

Journal of Chinese Economy & Management Studies:
Provisions for submitting contributions

1. Contributions are restricted to members of the Japanese Association for Chinese Economy and Management Studies (JCEMS). In case of joint authorship, at least one person must be a member of the Association.
2. All materials for publication must be submitted exclusively to the JCEMS, and must not have previously appeared in any other publication.
3. Manuscripts for contribution shall be classified as follows: Articles (approximately 20,000 characters for manuscripts in Japanese and approximately 8,000 to 10,000 words for manuscripts in English (including figures and tables in both cases)), research notes (approximately 12,000 characters for manuscripts in Japanese and maximum of 7,000 words for manuscripts in English (including figures and tables in both cases)), surveys, introduction of source materials, book reviews.
4. Authors should submit the manuscript in electronic form to the Editorial Board via email (jcems2016@yahoo.co.jp).
If a receipt notification is not received within a week after submitting, the authors may send direct inquiries to the Chief Editor via email (rnt20014@ir.ritsumei.ac.jp).
5. Acceptance of manuscripts
 - (1) Acceptance of manuscripts shall be determined by the Editorial Board based on reviews by two or more referees appointed by the Editorial Board for this purpose.
 - (2) The date of acceptance is the date on which the Editorial Board sends the receipt notification by email. Generally, notice of acceptance of manuscripts will be given within three months.
 - (3) Peer-reviewed manuscripts and abstracts written in a foreign language must be proofread by a native speaker. The authors must submit the certificate(s) of proofreading described in free formats to the Editorial Board (only for manuscripts).
6. Manuscripts (including figures and tables) will not be returned under any circumstances.

(Enacted on March 4, 2017)

Journal of Chinese Economy & Management Studies:
Guidelines for contributors

1. Manuscript creation and submission

- (1) The language used must be either Japanese or English.
- (2) Manuscripts must be typeset horizontally and the footnote system must be used (Do not use the endnotes.). Explanatory notes must be numbered consecutively.
- (3) All diagrams (figures and tables) must be in black and white.
- (4) All manuscripts must have a cover page stating, in Roman letters, the title, author's name(s), author's affiliation, up to five keywords, and the JEL classification codes (Please refer to www.aeaweb.org/jel/guide/jel.php).
- (5) Submitted manuscripts shall adopt the following order: the above-mentioned cover page, main text, references, figures and tables, and abstract in English (The abstract must be approximately 300 words, and must be submitted after the manuscript has been accepted for publication.).
- (6) Once the manuscript has been approved for publication, the original manuscript must be submitted via email as an attached file.
- (7) The main text and diagrams (figures and tables) must be saved in different files, which will be edited by the Editorial Board as needed.
- (8) All diagrams (figures and tables) should be submitted with the original data.

2. Reference notations

- (1) Reference notations for explanatory notes shall be abbreviated in the following order: author name (or editor name), (year of publication, and page(s) quoted). For example, Makino (1996 : 25), Zhang (2003 : 172-174), Otsuka, Liu and Murakami (2000 : 12-18), or Otsuka et al. (2000 : 12-18)
- (2) References shall be listed in the following order: Japanese references, Chinese references, European language references and the other language references. Each category shall be listed alphabetically according to the author's family name (or according to the Pinyin standard for Chinese names).
- (3) As a general rule, each type of reference shall be annotated as follows:
Books: Author's (editor's) name, year of publication, title, place of publication (for Chinese and European language references), and publishing company
Articles and essays: Author's name, year of publication, title, name of publication (or name of document in which the article appeared), volume and number, and month of publication
- (4) The names of books and journals in Japanese and Chinese should be indicated in roman letters and Pinyin, respectively. Names of books and journals should be rendered in italics. In addition, article names should be indicated using “ ” quotation marks.

Examples

References in English:

- Jefferson, G. H., T. G. Rawski and Y. Zheng (1992), "Growth, Efficiency, and Convergence in China's State and Collective Industry," *Economic Development and Cultural Change*, Vol.40 No.2, January.
- Otsuka, K., D. Liu and N. Murakami (1998), *Industrial Reform in China: Past Performance and Future Prospects*, Oxford, Clarendon Press.

References in Japanese:

- Marukawa, Tomoo (1994), "Chugoku ni okeru Kigyokankankei no Keisei: Jidosha Sangyo no Jirei", *Ajia Keizai*, Vol.35 No.9, September.
- Katsujii, Nakagane (2002), *Keizaihatten to Taiseiiko: Shirizu Gendai Chugoku Keizai 1*, Nagoya University Press.

References in Chinese:

- Liu, Guoguang, Li, Jingwen et al. (1998), *Jingji Lanpishu: 1998nian Zhongguo Jingji Xingshi yu Yuce*, Beijing, Social Sciences Academic Press (CHINA).
- Shen, Liren and Dai, Yuanchen (1990), "Woguo 'Zhuhoujingji' de Xingcheng ji qi Biduan he Genyuan", *Jingji Yanjiu*, No.3, March.

- (5) Generally, numbers should be represented in Arabic numerals.
- (6) Figures (including photographs) and tables should be clear and distinct. The quality should be such that they can be photoengraved as received. Indicate their location using the following text: <Insert Figure or Table here>.
- (7) As a rule, the Western writing style (AD) should be used when indicating the year. When adding the era name and year, represent this information in parentheses immediately after the corresponding year in AD, for example 1913 (民国 2).
- (8) The Association accepts no responsibility for copyright issues with respect to quotations, reproductions, and so on.

3. Proofreading

- (1) Authors may only proofread the first and second proofs of their contribution.
- (2) Proofreading must be limited to the correction of words and phrases. (For large-scale corrections, the Editorial Board may request that the author rewrite the document.)
- (3) The return dates for proofread documents must be strictly observed.

4. Separate printed copies

- (1) If an article or essay, research note, research projection, or introduction of source materials is accepted for publishing, 30 complimentary printed copies will be forwarded to the author(s).
- (2) If more copies are required, the author(s) may apply in advance to have extra copies

printed at their own expense. These extra copies shall be in units of 10 copies, up to a maximum of 100 copies.

(Enacted on March 4, 2017)