

## **Andon style guide**

Articles, preferably of 4,000–5,000 words written in English and accompanied by 10–15 illustrations, should be submitted in digital form and formatted according to the *Andon* style. Reviews of books, catalogues or exhibitions should not exceed 700 words and are permitted 3–5 illustrations. *Andon* uses British English conventions in spellings (e.g., colour, not color; organise, not organize).

### *Illustrations*

High-quality illustrations should be supplied in digital tiff format with a resolution of 300 dpi at the size at which the image should appear in print (max. 30 cm [height] x 22 cm [width]). If you have problems providing images of sufficient quality, please contact the Editor-in-Chief for advice (annabeerens@gmail.com).

Illustrations should be referred to in the text in parentheses, e.g., (*fig. 1*), (*fig. 2*), (*figs 1a and b*). Each illustration must be supplied with a short caption, including the source of the illustration, e.g., 1. Colour woodblock print by Tōshūsai Sharaku. Tokyo National Museum, A-10569-463. All captions, numbered 1, 2, etc., should be listed at the end of the submitted text.

### *Punctuation*

End punctuation (commas and full stops) is inclusive, that is, it should be placed *after* quotation marks. Endnote numbers, given in superscript, should be placed *after* the full stop. Do not insert note numbers within a sentence. Use double quotation marks (“ ”) for quotations. Use single quotation marks (‘ ’) for specific terms, titles of book chapters, articles, or prints. Japanese terms should be italicised without quotation marks. 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. Romanised Japanese text should appear in italics and should, on first mention, be followed by a translation or short explanation in parentheses, e.g., *shin hanga* (new print). Japanese characters should only be inserted if this is important to the discussion. In such cases, please provide both a transcription and a translation.

### *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 italics in parentheses, e.g., *Yoshitsune senbonzakura* (*Yoshitsune and the thousand cherry trees*). Book chapters, article titles and titles of single prints should be supplied within single quotation marks.

### *Japanese dates*

For pre-1873 dates the traditional era name (*nengō*) system should be used. The equivalent year from the Gregorian calendar should be added in parentheses. Cardinal numbers should be used, and the month, day, and year should be in lower case; era names should be capitalised, e.g., 2nd day of the 3rd month of the 2nd year of Tenmei (1782). For post-1873

dates give day, month and year without punctuation, e.g., 24 August 1942. Please give date spans in full: 1858–1869; 1868–1912.

### *Numbers*

Numbers from 1 to 10 should be spelled out, unless they are part of a specific date or part of a range of numbers, e.g., 10 February 1920; ten days prior; two prints by this artist; 1, 3, 15. Please use '18th' instead of 'eighteenth'.

### *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*

Capital letters should be used for personal names, office-holders, geographical names, historical eras, and names of institutions, organisations and their members, e.g., Taira no Tomomori, Chūnagon, Fujiyama, Middle Ages, Buddhism, Kabuki, Bakufu, Minamoto. In titles of books, prints, series and plays, only the first letter and any personal names or place names are capitalised, e.g., *Natsu matsuri Naniwa kagami (The summer festival, a mirror of Naniwa)*.

### *References*

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.

Please note again that in titles of journal articles, book chapters, books and journals only the first letter of the first word as well as any names included in the title should be capitalised.

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.). Only provide characters and/or a translation if this is important for the discussion.

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., Robinson, B. W., *Kuniyoshi. The warrior prints*, Phaidon, Oxford 1982, pp. 99–100.

For **articles or chapters in books or catalogues** the following format should be used: [Author's last name], [Author's initials], '[Title of article]', in: [*Name of the book or catalogue*], ([Editor(s)]), [Publisher], [Location] [Year of publication], [Page numbers]: e.g., Uhlenbeck, C., 'The phases in the career of Tsukioka Yoshitoshi: A print designer in a time of

change', in: *Yoshitoshi. Masterpieces from the Ed Freis collection* (Uhlenbeck, C., and A. Reigle Newland, eds), Hotei Publishing, Leiden & Boston 2011, pp. 8–24.

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*], [vol. and/or issue no.], [Year], [Page numbers]: e.g., Smits, G., '*Namazu-e: Catfish prints of 1855*', in: *Andon*, no. 86, 2009, pp. 35–46.

When citing a **website**, list, if available, the name of the author and the title following the above-mentioned formats, and add the address of the website at the end of the reference. It may be useful to add the date the website was consulted.