabetic order of the authors.

③ Form of references should be as follows.

(1) Books in Japanese (single-authored, multi-authored, authored and edited)

Aoki, Y. (2003) *Tabunka Sekai*. Iwanami Shoten.

Kawahara, T. & T. Yamamoto (eds.) (2004) *Tabunka Shakai ga Yatttekita: Sekai no Gengo Seisaku Q & A*. Kuroshio Shuppan.

Furuta, G. (executive editor), S. Ishii, R. Okabe & T. Kume (1987) *Ibunka Komyunikeshon*. Yuhikaku.

Yamada, T. & S. Oyane (eds.) (2011) *Gurobaru Shakai no Kokusai Kankeiron Shinban*. Yuhikaku.

Yamamoto, M., H. Usui & G. C. Kimura (2004) *Gengoteki Kindai o Koete: Tagengo Jyokyo o Ikiru Tameni*. Akashi Shoten.

(2) Articles in Japanese Books

Hirota, Y. (2001) Tabunkaka suru Gakko, Chiiki Shakai. In Y. Komai (executive editor), Y. Hirota (ed.), *Tabunkashugi to Tabunkakyoiku* (pp. 15-33). Akashi Shoten.

Hattori, N. (2012) Kyosei no barieshon o toraeru. In Hibiya, J. (ed.), *Hajimete no Shakai Gengogaku* (pp.176-189). Mineruva Shobo.

(3) Journal Articles in Japanese

Tasaki, A. (2007). Sessyokubamen no Kodosuicchingu ga Sanyosha ni Ataeru Eikyo: Tabunka o Haikeni nishita Daigakuinsei no Gurupu Disukasshon o Taisho ni. *Ibunka Komyunikeshon Kenkyu*, 19, pp. 85-99.

Yamada, T. (1999) Esunomesodoroji kara mita “gengo mondai”. *Shakai Gengogaku*, 2(1), pp.59-69.

(4) Books in English (single-authored, multi-author, edited book)

Brown, P. & S. Levinson (1987) *Universals in Language Use: Politeness Phenomena*. Cambridge: CUP.

Fishman, J. (ed.) (1974) *Advances in Language Planning*. The Hague: Mouton.

Laponce, J. A. (1993) *Languages and Their Territories*. Toronto: Toronto University Press.

(5) Articles in English Books

Haugen, E. (1983) The implementation of corpus planning: theory and practice. In Cobarrubias, J. & J. A. Fishman (eds.), *Progress in Language Planning* (pp.269-289). Amsterdam: Mouton.

(6) Journal Articles in English

Poplack, S., J. Walker & R. Malcolmson (2006) An English “Like no other”? language contact and change in Quebec. *Canadian Journal of Linguistics*, 51, pp.185-213.

Gnutzmann, C., J. Jakisch & F. Rabe (2014) English as a lingua franca: A source of identity for young Europeans? *Multilingua*, 33 (3-4), pp.437-457.

(7) Paper Presentation or Poster Session at a Conference

(7-1) Published proceedings

Matsuoka, Y. (2016) Imin no Gengonouryoku eno Kitai: Imin to Ukeire Shakai no Sai ni Tyakumokushite. *Nihon Gengoseisaku Gakkai Dai 18 Taikai Yokoshu*, pp. 44-46.

Yokomori, D. (2015) Yaritori no Naka no Kigou, Ninchi, Bunka. *Shakaigengo Kagakkai Dai 36 Taikai Happyo Ronbunshu*, pp. 190-191.

(7-2) Paper presentation or Poster session that haven't been formally published

Shikano, M. (2013) Japanese school-aged children crossing national and cultural borders: Returnees' re-integration. Paper presented in the 9th International Symposium on Bilingualism.

(8) Technical and Research Reports Retrieved Online

Dokuritsu Gyosei Hojin Nihon Gakusei Shien Kiko (2016, March) *Heisei 27 Nendo Gaikokujin Ryugakusei Zaiseki Jyokyo Chosa Kekka*. Retrieved from

[http://www.jasso.go.jp/about/statistics/intl\\_student\\_e/2015/index.html/](http://www.jasso.go.jp/about/statistics/intl_student_e/2015/index.html/) on November 3, 2016.

Public Opinion Programme, The University of Hong Kong. (2013) *People's ethnic identity [Data file]*.

Retrieved from <http://hkupop.hku.hk/english/popexpress/ethnic/index.html/> on August 28, 2017.

- Write only the initial of the first and middle name when the author uses a foreign name in Japanese references.
- When there are multiple authors in English references, the order of the name must be as the followings: the lead author must be “Last Name (spell out), First Name (Initial).”, and the others “First Name (Initial). Last Name (Spell out)”.
- Use colon for subtitles in Japanese references as well as English ones.
- Use Romaji for Japanese references.