Kyoto University and Heidelberg University Joint Degree Master of Arts Program in Transcultural Studies

Writing Style Sheet for M.A. Students (Version 2017)

A. Layout and Format

Please follow the guidelines below when you prepare a term paper.

1. Title Page: Name of the course, semester, name of the teacher; title (and subtitle) of your paper; your name, affiliation, student number, mail address; date of submission.

2. Contents: List the headings of chapters, subchapters, the bibliography etc.; include a list for all tables, figures etc. if necessary; include a list of abbreviations if necessary. Include a statement about conventions used for Japanese, Chinese, Indian or any other Non-English language names and words (e.g., Hepburn romanisation).

3. Main Text: Write the amount of words or characters as stated by the course you write the paper for. Text margins on all sides: 30 mm.
- Body text: Times New Roman, 12pt, line spacing 1.5. Indent subsequent paragraphs.
- Headings: Number headings (first level: 1., second level: 1.1, etc.); use a maximum of three levels. First level headings shall be 16pt and bold, second level headings 14pt, bold, and have 10pt spacing before, third level headings 12pt, bold, and 10pt spacing before. Start new chapters (level one headings) on a new page.
- Footnotes: Use the footnote function of your word processor (do not add them manually, do not use endnotes). 10 pt, single spaced.
- Highlighting: Use italics for Non-English words (e.g., *sakariba*) and for special theoretical terms at first mention (e.g., *controlled loss of control*). Do not use bold text except for headings. Common phrases that have entered the English language, such as manga, do not necessitate italics.
- Macrons: Use macrons for long vowels etc. in Japanese, e.g. *asabō!* or *asabô!* Omit macrons in common place names, e.g. Tokyo.
- Quotations: Use double quotation marks for "quotes," single marks for "quotes 'within' quotes." If a quote is longer than 1-2 lines, make it a block quote (11pt, 1.15 spaced, 10 mm left indent).

4. Citations: Use inline citations (Author, Date) and follow the Chicago Manual of Style 16th Edition. For those of you using zotero or juris-m, please download and install the customised style you find on the website. For manual citations, please refer to this website (click on the tab labelled "AUTHOR-DATE") and below.
Please also remember the guidelines on the quality and credibility of sources you find in Moodle, the CATS eLearning platform.

5. Bibliography: The bibliography comes directly after the main text. Use 12pt, single spaced, hanging indent. If you use Non-English sources, include an English translation in square brackets [ ] after the source title. You may list special sources, such as movies or games, under separate headings (level two).

6. Glossary: If you use Japanese, Chinese, Indian or other Non-English words, include a glossary after the bibliography in the form of a table: Term in *romaji*, *pinyin*, or other romanization; term in original script (e.g., *kanji/kana*, *hànzì*); English translation or explanation.

7. Appendices: If you have source material you produced yourself, such as a questionnaire, many screen shots of a movie or digital game, or documents you analysed in their entirety, such as law bills etc., add this material after the glossary.

8. Declaration against Plagiarism: Include a signed statement that the paper has been written by you alone, that you have not plagiarised others' work and used only the sources given in your bibliography.

B. Bibliography

Book, single or multiple author(s) / editor(s)

Ortiz, Fernando. 1995. *Cuban Counterpoint: Tobacco and Sugar*. Durham: Duke University Press.
> Lastname, Firstname. Year. *Book Title and Subtitle*. Place: Publisher.

Flüchter, Antje, and Jivanta Schöttli, eds. 2014. *The Dynamics of Transculturality*. Heidelberg: Springer.
> Lastname, Firstname, and Firstname Lastname [if editors, add "eds"]. Year. *Book Title and Subtitle*. Place: Publisher.

Hirata, Shōji. 2016. *Wénhuà zhìdù hé Hànyǔ shǐ* [Cultural Institution and the History of Chinese Language]. Beijing: Peking University Press.
> Lastname, Firstname. Year. *Japanese, Chinese, Indian etc. book title and subtitle* [English Translation]. Place: Publisher.

Chapter in an edited book

Kamm, Björn-Ole. 2015. 'Opening the Black Box of the 1989 Otaku Discourse'. In *Debating Otaku in Contemporary Japan: Historical Perspectives and New Horizons*, edited by Patrick W. Galbraith, Thiam Huat Kam, and Björn-Ole Kamm, 51–70. London: Bloomsbury Academic.
> Lastname, Firstname. Year. "Book Chapter." In *Book Title,* edited by Firstname Lastname and Firstname Lastname, page numbers. Place: Publisher.

Journal article

Asato, Wako. 2016. "Foreign Domestic Workers and Marriage Migrants: Issues Migration Regime Raise." *The Quarterly of Social Security Research***,** 51 (3-4): 270-286.
> Lastname, Firstname. Year. "Journal Article Title." *Journal Name* Vol. (Issue): page numbers.

The DOI in the following example indicates that the article was consulted online; it is preferred to a URL.

Mervart, David. 2015. "Republic of Letters Comes to Nagasaki: Record of a Translator's Struggle." *Transcultural Studies*, 6 (2): 8–37. doi:10.17885/heiup.ts.22765.

Website

"Joint Degree Master in Transcultural Studies." 2017. https://www.cats.bun.kyoto-u.ac.jp/jdts/ (accessed 2017/9/9).
> "Website Title." Year. URL (accessed date).

Newspaper article

Schiesel, Seth. 2008. "Gary Gygax, 69, Game Pioneer, Dies." *New York Times*, March 5, C11.
> Lastname, Firstname. Year. "Newspaper Article Title." *Newspaper Name*, issue date, page numbers.

You may distinguish between different kinds of sources, e.g. place movies, novels, or games under separate headings.

Audio-Visual Works

Star Wars. 1977. Movie. Directed by Lucas, George. USA: Lucasfilm.
Title. Year. Kind [Movie, TV Show, etc.]. [Directed by/Produced by] Lastname, Firstname. Country: [Production Company/Broadcaster].

Games

Fainaru Fantajī [Final Fantasy]. 1987. CRPG. NES. Sakaguchi, Hironobu. Tokyo: Square Enix.
Sōdo Wārudo Āru Pī Jī [Sword World RPG].1989. TRPG. Mizuno, Ryō, and GroupSNE. Tokyo: Fujimi Shobō.
Title. Year. Kind [Browser Game, CRPG, MMORPG, TRPG, etc.]. Lead Designer Lastname, Firstname. Place: [Game Studio/Publisher].