

December 2024

Andon

Journal of the Society for Japanese Art

Style guide

General directions

Articles should be written in English and be submitted in digital form, formatted according to the *Andon* style. Long articles should be 4000–5000 words and short articles 1500-2000 words. Book reviews should be 800-1500 words. The accompanying illustrations (10-15 for a long article, 5-10 for a short article, 3-5 for a book review) should be of sufficient quality for print and delivered with the article text as separate files. *Andon* uses British English conventions in spellings.

Illustrations

High-quality images should be supplied *as separate files* in digital jpg or tiff format with a resolution of at least 300 dpi and a size of at least 30 (height) x 22 (width) cm. (About 3450 x 2530 pixels.) Please refrain from artificially converting or enlarging images. If an image with the right specifications is not available, the options can be discussed. The images should be numbered (e.g., fig. 1, fig. 2a). It is the author's responsibility to secure permissions for the reproduction of images.

For any queries regarding images please contact *Andon's* project manager at andon@societyforjapaneseart.org.

Manuscript

Font	Article title: Times New Roman in size 14, with an initial capital letter for any proper nouns. Main text: Times New Roman in size 12 with double spacing. Headings: Times New Roman Bold size 12. Do not use second-level headings.
Introduction	The article should include an introductory paragraph of 50-80 words.
Spelling and punctuation	End punctuation (commas and full stops) is inclusive, that is, it should be placed after quotation marks. Use double quotation marks (“ ”) for quotations. Use single quotation marks (‘ ’) for specific terms, titles of book chapters, articles, or prints. An EN dash (–), not hyphen (-) or EM dash (—), is used to denote a range: pp. 21–45; 3–5 April.

	Japanese personal names and expressions Japanese personal names should be given in the Japanese order, i.e., family name followed by given name.
Japanese terms	Japanese terms should be italicised (without quotation marks), except for words that have entered the English language. Romanised Japanese text (Hepburn style) should, on first mention, be followed by a translation or short explanation in parentheses, e.g., <i>shin hanga</i> (new print). Japanese characters (without parentheses) should only be inserted if this is important to the discussion, e.g.: <i>haboku</i> 破墨 (splashed-ink), or 'splashed-ink' (<i>haboku</i> 破墨).
Notes	Endnote numbers should be placed <i>after</i> the full stop, using automatic numbering. Please do not manually insert superscript. References are listed as endnotes (see p. 3).
Image captions	Please list all captions (including credit statement), numbered 1, 2, etc., after the main text and before the endnotes.
Titles	In the main text, a transcription of the Japanese titles of books, periodicals, print series and theatre plays should be supplied in italics, followed by a translation in parentheses, e.g., <i>Yoshitsune senbonzakura</i> (Yoshitsune and the Thousand Cherry Trees). Book chapters, article titles and titles of single prints should be supplied within single quotation marks.
Numbers	Numbers 1 to 100 and round multiples up to 10.000 should be spelled out. Spell out people's ages and centuries. Give years between brackets for historical persons and era names upon first mention.
Abbreviations	We prefer the following abbreviations: c. for circa; act. for active; e.g. for exempli gratia; i.e. for id est; etc. for et cetera; fig. for figure; figs for figures. In references: et al. for et alia; op. cit. for opere citato; p. for page; pp. for pages; vol. for volume; vols for volumes; no. for number; nos for numbers.
Capitals for Japanese words and titles	Capital letters should be used for personal names, officeholders, geographical names, historical eras, and names of institutions, organisations, and their members, e.g., Taira no Tomomori, Chūnagon, Middle Ages, Buddhism, Kabuki, Bakufu, Minamoto. In titles of Japanese books, prints, series, and plays, only the first letter and any personal names or place names are capitalised, e.g., <i>Natsu matsuri Naniwa kagami</i> (The Summer Festival, a Mirror of Naniwa).

References	<p>References should be listed as endnotes. Sources should be listed in full on first mention; all subsequent citations of the same reference should appear in a short form, with the author's name followed by 'op. cit.' and page numbers. If there are multiple references by the same author(s), please list the year of publication as well, e.g., Roberts, op. cit. (1976), pp. 100–102.</p> <p>For non-English publications, provide the original titles. For Japanese titles, please provide a Romanised transcription, and the family name and full given name of the author, e.g.: Yamamoto Kenji (not Yamamoto, K.).</p> <p>When referring to pages in books or exhibition catalogues the following format should be used: [author's last name], [author's initials], [title of the book in italics], [publisher], [location] [year of publication], [page numbers]. e.g.,</p> <p>Guth, C., <i>Art of Edo Japan : The Artist and the City 1615-1868</i>, Yale University Press, New Haven and London 2010, pp. 99–100.</p> <p>When referring to an article in a periodical the following format should be used: [author's last name], [author's initials], '[article title]', in: [journal title in italics], [vol. and/or issue no.], [Year], [Page numbers]. e.g.,</p> <p>Crandol, M., 'The Paradox of the 'Horror Comic' : Conveying Fear in the Manga of Itō Junji', in: <i>Andon</i>, no. 111, 2021, p. 28.</p> <p>When citing a website, list, if available, the name of the author and the title, as well as the date that the website was consulted and the URL of the website. e.g.,</p> <p>Desloge, T., 'Conserving a suit of samurai armour', British Museum Blog, publication date 26 September 2018. https://www.britishmuseum.org/blog/conserving-suit-samurai-armour (accessed 6 August 2022)</p>
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