

Migration Policy Review: Editorial Provisions

(Amended on December 14, 2013)

1. This journal comprises the official journal of the Japan Association for Migration Policy Studies, with one issue being published each year.
2. In principle, this journal shall be devoted to presenting the migration policy-related research of the members of the Association.
3. This journal shall provide sections for articles, reports, book reviews, and developments within the Association. Articles and reports may be submitted in English.
4. Articles shall consist of refereed articles and invited articles.
5. Reports should not describe the mere facts of a project or practice, but also include the author's comments and analysis.
6. Requests for invited articles, reports and book reviews shall be made by the Editorial Committee.
7. The section on developments within the Association shall introduce conferences as well as the activities of other related academic societies, with requests for manuscripts being made by the Editorial Committee.
8. The decision as to whether manuscripts will be published shall be made by the Editorial Committee.
9. Copyright on a manuscript (with the exception of the author's personal rights) shall belong to the Japan Association for Migration Policy Studies gratis for one year following publication and, thereafter, revert to the author. Authors shall consent to having their manuscripts carried on the website of the Japan Association for Migration Studies, and shall not demand compensation for this.

Migration Policy Review: Writing Guidelines for Authors

(Amended on March 16, 2013)

1. Length of Manuscripts

The length of manuscripts should be kept within the following limits, with the calculation of length based wholly on word number.

- (1) Articles shall consist of 5,000-8,000 words.
- (2) Reports shall consist of up to 5,000 words.

2. Composition

Articles and reports shall consist of title, author's name and affiliation, main body (including tables, and charts, notes, and references), and be accompanied by keywords and an abstract.

- (1) Abstracts shall consist of up to 250 words.
- (2) Three keywords should be chosen and listed above the abstract.
- (3) Headings, sub-headings, notes, references, tables and charts should be included in the main body.
- (4) Articles and reports should follow the order of title, author's name and affiliation, keywords and abstract, main body.

3. Writing Format

In principle, authors shall comply with the following writing format.

- (1) Manuscripts should be printed on A4-size (297 mm x 210 mm) paper, using a readily legible font. Each page should comprise forty lines, and be numbered.
- (2) Single-byte numerals/letters should be used to differentiate between chapters, sections and paragraphs (clauses), taking the form of "1.", "(1)", and "(a)".

- (3) In principle, the Gregorian (Western) calendar should be used to denote years.

4. Tables, Charts and Photographs

- (1) Authors shall take responsibility for devising tables, charts and photographs in an electronic format, and are requested to submit both originals and copies of the graphics in their finished dimensions along with manuscripts. Authors will be informed of the requisite style of the electronic format after their manuscripts have been refereed. Any costs incurred by the Editorial Committee in the production of graphics shall be borne by the author.
- (2) Titles shall be inserted at the top of tables, charts and photographs, (e.g., Figure 1 Number of Alien Registrations by Brazilian Nationals), and where data has been quoted from other references, this should be indicated at the bottom of the graphics (e.g., Source: OECD, 2012, *International Migration Outlook 2012*).
- (3) Authors should clearly stipulate the position of tables, charts, and photographs in the manuscript. Word count equivalency will be calculated according to the size of the graphics. A diagram taking up one-quarter of a page shall be counted as 160 words, and one which takes up half a page, as 320 words.

5. Notes and References

- (1) Notes should take the form of endnotes, and be indicated numerically in the main body of the manuscript by inserting *1, *2, et cetera, immediately on the right of the relevant section.
- (2) The quotation of references in the main body should be indicated by writing the author's name, year of publication, and page quoted, e.g., "Levi-Strauss, 1962: 253".
- (3) The full list of references should be given in the order of author (alphabetical order), year of publication, title of article (book), name of journal, volume, publisher, and relevant page numbers. Titles of books and names of journals should be italicised, and the names of articles should be denoted using quotation marks (" ").

<Examples>

Books

Tomlinson, S., 2008, *Race and Education: Policy and Politics in Britain*, Open University Press, p. ○.

SUZUKI Eriko, 2009, *Nihon de hataraku hiseiki-taizaisya: Karera wa "konomashikunai gaikokujin-rodosya" ka? [Irregular Migrants Working in Japan: Are they really "unfavourable foreign workers"?]* (Japanese), Akashi Shoten, pp.○-○.

Articles in Books

Anwar, M., 2000, New Commonwealth Migration to the UK, in R. Cohen (ed.), *Cambridge Survey of World Migration*, Cambridge University Press, p.○.

Journal Articles

Taylor, C., Fitz, J. and Gorard, S., 2005, Diversity, Specialization and Equity in Education, *Oxford Review of Education* 31(1), p.○.

- (4) With regard to the citation of cases, in principle, the page on which the judgement is first carried should be cited. Judgments of Grand Bench of the Supreme Court should be noted as, 'Sup. Ct, G. B.', and those of the Petty Bench as, 'Sup. Ct.'

<Examples>

Judge 5 Feb. 2008, Sup. Ct, *Minshū* 43-6-355.

Judge 10 Nov. 2007, Tokyo Dist. Ct, Hanji 1410-23.

Precedents and notifications should be cited as, for example, "Notice of the Director-General, Elementary and Secondary Education Bureau, MEXT, 2 May, 2009". When citing from literature in which laws and cases are compiled, the author referencing instructions above should be adhered to.

- (5) Where utilising information from sites on the Internet, the website name, URL and access date should be clearly specified as

follows.

<Example>

US Immigration Support, Citizenship

(<http://www.usimmigrationsupport.org/citizenship.html>, March 16, 2010)

6. Proofreading

Authors shall receive proofs of their articles once. After publication has been decided upon, authors of refereed articles are requested to promptly re-submit both the electronic file (in principle, a text file) and hardcopy of their completed manuscripts. At this stage, the position of notes, tables and charts, and any specific instructions should be indicated in red on the hardcopy.

Provisions for the Submission of Articles

(Amended on March 26, 2016)

1. Eligibility to submit manuscripts to this Journal is restricted to members of the Association. This provision applies equally to the submission of co-authored manuscripts.
2. Only previously unpublished articles will be considered for publication in the Journal.
3. Manuscripts which are simultaneously under consideration elsewhere, or due to be published elsewhere, shall be deemed as duplicate submissions and, accordingly, will not be approved for publication in this Journal.
4. Members, whose manuscripts have been published in this Journal, shall not be able to submit a new manuscript until one year has lapsed since publication.
5. Members submitting manuscripts to be refereed should send four hardcopies as well as an electronic file via e-mail to the following address:
Editorial Committee, Japan Association for Migration Policy Studies
Akashi Shoten CO., LTD.
6-9-5 Sotokanda, Chiyoda-ku Tokyo 101-0021 Japan,
E-mail: migration-policy-review@iminseisaku.org.
6. The closing date for the submission of manuscripts is September 15. Manuscripts must arrive by this date.
7. Submitted manuscripts should comply with the Writing Guidelines, as provided for separately.