



# Wasshoi! Magazine

## *Writing Guidelines*

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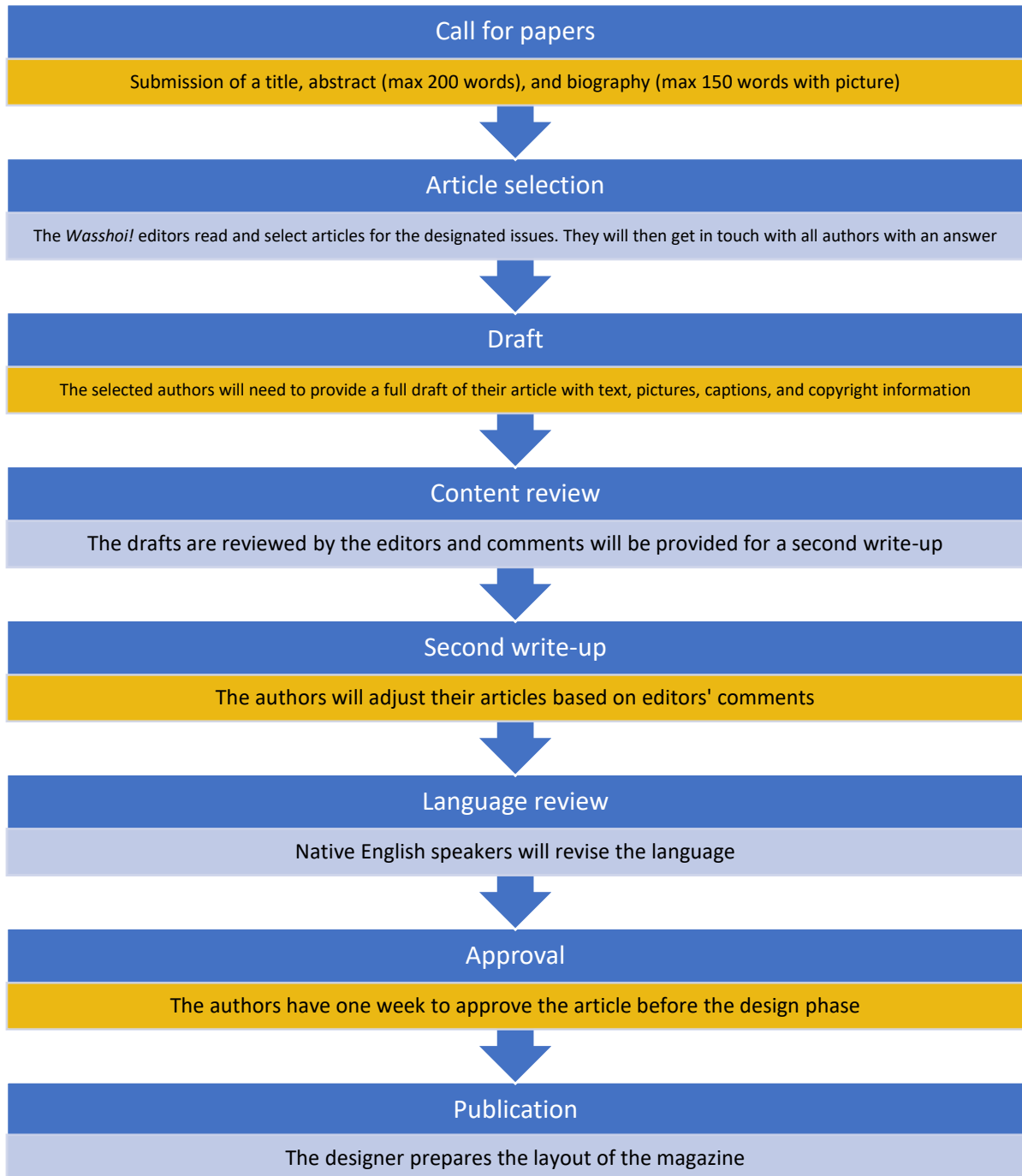
## Introduction

Please read this document carefully before preparing an essay or a review for this magazine. *Wasshoi!* is not a standard peer-reviewed scholarly journal, nor is it an informal tourist's guide to Japan. Instead, we intend to offer a semi-academic publication, a magazine that is accessible whilst still adhering to an academic level of writing with internal reviewing. These guidelines will lead you step by step through every aspect of submission, from correct referencing and the use of images, to preparing all the necessary documents before the deadline. A uniform style also helps us, the team behind *Wasshoi!*, to design the issue in time without any problems. We can guarantee a superb looking magazine that excels in delivering article after article without disrupting the internal harmony. We appreciate your careful attention to these guidelines. If you have any questions or doubts, do not hesitate to contact us at:

[info@wasshoimagazine.org](mailto:info@wasshoimagazine.org)

## Workflow

There are many steps between submitting an idea for an article and having it published. Below is a brief overview of how the workflow at *Wasshoi!* is structured. The **orange parts** refer to author contributions.



## Text

### Titles

Whilst a book should not be judged by its cover, we cannot deny the importance of a catchy title to get the reader's attention. It can be very useful to include a theme, place, or time frame in the title. Two excellent examples are:

- 'Crisis 2025': Baby Boomers in Need of Caregivers
- Locating Jazz in Interwar Japan: Dance Halls, Jazz Coffeehouses and Cafés

### Abstract & biography

Abstracts help our editors to decide which articles will be featured in future issues of *Wasshoi!*. This should be a concise summary of the article and its intention. As mentioned above, the abstract and biography should be no longer than 200 and 150 words respectively.

### Tags

Using tags makes for an easier reading experience, so we ask our authors to choose up to three tags that define the fields to which their article relate. They must be chosen from the list of categories below and included beneath the title of your article. The first chosen tag must correspond to the main topic of your research. For example, the combination of 'history', 'arts', and 'economics' means that the article is related to those three fields with 'history' as the main topic.

Fields	
Anthropology	Music
Arts	Philosophy
Economics	Politics
Education	Popular Culture
Fashion	Psychology
Film	Religion and Mythology
Food Culture	Sociology
History	Sport
Literature	

## Styles

As mentioned above, *Wasshoi!* aims to be an in-between-style magazine that is accessible for laymen, students, and experts alike, maintaining content that is accurate and trustworthy. As an author you can submit two kinds of texts.

Notice: *It is crucial for every author to choose one style and not combine several together.*

## Article

The article aims to briefly introduce a specific topic of one's choice and inform a broad audience about it in layman terms. However, 'layman terms' does not mean dumbing down your content, but rather explaining it without too much jargon. In case a specific Japanese word cannot be omitted, it is up to the author to give an adequate explanation of its meaning. Additionally, please avoid using sections such as 'introduction' and 'conclusion' as space is limited and the article is not an academic paper. It is advisable to use creative subheadings to structure your article instead. If the author wishes, when a topic is very complex and requires multiple sections, they can divide their subject over several issues after a consultation with the editors. In this regard, the author should make clear that it is a larger work through a short description at the beginning of the article and the division in 'part 1', 'part 2', etc. Please use endnotes instead of footnotes when quoting a source, but still in moderation; remember that you are not writing an academic paper.

## Opinion piece and Review

Contributors can write an opinion about a topic related to current research, special events (like the Tokyo Olympics), or customs on Japan. Please keep everything coherent and concise so that readers can follow the argument. We recommend making sufficient use of evidence to support your points, such as data from international organizations, books, and news articles. Exact page numbers are not needed, except for direct quotes.

Authors can also write a review on a cultural asset such as a music album, exhibition, movie, or performance act. The review is not restricted to new releases and may present a landmark piece such as Akira Kurosawa's 'Drunken Angel' of 1948, or something else that the author feels has been overlooked.

Notice: *Please refrain from offering more facts than personal ideas. Every stance that is taken should be carefully argued. We also advise authors to be creative in this part; they can experiment with their own writing style while keeping in mind these guidelines.*

## Word count

### Article

- English: 800 – 3500 words, including endnotes and suggested reading
- Bilingual publication (including notes and suggested reading):
  - o Non-English: 800 – 2000 words
  - o Japanese: 1600 – 4000 characters

### Opinion piece

- English: 600 – 2000 words
- Japanese: 1200 – 3000 characters

### Review

- English: 500 – 1500 words
- Japanese: 1000 – 3000 characters

The editorial team will not accept drafts that are below or above these counts but will listen to an author's requests if they offer sufficient arguments.

## Document file extension

Please forward the draft in a DOC or DOCX format. This makes it easier for the editors to add comments, corrections, and, if necessary, changes. **Do not** send your draft as a PDF.

## Language

### English

To streamline everyone's text, everything is to be written in UK English. The editorial team will provide a language check done by our own specialists and native speakers. As a friendly reminder, please do not forget to switch your language in the text editor to English UK.

### Japanese

Authors are also encouraged to submit essays and reviews in Japanese. The editorial team will arrange a language check for non-native Japanese speakers, as well as providing a translation into English.



## Transliteration

Use the revised Hepburn system (with macrons) for writing the transliteration of (uncommon) Japanese words and names. Beware that some words and names are loanwords in English and form an exception to rules, like Tokyo or Osaka. If you are not sure whether a word or name is written correctly, please contact the editorial team. When using a Japanese word that requires the English translation (which will be in most cases), please write them in the following order:

### English word (*Japanese reading in italics + kanji/hiragana/katakana*)

Below are some examples.

- ... medicine (*inrō* 印籠), or small pouches to carry tobacco (*tabakoire* 煙草入れ).
- modern girls (*moga* モガ)
- first shrine visit of New Year (*hatsumōde* 初詣)

However, if you directly use a Japanese word, there is no need to put brackets for the kanji. Below are some examples.

- The word *netsuke* 根付 stems from the Japanese...
- ... of this phenomenon as massification or *taishūka* 大衆化.

## Japanese names, historical events, and titles

Contrary to the Western method, we ask authors to maintain the Japanese order of writing names in the main text itself. That is, **family name** and **first name**. As a rule, the first time you mention a person write down their full name, including the kanji and the dates of birth and death in brackets. The same rule applies to the references. The dates of birth and death (years only) are placed after the kanji, separated with a semicolon. When one or both are unknown use question marks (or leave it open if the person is still alive). If there is an approximation, use 'c.' for circa. Below are two examples.

- Oda Nobunaga (織田信長; 1534–1582)
- Miyamoto Musashi (宮本武蔵; c. 1584–1645)

Likewise, an historical event in Japanese history is written with the translation and/or *transliteration* first, followed by the Japanese name and the date between brackets. If

you mention the date in the same sentence as the event, it is not necessary to repeat it in the brackets. For example:

- The Marco Polo Bridge Incident (*Rokōkyō Jiken* 蘆溝橋事件; 7 July 1937) is widely considered as a starting point for the Second Sino-Japanese War (1937–1945).

For a title of a Japanese work (books, songs, films, etc.), start with the translated or transliterated title first, followed by the original in Japanese in brackets. Dates should be added between brackets whenever you do not mention them in the sentence itself. For example:

- Goshō Heinosuke's *The Neighbor's Wife and Mine* (*Madamu to nyōbō* マダムと女房) of 1931 was the first Japanese sound film or talkie.

#### Foreign words, names, historical events, and titles (non-Japanese)

Sometimes an author may want to write a foreign word, name, or title of a work. The editorial team advises to use translations and/or the official English transliteration for that language.

For historical persons, the dates of birth and death should be mentioned between brackets. An historical event follows the same rules as above: translation and/or transliteration with the date between brackets unless it is mentioned in the sentence itself.

- General Douglas MacArthur (1880–1964) accepted the surrender of Japan aboard the USS Missouri on 2 September 1945.

Foreign words and phrases that are unfamiliar to readers should be italicised.

#### Reference style

Authors are asked to limit the use of footnotes and use them mainly for direct quotes or data from official research. From the list of sources that have been consulted, a selection of up to five titles should be made and put at the end of the article in the section

‘Suggested Readings’. The suggested readings help interested readers to discover more about a specific topic.

In addition, authors should use the most up-to-date and representative literature in their article, especially for contemporary issues. Nevertheless, this does not mean that relevant older works must be omitted.

We have chosen two different reference styles, one for English and one for Japanese. To avoid listing up all details, a link with additional information and examples is provided below. Please make sure to follow these reference styles. In case you are not sure, contact the *Wasshoi!* editorial team.

**English and bilingual contributions:** Chicago Manual of Style, 17th Edition, with Japanese names in family name – surname order. Please make sure that titles of works and sources follow the rules of the respective language. For English titles, every word starts with a capitalized letter except for prepositions, articles, and conjunctions (e.g., ‘and’, ‘or’, ‘for’, ‘with’, etc.).

For more information see the [official](#) website with some concrete examples. Be aware that you might have access via your university.

**Japanese:** Please use the style as proposed by [SIST](#). A detailed guide how to cite according to their standards can be found [here](#).

## Images

Visual accompaniments to your writing are not limited to photographs, but can include pieces of art, graphs, maps, videos, and more. Using photographs (whether historical or modern) can make individuals and events feel more relevant to the reader; graphs can provide a concrete overview of demographic changes or cycles of recession; and maps could illustrate how different parts of the world are connected in terms of trade. Moreover, *Wasshoi!* intends to use more colourful images to distinguish itself as a publication. That is why we ask authors to add at least **one visual element every 500 words**. Various shapes and formats can be used, such as vertical or horizontal banners.

### How to use images in a text

As a rule of thumb, authors should use 'figures' to refer to the images they use inside a text (e.g. Fig. 1). This will also help the designer to arrange the images in the layout of the magazine. Please take a look at the following example:

- In this context, *netsuke* was the ideal functional and aesthetic ornament that perfectly matched such containers which are often highly decorated and made of various materials, such as lacquer (Fig. 4).

If a picture is used as a visual addition without being mentioned in the text, please make sure to number it anyway according to where you wish for it to appear in relation to other images. Authors need to prepare an additional Word document to fill with captions and copyright acknowledgements (where needed) for each picture. Inside the document, prepare a list in ascending order with the required information. An example can be found below. The captions will be used below the images in the text, while copyright holders will be listed at the end of the magazine.

Fig. 1 Kimono with *netsuke*, sash, and a box for valuables

Fig. 2 Puffed sparrow, early Meiji period (1868–1912)

Fig. 3 *Inrō* with *netsuke*

Fig. 4 *Ashinaga and Tenaga with an Octopus*, 18th century

© The Metropolitan Museum of Art

Fig. 5 Kaigyokusai Masatsugu (1813–1892), *Reclining Ox*, 1850–1892

© Walters Art Museum

Fig. 6 Kōhōsai, *Boar*, late 19th century

© The Metropolitan Museum of Art

Fig. 7 Tomotada, *Boar*, late 18th century

© The Metropolitan Museum of Art

### Uploading the draft, the images and the document with captions and copyrights

To summarise the 'Draft' phase of the submission process (refer to page 2 in this document), every author will be required to prepare (1) a draft with the plain text, (2) a selection of pictures, and (3) a document with captions and copyright information. After reviewing the abstracts, which will happen before the 'Draft' phase, the editors will contact the approved authors and include two Google Drive links in the email. One folder

will be dedicated to the draft submission, and another to both the pictures and the secondary document. Please upload your material in those two folders accordingly.

When naming each image file, please use the figure labels followed by a descriptive title. This will help the designer to pair the images with their captions and their location in the text. Use an underscore when separating words. Below are two examples.

- Fig.3\_inro\_with\_netsuke.jpg
- Fig.6\_netsuke\_boar .jpg

Please make sure to provide images of the highest possible quality and avoid using blurry photos. It is advised to use images that are at least 8 MP or higher. If you have doubts whether the pictures are appropriate, please contact the editorial team.

### Copyrights

While some images are free to use – e.g. because you have taken a picture yourself, made the graph by yourself, or used a stock photo – much of what can be found on the internet is not. To prevent any future problems regarding copyright infringement, we ask that every author verifies the source of the image and checks the terms of use. If you are uncertain, please contact the institution or the copyright holder to make sure that you can use the image. Please remember to also add the link of the website where you found the image to the captions/copyright document; it will be useful for the editors in case there are doubts.

Here are some websites where you can find public domain images, or pictures that can be used freely for commercial purposes if their source is properly acknowledged.

- <https://www.europeana.eu/en> - A portal for images of art currently held by European institutions. It is possible to find images in the public domain as well. Requires copyright recognition.
- <https://www.digital.archives.go.jp/> - National Archives Japan. Requires copyright recognition.
- <https://search.creativecommons.org/> - Requires copyright recognition.
- <https://unsplash.com/> - All pictures are free to download and free to use for commercial purpose.
- <https://www.reshot.com/> - All pictures are free to download.

- <https://pixabay.com/> - All pictures are free to download
- <https://picryl.com/> - Useful for historical photos, artwork, old documents, and scientific data. You may need to find the original owner and their copyright rules, but most are public domain images.
- <https://www.freepik.com/> - Many creative illustrations and digital drawings (you need to filter the 'free' ones). Most of them can be used for commercial use but some need to be credited (you can find the copyright information once you download the image).
- <https://www.vectorportal.com/> - Here you can find many vectorial images, illustrations, logos, and graphics. Most are public domain, but some need to be credited.