**Waseda Institute of Political Economy Young Researcher English Proofreading Cost Subsidization Guidelines**

1. Overview

This system makes it possible for young researchers to receive partial subsidization from the Waseda Institute of Political Economy (hereafter, “WINPEC”) for the cost of hiring English proofreading services when submitting papers to English journals.

2. Eligible Candidates

This system is available to students (including research students) currently enrolled in the Master’s or Doctoral Program of Waseda University’s Graduate School of Political Science or Graduate School of Economics.

3. Required Documentation

Please submit the following documents to the WINPEC Administrative Office.

1. English Language Paper Proofreading Subsidy Application
2. Email(s) containing content showing that the paper has been submitted to the journal
3. Receipt from the English proofreader (name on the receipt must match the name of the subsidy applicant) and the proofread original paper

4. Subsidy Decision

The decision on whether to provide a subsidy will be made based on the results of a review conducted by the administrative committee (comprised of the Waseda Institute of Political Economy’s Dean and Management Committee members) created by the Waseda Institute of Political Economy Steering Committee. If the application is approved, notification of the subsidy amount will be sent via the Administrative Office, and the subsidy will be transferred into the applicant’s bank account.

5. Maximum Number and Amount of Subsidies

A maximum of 150,000 yen can be subsidized per paper (this includes R&R and journal resubmission proofreading costs). An eligible candidate can apply multiple times in a single academic year. However, the number of subsidies actually provided will depend upon the budgetary situation of WINPEC.

6. Important Reminders and Cautions for Subsidy Recipients

\*The paper submitted to the peer-reviewed English language journal must be based on the content of the paper for which the subsidy was received. However, there is no requirement to repay the subsidy in the event that the paper is rejected by the journal.

\*Please study the journals listed on Scopus and Web of Science to get an understanding of what sort of criteria a peer-reviewed, English language journal must meet to be considered in a subsidy application. (Take care to avoid submitting to fake journals.) However, the journal list on these two sites is not exhaustive, and submissions to other journals can be subsidized if accepted by the review committee mentioned above.

\*Subsidies for English proofreading costs shall be paid after the date of paper submission.

\*Papers for which other publication fee is paid or which are submitted to a publication not affiliated with an academic society (e.g. university bulletin) are not eligible for a subsidy.

\*Jointly authored papers are also eligible for this subsidy.

\*This subsidy is not available to those who become ineligible due to such factors as no longer being enrolled at Waseda University at the time the subsidy starts.

\*In the event that a subsidized paper is accepted for publication in a journal, you are encouraged to mention this support at the start of the paper by including a statement along the lines of, “I would like to thank the Waseda Institute of Political Economy (WINPEC) for its financial support.”

\*In the event that a subsidized paper is published, please submit a printed copy (a digital file is also acceptable) of the paper to the WINPEC Administrative Office.

\*It is up to the individual author(s) of the paper to select a proofreader.