

Guidelines for Contributors to “*Mediterranean World*”, Journal of the Mediterranean Studies Group, Hitotsubashi University (Established October 2005)

1. Eligibility

In principle, eligibility for contributing papers is limited to the scholars whose papers are accepted by the Mediterranean Studies Group. Only works previously unpublished may be submitted.

2. Language

Papers and research notes are accepted in European language of the Latin alphabet.

3. Format

Papers are to be submitted as a text file (or other format of your choice convertible into a text file), along with one hard copy printed on A4 paper in the font of your choice. Please submit your contribution via post as well as e-mail.

4. Categorization of Contributions, Number of Pages

- a) Article (up to 16,000 words)
- b) Research notes, review articles, introduction of source material (9,800-10,000 words)
- c) Research summaries (4,000-8,000 words)
- d) Book reviews (1,000-2,000 words)

The main text, title, footnotes, and diagrams are to be included within this word count.

5. Evaluation

Contributions will be evaluated for publication by the editors' of the Studies Group. Authors may be requested to modify their text where considered appropriate.

6. Format

6.1) The format of the document should be in the following order:

Title, author's name (to be included only in the final draft prior to publication), table of contents (chapters only) main text, footnotes, acknowledgements (where needed), and bibliography (where needed).

Please label the main chapters within the text in roman numerals (I , II ,III) and the subsection in Arabic numerals (1,2,3). Please indicate smaller divisions by the use of underlining of italics. At the final stage when the document is ready for publication, please indicate the author's name, affiliation, and professional standing at the end of the document in English.

6.2) please include all notes at the end of the document, numbered within

parentheses ((1),(2),(3)). While we request no specific format for the bibliography, we ask that it be consistent with any of the standard international systems. Please refer to “*Mediterranean World*”. For information acquired from the internet, please indicate the URL and downloading date.

6.3) The author is responsible for providing diagrams. Please indicate clearly where they are to be inserted, and label them with a number and caption. In principle, diagrams provided by the author will be considered print-ready, and will be utilized as they are.

6.4) When the author’s document is to be handled as the print-ready block copy, we ask that the submitted text be contained within margins of 178 millimeters by 117 millimeters. The main text should be printed in an easy-to-read font at approximately 12 Q (34 lines per page) and the endnotes at 11 Q (42 lines per page), allowing for language and software differences.

7. Proofreading

We will ask the authors to proofread only the first draft. Proofreading by the authors is for spelling and typing errors only, and we ask that no major changes in content be made after a document has been submitted. Changes thereafter will be made at the editor’s discretion only.

8. Extra Copies

The author will be sent 100 reprints of his/her published article, research notes, review articles or introduction of source material.