

“Theory and Practice of New Japan Studies” Working Paper Submission Guidelines

Published: November 2, 2011

Revised: October 10, 2012

1. Goal of This Series

The goal of this working paper series is to disseminate research results in a timely manner, to call for wider comments, and to deepen discussions on research results conducted for the “Theory and Practice of New Japan Studies,” funded by the Ministry of Culture Sports, Science, and Technology under the Program to Support the Development of Foundation for Strategic Research at Private University (hereafter “the Studies.”) The Editorial Committee is expecting active submission of research papers by participants (hereafter “the research members.” Their names are listed on the website of the Studies), coauthors (see 4 below), and others.

2. Features of Papers

Manuscripts of any language are accepted in this series. Papers include various types of outputs such as unpublished papers, papers already read in academic conferences, papers planned for submission, interim reports, papers for symposiums and workshops held or cosponsored by the Study, and published papers (reprints) that match the purpose of this series. However, papers have to be research papers in nature. Although the range of topics is set relatively wide, papers have to be related to Japan studies.

3. Submissions

Papers can be submitted by sending a document file (including figures and tables in a single file) to the e-mail address at the bottom of these guidelines. The format of the document file should be MS Word in principle. There is no fixed deadline for submissions. Submissions are accepted anytime.

4. Qualification of Authors

The research members and full-time faculty members of Keio University Shonan Fujisawa Campus (hereafter “SFC”) can submit papers directly. Other collaborators or research assistants of the Study need to submit papers by way of one of the research members. In these cases, the research members are responsible for the format and content of the submitted papers. Authors include SFC doctoral students, SFC master students, SFC undergraduate students, and SFC postdoctoral researchers. Undergraduate students and graduate students outside SFC are not allowed to be first authors.

5. Peer review

In light of the goal of this series, we don’t have peer reviews, and plan to collect papers covering as wide a variety of fields as possible. However should a paper be judged as not matching the purpose of this series, we might (1) delay the publication or (2) request revisions to make the submission publishable (for example, adjusting the format and others, etc.) If the Editorial Committee accepts a submitted manuscript, it will respond to the author by e-mail within 14 days.

6. Submission Fee and Manuscript Fee

There is no fee needed for submission. On the other hand, manuscript fees are not paid (this might not apply to certain cases in which the Editorial Committee makes an exception).

7. Copyright

The copyright of working papers is attributed to the authors of the papers.

8. Publication

Working papers of this series will be put into a standardized format by the Editorial Committee, and be published on our website as PDF files. Paper versions may be published in some cases (Figures and tables in color can be contained, but they will be printed in black and white in paper versions).

9. Writing a Manuscript

When writing a manuscript for submission, follow the points below.

- 1) A4 paper size, horizontal writing, and one column per page (two columns are not allowed).
- 2) Font size is 10.5 or 11 point in Japanese or Chinese text, and 11 or 12 point in English text. A page has 40 words per line and 30 lines per page in Japanese or Chinese text, and 30 lines per page in English. (When you use other languages, settings must be adjusted accordingly. This may apply to points below.)
- 3) The title page (the first page) must include the following; title, name(s) of author(s), affiliation and position of author(s) (graduate students should write down the fact that they are master's course or doctoral course students), e-mail address, notes on the paper (e.g. details of conference presentation(s)) and acknowledgements as necessary. In the case of Japanese text, add a title (main title and subtitle) and name(s) of author(s) in English at the bottom of the title page (they are not printed, but are needed for the back-issue-list).
- 4) The second page includes the title, name(s) of author(s), abstract, and keywords (4 to 6). Abstracts are always required and must be written in one paragraph. The length of an abstract is 7 to 12 lines (about 250 to 400 words in Japanese or Chinese text and about 150 words in English text). An abstract not just describes the structure of the paper but also always includes the methodology and main conclusion. In case of abstracts in Chinese text, add an English or Japanese abstract.
- 5) The text will be started from the next page (third page).
- 6) The title page is the first page, and put continuous pagination through the whole paper (bottom center).
- 7) Place footnotes at the bottom of each page with a serial number through the whole paper (do not place the footnotes at the end of the paper).
- 8) Distinguish figures and tables with a title and a serial number for each and every figure and table. Show clearly inserting points for each and attach all figures and tables at the end of the paper, or insert them directly in the text.
- 9) References are shown at the last part of the paper. List Japanese documents first and foreign language documents next. Arrange Japanese documents in the order of 「あいうえお」 and non Japanese documents in alphabetical order.
- 10) Only cited documents may be included in the reference. Do not include any not mentioned in the text.
- 11) The length of papers is not necessarily limited. However, we expect them be in the range of the most common length for a research paper (about 15 to 30 pages).

10. Revision of Submission Guidelines

The latest version of this submission guideline is available on the website for the Studies.

The address for submission and contact: jsp-wp@sfc.keio.ac.jp

Guidelines in PDF version: <http://jsp.sfc.keio.ac.jp/>

Working Paper Series Editorial Committee: Fumiya Hirataka (Chief Editor), Atsushi Okuda, Tomoki Kamo, Jiro Kokuryo, Yuichiro Shimizu, Ken Jimbo, Motohiro Tsuchiya and Tomoyuki Furutani