

WASEDA RILAS JOURNAL

The annual research journal issued by the Research Institute for Letters, Arts and Sciences at Waseda University

Submission Guidelines

【1】 Research papers

Papers published in the on-line journal *WASEDA RILAS JOURNAL* (hereafter abbreviated *JOURNAL*) issued by the Research Institute for Letters, Arts and Sciences (RILAS) are categorized into the following two types, as specified in item 2 “Categories of Papers in *JOURNAL*,” of “Requirements for Articles.”

- (a) Papers based on presentations or reports given at forums or symposia hosted by research groups directly associated with RILAS.
- (b) Papers submitted from qualified contributors.
 - * Papers in categories (c)-(e), i.e., reports, research notes, translations, and so on, specified in item 2. “Categories of Papers in *JOURNAL*” in “Requirements for Articles,” are to be written according to the writing styles stated in 【3】 (1) (2) .

【2】 Author Qualifications for Submitting Papers

According to item 1 “Qualifications for Submission” in “Requirements for Articles.”

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

According to item 4 “Styles, Language, English Title, Abstract, etc.” in “Requirements for Articles.”

(1) Number of words

The number of words shall be determined in accordance with the paper type and language* 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.

Each paper included should be by a single 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* will publish each paper 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.

Each item included should be by a single author 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 item. However, the title of each report should also be listed on the table of contents page.

※If the item contains more than one language, 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 the text data in advance).
- 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.
- For papers oriented vertically, notes should appear at the end of the paper. For papers oriented horizontally, footnotes should appear at the bottom of each page. References should be placed at the end 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 image resolution should be set to 300dpi or higher. When the paper includes figures or photos, please

submit figures or photos as separate files in the following format: jpg, tif, .ai, Tables should be formatted as.xlsx files.

- If you want to use many tables, figures, and photos, it is necessary to obtain permission from the RILAS committee during the time of your submission. (Tables, figures, and photos may be published as compressed images.)

(3) Languages

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

Papers written in other languages than those mentioned above may be accepted if 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. 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 to this effect.
- 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 *katakana*.

(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, you must inform us about the above reason via e-mail addressed to RILAS.

(3) A hard copy of the paper is not necessary. However, when special characters like variants are used, a 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 in content will generally 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. They must also 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 have been enforced since 2012.4.1.

Supplementary provision: These requirements were revised by the approval of the RILAS steering committee, and have been enforced since 2016.11.1.

Supplementary provision: These requirements were revised by the approval of the RILAS steering committee, and have been enforced since 2018.2.28.

Supplementary provision: These requirements were revised by the approval of the RILAS steering committee, and have been enforced since 2019.2.27.

Supplementary provision: These requirements were revised by the approval of the RILAS steering committee, and have been enforced since 2020.2.26.

Supplementary provision: These requirements were revised by the approval of the RILAS steering committee, and have been enforced since 2021.2.24.

Supplementary provision: These requirements were revised by the approval of the RILAS steering committee, and have been enforced since 2023.2.24.