

### 1. Qualifications for submission

Submission is limited to Japan NPO Research Association - (JANPORA) members. In the case of multiple authors, membership status of one author is sufficient for consideration. In special cases (e.g. solicitation of guest papers) the editing board may waive the membership requirement.

### 2. Manuscript Originality and Form

Manuscripts must be written in English or Japanese, be original work concerning NPO/NGOs, philanthropy, volunteering, or related area, and not be under consideration elsewhere. Manuscripts must be prepared according to the "Manuscript Preparation Guide" (below). For anonymous review, indication of authors must not be evident in the manuscript.

### 3. Publication Schedule and Deadlines

Nonprofit Review is published twice a year. Submissions are accepted at any time; in most cases, papers submitted by the end of May (if accepted) appear in the December issue and papers submitted by the end of November (if accepted) appear in June (following year) issue.

### 4. Quantity

As a general rule, English papers may not exceed 10,000 words.

### 5. Anonymous Review

Acceptance of manuscripts is determined by the editing board on the basis of blind review by referees commissioned by the editing board. All contact will be made through the editing board.

### 6. Copyright

The copyright of manuscripts published in Nonprofit Review are attributed to JANPORA. For use of a published manuscript, the author is obliged to obtain permission from the editing board of JANPORA by e-mail.

## Manuscript Preparation Guide

### 1. Software

(1) Text: MS-Word format (recommended) or text format must be used at time of submission. Papers saved in a format dependant on a specific word processor will not be accepted. Figures requiring pasting may not be used in the text.

(2) Figures/Photos: File and figure printouts and photos are to be inserted into the text, and also submitted separate from the text. MS-Excel is the only software for figures such as graphs, with the document clearly named with the title at the top if the figure is a chart and at the bottom if the figure is a diagram. Explanatory diagrams must be made using MS-Excel or other exclusive graphic software (Adobe Photoshop, Illustrator, etc.).

### 2. The first page should include,

- (1) the title
- (2) names
- (3) institutional affiliation of the authors and their postal ad-dresses
- (4) the e-mail address where Editorial Committee decision should be sent
- (5) keywords (up to 5 words)
- (6) an abstract of about 200 words

### 3. Notational system

#### (1) Language/Words

The paper must be written in English or Japanese. German and French may be used in referential word units. Model dependant - letters are not to be used. When quoting, use quotation marks and separate the quotations from the rest of the text.

#### (2) Section Headings

Section prefix labels must be written as follows.

##### (Ex) 1. Impact Analysis

###### 1.1. Process

1.1.1. Step A: Research concerning the characteristics of the whole NPO sector

1.1.2. Step B: Research concerning the characteristics in the subfields

###### 1.2. Assumption

1.2.1. Functions offering public service

1.2.2. Advocacy functions

### 4. Notes

Notes should be kept to a minimum, with cited references indicated as in Guideline Number 6. MS-Word "footnote" function should be used, with the "Automatic footnote number" (1, 2, 3 /) function for numbering. In other cases, notes must be listed according to numbers after the text.

### 5. References

A reference list must be included, with cited references limited to those appearing in the paper. English and Japanese references should be listed together, in alphabetical order according to the authors' family name.

#### [Magazines]

Author (publication year) Title, Magazine (in italics), volume, - issue, page.

(Ex) Alchian, Armen and Demsetz, Harold (1972) Production, information costs and economic organization, *American Economic Review*, vol.62, no.5, pp.777-795.

(Ex) Mosely, Paul; Hudson, John and Horrel, Sara (1987) Aid, the public sector and the market in less development countries, *Economic Journal*, vol.97, no.4, pp.616-641.

#### [Books]

Author (publication year) Title (in italics), Publishing Company.

(Ex) Hansmann, Henry (1996) *The Ownership of Enterprise*, Harvard University Press.

#### [Homepage]

Site (Homepage address), date of access.

(Ex) Osaka School of International Public Policy (<http://www.osipp.osaka-u.ac.jp/>) 2001/12/31.

#### [Notation of authors of references]

Note that the full first name of an author should be given (not only the initial). However, if the first name is initialized in the original text and the first name is unknown, the initial may be used. The middle name must be written in initial. (Ex: Salamon, Lester M.)

In the case of plural authors, all the authors must be noted as follows: Lastname, Firstname; Lastname, Firstname and Lastname, Firstname (Ex) Cnaan, Ram A.; Handy, Femida and Wadsworth, Margaret (1996)

When quoting in the text, note both last names for two authors, but substitute the last names of the second author and after with et al. for three or more authors.

(Ex) According to Cnaan et. al (1996)

#### 6. Referencing Footnoted Works

The reference for footnoted authored works should take the following format (though page number is not required):

Last Name (Year of Publication: page number)

(Ex) According to Deguchi (1999: 28–29), /

When referencing a translated work, note the year of the original (and where possible, the page numbers of the original)

[Note]: Please reference **last name only**.

When footnoting a website, note the name of the website.

(Ex) /according to the Osaka School of Public Policy (website)

#### 7. Figures

While there is no limitation on the number of figures allowed. It is the responsibility of the author to place figures, the figure numbers, and titles in the appropriate place in the text. Figures, tables, and photos must be numbered separately, each starting at 1.

(Ex) Figure 1, Figure 2, Figure 3 / Table 1, Table 2, Table 3, / Photo 1, Photo 2, Photo 3, /

The author is fully responsible for securing permission for copyrighted material with the written sources acknowledged. Original work of the author must be acknowledged as such.

#### 8. Inquiries/Delivery of manuscripts

Two hard-copies of the manuscript (typewritten, double-spaced, A4 size paper, one side) must be sent to the Editorial Board (these will not be returned regardless of acceptance or refusal).

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Manuscripts that do not conform to the instructions to these requirements may cause unnecessary delay in processing and may have to be returned to the authors.