

WASEDA RILAS JOURNAL

(Research Journal of Research Institute for Letters, Arts and Sciences, Waseda University)

Requirements for Articles

Research Institute for Letters, Arts and Sciences (RILAS) of Waseda University publishes the online Journal, *WASEDA RILAS JOURNAL (JOURNAL)*, with the aim of releasing the research outcomes all over the world, which are made by researchers associated with the Faculty of Letters, Arts and Sciences, including not only research members of the Institute, invited researchers of RILAS, full-time members of the other faculties and part-time lecturers of Waseda University, but also graduates of the graduate school of Letters, Arts and Sciences and regular graduate students currently in the school.

The RILAS steering committee also serves as an editorial board.

1. Qualifications for Submission

People with the following qualifications can submit articles to *JOURNAL*.

- (1) Research member and invited researcher stipulated in the RILAS regulation.
- (2) Full-time faculty member of Waseda University who is not included in (1), and who obtains a recommendation from a member of RILAS and approval from the committee for submitting article.
- (3) Part-time lecturer of Waseda University, who obtains a recommendation from a member of RILAS and approval from the committee for submitting article.
- (4) Graduate of the graduate school of Letters, Arts and Sciences, Waseda University (including the M.A. program) and regular students in the same graduate school, who obtains a recommendation from one of the representatives of the research groups of RILAS and approval from the committee for submitting article.
- (5) Researcher other than (2) to (4) as listed above, who obtains a recommendation from one of the representatives of the research groups of RILAS and approval from the committee for submitting article.

Those who have qualifications provided by above (1) to (3), are able to submit application for submitting articles until the next academic year of their resignation or dismissal.

2. Categories of Papers in *JOURNAL*

The papers published in *JOURNAL* are classified into five categories of following (a) to (e). Among them, categories (a), (b) and (e) are for open contribution, and categories (c) and (d) are for papers requested by the RILAS steering committee to RILAS research members.

- (a) Paper based on research presentation or report based on a forum or a symposium held by a research group of RILAS.

- (b) Paper by open contribution.
- (c) Summary of a keynote lecture or a presentation on a forum or a symposium hosted by RILAS.
- (d) Proceedings or transcription of a lecture hosted, co-hosted, or supported by RILAS.
- (e) Other than the above categories (a) to (d), research note, report, recording, translation, reprint, book review, and so on, when qualified contributors wish to submit them.

Articles included in *JOURNAL* are to be written, edited and published in accordance with another regulation, “Guidelines for Writing Papers.”

3. Evaluation of Submitted Papers

Among the categories provided above 2., (a) and (b) are refereed through peer review by two research members entrusted by the RILAS steering committee. Based on the referees’ evaluation, the RILAS committee decides whether the paper will be accepted or not. Regarding (e), the contributor should designate the submission categories in advance, and one research member entrusted by the RILAS committee confirms the appropriateness of the contents. The final decision of whether to accept the paper is to be made by the RILAS steering committee.

4. Format, Language, English Title and Abstract, etc.

- The size of papers should be set to A4. Papers can be written either horizontally or vertically. The number of characters should not exceed 20,000, not including tables, figures, and photos.
- Acceptable Languages : Japanese, English, French, German, Russian, Chinese, Spanish, Italian, and Korean. However, any other languages are permitted for the citations and notes.
- When it is necessary to use many tables, figures and so on due to the content of the paper, please let us know in advance at the time of submitting application. After the acceptance of the paper, an abstract in English (about 300 words) is also needed.

5. Call for Papers and Submission of Application Form

JOURNAL is published annually in October. The deadline of papers is the end of May. The RILAS steering committee releases the conditions for writing in December, and accepts applications for submitting papers for a month from April 1st.

Those who wish to submit papers must apply in accordance with a designated application form during the application period stated above.

6. How to Submit a Paper

When submitting papers, please make an electronic file and send it as an attachment to rilas-journal@list.waseda.jp by the end of May. The title of the e-mail should be ‘*RILAS JOURNAL* Submission’. Please include the following information in the e-mail.

- Title of the paper
- Author’s name (in case of co-authored papers, please include the names of all)

- Affiliation (in case of co-authored papers, please include the affiliations of all)
- Contact information (mailing address and e-mail address)

In the event that image files cannot be e-mailed due to file size, please send the data by CD-ROM, USB memory stick, or any other external storage medium to the office of RILAS, or alternatively, you can send the data using a service for transmitting large files. In that case, it is also needed to inform about the above reason via e-mail addressed to RILAS.

7. Restrictions

The manuscript must be an original. It is forbidden to submit the manuscript to the other journals at the same time.

8. Copyright

The copyright of the paper published in *JOURNAL* belongs to the author.

9. Rights reserved by RILAS towards accepted work

Despite the rule 8, the authors are to entrust the following items of copyright to RILAS.

- (1) The right to publish the paper first.
- (2) The right to record the paper to the Waseda University Repository.

10. Revisions to these requirements

Any revisions to these requirements will be proposed by the RILAS steering committee, and final decisions will be determined at the faculty meetings of Faculty of Letters, Arts and Sciences, Waseda University.

Supplementary provision: these requirements are enforced from 2012.11.21

Supplementary provision: these requirements were partially revised at the faculty meeting of Faculty of Letters, Arts and Sciences, Waseda University on 2014.3.3, and are enforced as of the same date.

Supplementary provision: these requirements were partially revised during the faculty meeting of Waseda University Faculty of Arts, Letters, and Sciences on 2016.7.20, and are enforced as of the same date.