WASEDA RILAS JOURNAL

(Annual Research Journal issued by Research Institute for Letters, Arts and Sciences, Waseda University)

Guidelines for Writing Papers

【1】 Research papers

Papers published in the on-line journal, *WASEDA RILAS JOURNAL* (Annual Research Journal, abbreviated as *JOURNAL*) issued by Research Institute for Letters, Arts and Sciences (RILAS) are categorized by the following two types of submitted papers, as specified in the item 2. 'Categories of Papers in *JOURNAL*,' in "Requirements for Articles" (another regulation for *JOURNAL*).

(a) Papers based on presentations or reports at forums or symposia hosted by the research groups of RILAS.

(b) Papers submitted from the qualified contributors.

　* Papers of (c)〜(e) categories, i.e., reports, research notes, translation, and so on, specified in the item 2. 'Categories of Papers in *JOURNAL*' in "Requirements for Articles," are to be written basically according to the following writing styles stated in 【3】(1)(2).

【2】 Qualifications of Author for Submitting a Paper

According to the item 1. 'Qualifications for Submission' in "Requirements for Articles."

【3】 Format, Language, English Title and Abstract, etc.

According to the item 4. ' Styles, Language, English Title and Abstract, etc.' in "Requirements for Articles."

(1) Styles of Paper

・The size of paper should be A4, and papers can be written either horizontally or vertically.

・Papers should be written basically using Microsoft Word (if you use the other application, please prepare text data).

・Papers should not exceed 12,000 words in European languages, and papers written in Chinese are also within 12,000 words both in simplified characters and traditional Chinese. Title and notes are included in the total words specified above.

・Century fonts or the other equivalent fonts should be used. When Greek or Cyrillic characters are used, Palatino Linotype font is preferable. Font size should be 10.5 point.

・Place vertical paper's note at the end of the paper and, horizontal paper is footnotes. References should be placed at the bottom of the paper.

・Spaces of tables, figures and photos are not included in the number of words specified above. Images should be cropped and adjusted to the size appropriate for the paper, and its resolution is recommended to be set to 300dpi or higher. When the paper includes figures or photos, it is recommended to submit it in file format of jpg, tif, .ai, and also .xls, when the paper includes tables.

If you want to use many tables, figures and photos, it is necessary to obtain permission from the RILAS committee at your submission. (tables, figures and photos may be published compressed.)

(2) Languages

Papers should be written basically in English, French, Germany, Russian, Chinese, Spanish, Italian or Korean. However, the other languages can be used to quotation and notes. Persian or Arabian should be converted into Roman alphabet.

The languages of papers which are not included above can be accepted, when they are based on a keynote lecture or a research presentation hosted by RILAS.

(3) The English abstract must be submitted after the decision of acceptance of the paper by the editorial board.

【4】 How to Submit a Paper

Paper should be submitted in accordance with the item '6. How to Submit a Paper' in "Requirements for Articles."

(1) When submitting a paper, it should be prepared in electronic file format, and send it basically as an attached file to RILAS by the end of May. (e-mail address: rilas-journal@list.waseda.jp)

If you do not receive an acknowledgement of receipt by an e-mail more than three days after the submission, please make an inquiry to the address of submission.

(2) The title of e-mail should be 'RILAS JOURNAL Submission,' and send a paper in an attached file, including the following information in the mail text.

【Information of Author】
・Name of the author (in case of co-authors, the names of all should be included)
・Affiliation and title (in case of co-authors, affiliation of all should be included)
・Contact information (mailing address and e-mail address)

【Data for Submission】
When Submitting a Paper
・Paper (Microsoft Word should be used, in principle, but the other text datum are accepted.
・Layout of paper is required, when tables, figures and photos are used (layout means the PDF data of the paper, where tables, figures and photos are arranged according to the layout of the publication. Its size and the places to lay them out can be specified).
　　　　* If you wish to leave the layout to editors, please make a supplementary note about it.
・Tables, figures and photos (refer to 【3】 (1) for the format of the file)

<u>After the Acceptance of the Paper</u>
・Name in Japanese characters and Roman letters, the title of the paper in English, abstract in English.
As a general rule, names should be written in the following order: given name, family name.
If the paper is not in Japanese, please include your name in Japanese.

(3) It is permitted to submit a paper by external storage device like CD-ROM or USB, or alternatively, by using a service for transmitting large files (Taku File Delivery Service, Firestorage, etc.), when the data of the paper is large in capacity due to tables, figures and so on. In that case, it is required to inform about the above reason via e-mail addressed to RILAS.

(4) Hard copy of the paper is not necessary. However, when special characters like variants are used, hard copy of the paper (A4), with the necessary directions written in red, should be submitted to the staff in charge at the office of Letters, Arts and Sciences.

【5】 Proofreading by Author
Authors will receive two proofs. Corrections are limited to typographical and factual errors. Amendments to content are basically not accepted.

【6】 PDF File of Published Paper
Authors receive PDF files (with a cover) of their papers, instead of offprints, after the publication of JOURNAL. The authors are free to distribute or publish the PDF files on their own homepages or the other places.

【7】 Copyright for Quotations
Authors must make the source clear when they quote reports, documents, graphics etc., to which they do not have copyright, and also they must obtain permission from the owner of copyright when necessary.

【8】 Expenses
  Authors bear all the expenses for writing papers submitted to *JOURNAL* (including expenses to obtain copyright).

【9】 Revision of the Guidelines
Revision of the "Guidelines for Writing Papers" is decided by the resolution of the RILAS steering committee.

  Supplementary provision: these requirements are enforced from 2012.4.1.
  Supplementary provision: these requirements were revised by the approval of the RILAS steering committee, and is enforced from 2016.11.1.
  Supplementary provision: these requirements were revised by the approval of the RILAS steering

committee, and is enforced from 2018.2.28.

Supplementary provision: these requirements were revised by the approval of the RILAS steering committee, and is enforced from 2019.2.27.

Supplementary provision: these requirements were revised by the approval of the RILAS steering committee, and is enforced from 2020.2.26.

Supplementary provision: these requirements were revised by the approval of the RILAS steering committee, and is enforced from 2021.2.24.

Supplementary provision: these requirements were revised by the approval of the RILAS steering committee, and is enforced from 2022.2.24.