

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 into 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】 Author Qualifications for Submitting a Papers

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) Number of words

The number of words shall be determined in accordance to the types and languages* specified in "[2] Categories of Papers in *JOURNAL* " of "Regulations Concerning Articles to be Published," in the following three patterns.

Pattern 1

(a) Papers based on research presentations or research reports at forums, symposia, etc. held by the Research Division.

(b) Papers under free submission.

(c) Research notes, reports, records, translations, reprints, book reviews, etc., as submitted by those eligible for submission.

Japanese, Chinese, and Korean papers must be no more than 20,000 characters in length. However, one-byte characters will be counted as 0.5 characters. European language manuscripts should not exceed 12,000 words. Titles and notes are counted in the prescribed number of characters as well as the main text.

Pattern 2

(d) [Division Special Feature 1] A collection of papers from various events organized, co-sponsored, or supported by the Institute for the Humanities.

It should be a single-authored work by each author, and not more than 15,000 characters in Japanese, Chinese, or Korean for each author. However, one-byte characters should be counted as 0.5 characters. In the case of European languages, the maximum number of words should be 9,000. Titles and notes are counted in the prescribed number of words as well as the main text. Separate files should be submitted for each author, and the JOURNAL should be published separately for each author.

Pattern 3

(e) [Division Special Feature 2] Abstracts and records of various events organized, co-sponsored, or supported by the JSPS.

They should be co-authored by all the authors and should be no more than 27,000 characters in Japanese, Chinese, or Korean for each division. However, one-byte characters should be counted as 0.5 characters. In the case of European languages, the maximum number of words should be 16,000. Titles and notes are counted in the prescribed number of words as well as the main text. The person in charge of the division should submit the manuscript in a single file, which will also be published in the JOURNAL as a single abstracts and records. However, the title of each report should also be listed on the table of contents page.

※If the language used is more than one, the number of characters should be calculated by dividing back 0.6 from the number of one-byte alphanumeric words to make it equivalent to the number of characters, or by multiplying two-byte characters or one-byte katakana characters by 0.6 to make it equivalent to the number of words.

(2) Manuscript Styles

- The paper size should be set to A4, and papers can be written oriented either horizontally or vertically.
- In principle, papers should be written using Microsoft Word (if you use any other software, please prepare in advance the text data).
- The font should be MS Mincho for Japanese text and Century or similar for European text. However, for Greek and Cyrillic, Palatino Linotype is preferred. For Chinese and Korean, a general-purpose font should also be used. The font size for both 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 .xlsx, 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.)

(3) Languages

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

(4) For types (a), (b), and (c), as defined in “[2] Categories of Papers in JOURNAL” of “Regulations for Papers to be Published,” submit an English title, an abstract of approximately 300 words in English, and the author's name in Roman characters (these are not included in the prescribed number of words for the paper). (These are not counted in the prescribed number of words of the paper.) (These do not count toward the required number of words in the paper.) However, an English abstract is not required for the book review in (c). The English title and abstract should be submitted after the review process determines the publication of the article.

【4】 How to Submit a Paper

(1) When submitting papers, please make an electronic file and upload it to the designated online storage (Box) by the end of May.

【Data for Submission】

When Submitting a Paper

- Paper (Microsoft Word should be used, in principle, but other text formats 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】 (2)** for the format of the file)

After the Acceptance of the Paper

• 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, followed by family name.

If the paper is not in Japanese, please include your name in Japanese.

(2) 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 (宅ファイル便), Firestorage, Wetransfer, 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.

(3) 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 and attached as a PDF file., 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 copyright owner 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 2023.2.24.