

# **Internal Regulations on Submissions to Waseda ORIS Journals**

Waseda ORIS, Committee of Journals and HP

16 June 2017

## **1. Purpose**

These internal regulations set out submission and publication rules for journals published by the Organization for Regional and Inter-regional Studies at Waseda University (Waseda ORIS). The journals of Waseda ORIS aim to publicize research findings that are conducted by individuals and groups belonging to or affiliated with Waseda ORIS.

## **2. Publication**

Manuscripts submitted to Waseda ORIS journals must be original work. Those already accepted or published elsewhere will not be accepted for publication. Simultaneous submissions to Waseda ORIS journals and other journals are strictly prohibited. Academic papers published in Waseda ORIS journals fall within one of the following categories.

- (1) Research findings of researchers belonging to or affiliated with Waseda ORIS
- (2) Research findings of joint research projects conducted by researchers belonging to or affiliated with Waseda ORIS and those from other institutions
- (3) Other people acknowledged by the Committee of Journals and HP of Waseda ORIS

## **3. Eligibility**

Those who fall within one of the following categories are eligible to submit their manuscripts to the journals of Waseda ORIS.

- (1) Researchers who belong to research project institutes under Waseda ORIS
- (2) Researchers who belong to Waseda ORIS
- (3) Visiting researchers who are involved in ORIS activities
- (4) Others who are acknowledged by the Committee of Journals and HP of Waseda ORIS

In the case of co-authorship, at least one of the authors needs to be eligible according to the above guidelines.

It should be noted that this rule also applies to joint research projects, as mentioned above (see 2-2).

#### **4. Pledge concerning publications**

Those who submit manuscripts to Waseda ORIS journals 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 Waseda ORIS Journals”.
- (3) In the case of reproduction of material owned by others, the authors have obtained all necessary permissions from the copyright holder.

#### **5. Style guide**

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

#### **6. Decision of the publication**

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

#### **7. Copyright notice**

Authors retain the copyright of their publications in Waseda ORIS journals. Waseda ORIS has the right to republish these works in its publications. Waseda ORIS also 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.

#### **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 issues that are relevant to the publication, but addressed in this internal regulation.

Supplementary provision: this internal regulation will take effect on 20 July 2016.