

WASEDA RILAS JOURNAL

Journal of the Research Institute for Letters, Arts and Sciences at Waseda University Requirements for Articles

The Research Institute for Letters, Arts and Sciences (RILAS) at Waseda University publishes the online Journal *WASEDA RILAS JOURNAL* (hereafter abbreviated as *JOURNAL*), with the aim of releasing research findings to the world at large, research which has been carried out by researchers associated with the Faculty of Letters, Arts and Sciences, not only by institute members and invited researchers at RILAS, but also from full-time staff at other faculties at Waseda University, as well as part-time lecturers, graduates of the graduate school of Letters, Arts and Sciences, and regular graduate students currently enrolled at the school.

The RILAS steering committee also serves as the editorial board for the journal.

1. Qualifications for Submission

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

- (1) Research member and invited researcher stipulated in the RILAS's regulation.
- (2) Full-time faculty members of Waseda University who are not included in (1), and who have obtained a recommendation from a member of RILAS and approval from the committee for article submission.
- (3) Part-time lecturers of Waseda University, who have obtained a recommendation from a member of RILAS and approval from the committee for article submission
- (4) Graduates of the graduate school of Letters, Arts and Sciences, Waseda University (Doctoral course or master's course graduates, doctoral course candidates on leave (those who have completed research guidance), research students, etc.) and regular students in the same graduate school, who have obtained a recommendation letter from one of the representatives of the research groups at RILAS and approval from the committee for article submission .
- (5) Researchers other than (2) to (4) as listed above, who have obtained a recommendation from one of the representatives of the research groups of RILAS and approval from the committee for article submission.

Furthermore, persons who fall under the categories (1) to (3) delineated above may apply to submit articles for publication until the academic year immediately following their retirement or dismissal. In the case of an article with joint authorship, each of its authors must meet the submission qualifications in order to submit their article for publication.

*If you are a research member or an invited researcher stipulated in the RILAS regulation, recommendation is not required. (All of the full-time faculty members, part-time lecturers, and

research assistant, affiliated with Faculty of Letters, Arts and Sciences, Waseda University are research members of RILAS. See Article 21, Section 2 in “RILAS Regulation.”)

*If you don't have qualification above, recommendation is required. (Please see 1. Qualification for Submission in “Requirement for Articles.”)

- a. If you are a full-time faculty member of Waseda University who is not a member of RILAS, or a part-time lecturer of Waseda University, it is necessary to obtain a recommendation letter from a research member of RILAS.
- b. A graduate of graduate school of Letters, Arts and Sciences, Waseda University (including the Master's program), and regular student in the same graduate school, and other general researcher, it is necessary to obtain a recommendation letter from a representative of the research groups in RILAS.

2. Categories of Papers in *JOURNAL*

The papers published in *JOURNAL* are classified into the following five categories from (a) to (e). Of these, (a), (b), and (c) are submitted for peer review, and (d) and (e) are requested by the RILAS steering committee to RILAS research members, etc. and are thus not peer-reviewed.

- (a) An article based on any research presentation or report hosted by a forum or symposium held by a research group at RILAS.
- (b) An article submitted by open contribution.
- (c) An article other than (a) and (b) above, such as short research notes, reports, research records, translations, reprints, book reviews, and so on, as long as the author is qualified to submitting them. However, Japanese-language translation from foreign languages is limited to primary source and depends on the judgement of the editorial committee. Similarly, the serializing of papers is also not permitted.
- (d) [Division Special Feature 1] A collection of papers from various events organized, co-hosted, or sponsored by RILAS.
- (e) [Division Special Feature 2] A collection of abstracts and records of various events organized, cosponsored, or supported by RILAS .

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

3. Evaluation of Submitted Papers

The examination method by peer review shall be determined separately.

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

- The paper size should be set to A4. Papers can be written oriented either horizontally or vertically. The number of characters should be based on the type and language used, and should be in the following three patterns, excluding figures and photographs.

- 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.

Pattern 1

- (a) Papers based on research presentations or research reports at forums, symposia, etc. held by the Research Division.
- (b) Papers for free submission.
- (c) Research notes, reports, records, translations, reprints, book reviews, etc., as desired 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.

- Possible 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. In addition, the English title and abstract (approximately 300 words) should be included in (a), (b), and (c)* of Section 2 (after the decision to publish is made).

*However, an English abstract is not required for the book review in (c).

5. Call for Papers and Submission of Application Form

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

Those who wish to write a paper for submission should apply through the MyWaseda application form during the above acceptance period using to the prescribed application form. The following information must be included in the application.

- Title of the paper
- Name(s) of author(s) (If jointly authored, include the name(s) of all authors)
- Affiliation (If joint authors, list the affiliation of all authors)
- Contact information (address and e-mail address)

6. How to Submit a Paper

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

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 necessary to explain the reason for the above via an e-mail addressed to RILAS.

7. Restrictions

The manuscript must be an original. It is forbidden to submit the manuscript to 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 stipulation in (8) above, the authors are to entrust the copyright of the following items 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 any final decisions will be determined at the faculty meetings of Faculty of Letters, Arts and Sciences, Waseda University.

Supplementary provision: These requirements were 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 was 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 was 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 2022.1.19, and was 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 2023.3.1, and was 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 2024.3.1, and was enforced as of the same date.