

Internal Regulations on Submissions to *Journal of Inter-Regional Studies: Regional and Global Perspectives (JIRS)*

Waseda ORIS, Committee of Journals and HP

30 July 2018

1. Purpose

These internal regulations set out submission and publication rules for the *Journal of Inter-Regional Studies: Regional and Global Perspectives* (hereafter, *JIRS*), published by the Organization for Regional and Inter-regional Studies at Waseda University (Waseda ORIS). *JIRS* aims to publish academic papers that offer research findings, ideas, analysis and discussions concerned with inter-regional studies. Please note that this journal only publishes manuscripts in English.

2. Publication

JIRS is a peer-reviewed journal. Manuscripts submitted to *JIRS* must be original work. Those already accepted or published elsewhere will not be accepted for publication. Simultaneous submissions to *JIRS* and other journals are strictly prohibited. Two anonymous referees review the manuscripts, but the final decision on their acceptance shall be made as indicated in the below item, “6. Decision to publish”.

3. Category

Authors should indicate within which one of the following categories their academic papers fall:

- (1) Research articles
- (2) Research notes
- (3) Book reviews

4. Pledge concerning publications

Those who submit manuscripts to *JIRS* need to ensure that all of the following conditions are fully met.

- (1) The authors guarantee that their manuscripts do not violate the copyright of others and take full responsibility in case any problems arise concerning copyright issues. (2) In the case of co-authorship, the consent of all authors is guaranteed by submitting the form “Consent and Pledge Form Concerning Publications in the Journal of Inter-Regional Studies: Regional and Global Perspectives (JIRS)”.

(3) In the case of reproduction of material owned by others, the authors have obtained all necessary permissions from the copyright holder/s.

5. Style guide

Guidelines for authors will be provided in a separate document, “Style Guide for Authors”.

6. Decision to publish

The Committee of Journals and Homepage (HP) shall make final decisions on the publication of manuscripts. The committee may request that the author/s revise the manuscript before publication.

7. Copyright notice

Authors retain the copyright of their publications in *JIRS*. Waseda ORIS retains the right to upload electronic copies of academic papers in its publications to its website, Waseda University Repository, and other open-access websites, in order to publicize its research accomplishments. With the permission of each author, Waseda ORIS also has the right to republish these works in its publications other than *JIRS*.

8. Revision of the internal regulations

Revisions of these internal regulations require an initiative by the Committee of Journals and HP and a decision made by the Steering Committee of Waseda ORIS.

9. Others

When necessary, the Committee of Journals and HP may discuss and make decisions on the issues which were not addressed in these internal regulations.

Supplementary provision: these internal regulations will take effect on 30 July 2018.