

AGLOS Journal of Area-Based Global Studies

Style Sheet (2025 version)

1. Use Microsoft Word file only.
2. Use A4 paper, double spaced.
3. Use “Times New Roman”, 12 pt font.
4. Margin 2.54 on all four sides

Left and right margins justified (right margin uses hyphenated justification)

Header and footer (1.25 cm)
5. Header: “AGLOS: Journal of Area-Based Global Studies” (Lucida Sans, 8.5pt), aligned center.

Footer: author’s name (Lucida Sans, 8.5pt), aligned center.
6. The paper should be structured in the following order:

title (centered and **bold**, 18pt)

author’s name (centered 16pt)

abstract

keywords (4-10)

main text (introduction, main body, conclusion)

bibliography

author information (CV) (12 pt, author’s name in bold)
7. Headings, notes, and citations

Main headings (three open lines, 14pt, left justified, **bold**)

Subheadings (one line open, 12pt, left justified, **bold**)

Footnotes (alphabet 11pt/ Japanese 10pt)

Block citations (one line open above and below)
8. For references, use footnotes (not endnotes) or in-text citations in brackets (see below for details).

9. Page numbers (Calibri, 11 pt font, numbers alternate sides: page 1 on lower right hand corner, page 2 on lower left hand corner, etc.).
10. Please use the following format for dates: 15 September 2020.
11. For citations, use these “quotation marks.” Use ‘these quotation’ marks for citations within citations.
12. Write out numbers from one (not 1) to twelve.
13. The chief editor will decide the final printing format, and there will be only one round of proofreading by the author.
14. In principle, charts, graphs, illustrations, and figures have to be submitted in separate files; in the body of the paper, please indicate where charts/illustrations etc. should be placed [e.g., *Fig1, around here*].
15. The author is responsible for obtaining the copyright for copyrighted material to be included in the journal.
16. For citations/references and bibliography, follow the [*Chicago Manual of Style*](#) (click link for a short summary and FAQ), the examples on the following pages, and the AGLOS style sheet for Japanese.

Chicago Manual of Style

Quick Guide

[T]: an in-text citation

[F]: footnotes

[R]: reference list entry

Books

One author

T: (Doniger 1999, 65)

F: Wendy Doninger, *Splitting the Difference* (University of Chicago Press, 1999).

R: Doniger, Wendy. 1999. *Splitting the Difference*. University of Chicago Press.

(Please note that the most recent version of CMS states "that a place of publication is no longer required in book citations.")

Two authors

T: (Cowlshaw and Dunbar 2000, 104–7)

F: Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (University of Chicago Press, 2000).

R: Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate Conservation Biology*. University of Chicago Press.

Four or more authors

T: (Laumann et al. 1994, 262)

F: Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (University of Chicago Press, 1994).

R: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The Social Organization of Sexuality: Sexual Practices in the United States*. University of Chicago Press.

Editor, translator, or compiler instead of author

T: (Lattimore 1951, 91–92)

F: Richmond Lattimore, trans., *The Iliad of Homer* (University of Chicago Press, 1951).

R: Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. University of Chicago Press.

Editor, translator, or compiler in addition to author

T: (Bonney 1995, 22)

F: Yves Bonnefoy, *New and Selected Poems*. Ed. John Naughton and Anthony Rudolf (University of Chicago Press, 1995).

R: Bonnefoy, Yves. 1995. *New and Selected Poems*. Ed. John Naughton and Anthony Rudolf. University of Chicago Press.

Chapter or other part of a book

T: (Wiese 2006, 101–2)

F: Andrew Wiese, “‘The house I live in’: Race, class, and African American suburban dreams in the postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119 (University of Chicago Press, 2006).

R: Wiese, Andrew. 2006. “‘The house I live in’: Race, class, and African American suburban dreams in the postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. University of Chicago Press.

Book published electronically

Same as “Book / One author,” but add link at the end.

Thesis or dissertation

Same as “Book / one author”, but at the end, add “PhD diss., XXX University.”

Journal articles

Article in a journal

T: (Smith 1998, 639)

F: John Maynard Smith, “The Origin of Altruism,” *Nature* 393, 639–40.

R: Smith, John Maynard. 1998. “The Origin of Altruism.” *Nature* 393, 639–40.

Popular magazine article

T: (Martin 2002, 22)

F: Steve Martin, “Sports-Interview Shocker,” *New Yorker*, 6 May 2002.

R: Martin, Steve. 2002. “Sports-Interview Shocker.” *New Yorker*, 6 May 2002, 22-30.

Newspaper article

Newspaper articles may be cited in running text (“As William Niederkorn noted in a *New York Times* article on 20 June 2002, . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well.

Paper presented at a meeting or conference

T: (Doyle 2002)

F: Brian Doyle, “Howling like dogs: Metaphorical language in Psalm 59,” paper presented at the annual international meeting for the Society of Biblical Literature, 19–22 June 2002, in Berlin, Germany.

R: Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

Website

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the second example below.

T: (Evanston Public Library Board of Trustees)

F / R: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library.
<http://www.epl.org/library/strategic-plan-00.html>.

Weblog entry or comment

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

T: (Peter Pearson, The Becker-Posner Blog, comment posted 6 March 2006)

F: The Becker-Posner blog, <http://www.becker-posner-blog.com>.

R: Becker-Posner blog, The. <http://www.becker-posner-blog.com>.

E-mail message

E-mail messages may be cited in running text (“In an e-mail message to the author on 31 October 2005, John Doe revealed ...”) instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.

F: John Doe, e-mail message to author, 31 October 2005.

R: Doe, John. E-mail message to author. 31 October 2005.

Item in online database

Journal articles accessed through online databases should be cited as shown above, under “Article in a journal.”

If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

T: (Pliny the Elder, Perseus Digital Library)

F / R: Perseus Digital Library. <http://www.perseus.tufts.edu>.