

# ***GRL Studies* Author Guidelines**

*GRL Studies* Editorial Committee

Established on August 5, 2025

## **1. Purpose**

These guidelines outline the requirements for preparing manuscripts submitted to *GRL Studies*, the annual report of the Gender Research Library at Nagoya University.

## **2. Submission Format**

- (1) Manuscripts should preferably be prepared using Microsoft Word.
- (2) Do not insert page numbers.
- (4) An abstract is required (see section 4).

## **3. Fonts**

Fonts: Times New Roman. Font sizes: Main text; 11pt, Notes: 10 pt, Title: 12 pt

## **4. Structure of the Manuscript**

- (1) Manuscripts should follow the order:
  - Title (if there is a subtitle, precede it with a colon).
  - Author name(s), affiliation(s)/position(s).
  - Table of contents (not required for shorter pieces)
  - Main text.
  - Acknowledgments (if necessary).
  - Notes.
- (2) For section numbering:
  - Chapters: 1., 2., 3., ...
  - Subsections: (1), (2), (3), ...

## **5. Figures, Tables, and Images**

- (1) Indicate the location of figures, tables, and images in the text. Submit all figures and tables in a separate file, consolidated into one file.
  - Acceptable formats: Word, Excel for tables; JPEG or PNG for images.
- (2) Size calculation for the length:
  - Half-page (B6): count 300 words.
  - Quarter-page (B7): count 150 words.
- (3) All figures and tables must include a caption below with table/figure number, title, explanation (if necessary), and source.(e.g., Figure 1 XXXX, Figure 2 YYYY (insert a space between the number and title)
- (4) Indicate sources for all tables/figures, even if self-created. Obtain prior permission from copyright holders where necessary.

## **6. Notes**

- (1) Use the Word's endnote function for notes. Font size: 10pt. Superscript numbers should be Arabic (e.g., : <sup>1</sup>. <sup>2</sup>)
- (2) Citations in text should follow the author-year format in parentheses:
  - Single author: (Maekawa 2017: 182-183)
  - Multiple works: (Yamada 1980, 1990)
  - Co-authored works: (Yamada and Tanaka 2020)

- More than three authors: (Yamada et al. 2021)

## 7. Quotations

- (1) Short quotations: enclose “ ”.
- (2) Long quotations: separate from the text with a blank line before and after, indent five characters at the beginning, and provide the citation at the end.

### Example.

A recent trend is seen in ... "....."  
 .....” (Yamada 2012: 8).

## 8. References

- (1) List all references at the end of the manuscript in alphabetical order by author’s surname.
- (2) All in-text citations must appear in the reference list, and vice versa.
- (3) Do not break bibliographic information across lines; indent the second and subsequent lines by three full-width spaces.
- (4) For multiple works by the same author, replace the author’s name in the second entry and beyond with a dash (---), and list in ascending order by publication year.

### Examples:

- Book (single author)  
 Scott, Jean Wallach, 1988, *Gender and the Politics of History*, New York: Columbia University Press.
- Book (multiple authors)  
 Roberts, Marie Mulvey and Tamae Mizuta, 1994, *The Campaigners: Women and Sexuality*, London: Routledge/Thoemmes Press.
- Edited Book  
 Stanton, Elizabeth Cady, Susan B. Anthony, and Matilda Joslyn Gage, eds., 1969, *History of Woman Suffrage*, New York: Arno Press.
- Edited Book Chapter  
 Winterburn, Emily, 2022, “Astronomy, Education and the Herschel Family: From Caroline to Constance,” Claire G. Jones, Alison E. Martin, Alexis Wolf, *The Palgrave Handbook of Women and Science since 1660*, Cham: Palgrave Macmillan, pp. 247-268.
- Journal Article  
 Hooks, Bell, 1986, “Sisterhood: Political Solidarity between Women,” *Feminist Review*, 23: 125-138.
- Government Publications and Research Reports  
 Cabinet Office, Gender Equality Bureau, 2025, *White Paper on Gender Equality*, 2025 Edition
- Web page, etc.  
 Nagoya University Gender Research Library, 2025, Nagoya University Gender Research Library. Homepage (accessed July 25, 2025, <https://www.grl.kyodo-sankaku.provost.nagoya-u.ac.jp>)