

Guidelines for Submission
Organization for Regional and Inter-regional Studies, Waseda University

1. **【Purpose】**

These rules are established for submissions such as papers to be included in journals (Journals of the Organization) published by the Organization for Regional and Inter-regional Studies, Waseda University (the Organization). Journals of the Organization have the purpose of presenting academic results from the Organization or from organizations or people who conduct academic or social activities related to the Organization (External Parties).

2. **【Published Papers】**

Papers, etc. published in the Journals of the Organization should not have been published or be planned to be published at another journal whether in Japan or overseas. It should be noted that the contents of papers, etc. should fall into one of the following categories.

(1) Results of research by the Organization or people affiliated with the Organization as established in the following section

(2) Results of joint research by the Organization or people affiliated with the Organization as established in the following section and External Parties

(3) Others that are deemed suitable by the Journals of the Organization Editorial board, the Journal/HP Committee.

3. **【Requirements for Submission】**

People who can submit papers to the Journals of the Organization should fall into one of the following categories. It should be noted that, even if the paper submitted is by multiple authors such as results of joint research as established in the previous section (2), they must include at least one person who falls into one of the following categories.

(1) Member of an institute affiliated with the Organization

(2) Researcher affiliated with the Organization

(3) Guest researcher participating in a project of the Organization

(4) Others that are deemed suitable by the Journal/HP Committee.

4. **【Guarantees, etc.】**

Authors submitting papers, etc. to the Journals of the Organization must guarantee the following.

(1) It must be guaranteed that the copyright of other authors, etc. has not been infringed in papers submitted to the Journals of the Organization. If a copyright issue occurs, the submitting author will be responsible for dealing with it.

(2) If there is a co-author for the paper to be submitted, permission for publication of the paper, etc. established by the Organization from the co-author is required again in writing.

(3) If submitted papers, etc. include copyrighted items, etc. from other people that require permission to reprint, this must be obtained from the author for the applicable items.

5. 【Manuscript requirements】

Writing style for manuscripts is established in a separate “Manuscript requirements”.

6. 【Decisions on Acceptance or Rejection】

The Journal/HP Committee will determine whether a submitted paper will be published in the Journals of the Organization. In addition, the Journal/HP Committee may make recommendations to the author to correct or revise the manuscript.

7. 【Copyright of Published Papers】

Copyright for papers, etc. published in the Journals of the Organization reverts to the author. However, the Organization reserves the right to republish manuscripts of papers, etc. published in the Journals of the Organization in other Organization publications or to publish them digitally and may publish digital versions, free of charge, on the Organization’s website and Waseda University Repository operated by Waseda University Library as well as websites, etc. that are deemed necessary to relay the results of research by the Organization or Waseda University.

8. 【Revision of Rules】

The revision of these rules will be established by the Organization for Regional and Inter-regional Studies Steering Committee based on initiatives from the Journal/HP Committee.

9. 【Others】

Any matters that are not established in these rules will be discussed and determined by the Journal HP Committee.

Supplementary rules: These rules were enacted as of 20th July, 2016.

Consent Form and Written Pledge relating to the Handling of Papers

Attn. Head of the Organization for Regional and
Inter-regional Studies
Waseda University

Reference

With the submission of the paper, etc. (the Paper, etc.) mentioned below to the Journal of Next Generation Forum, one of the Journals of the Organization published by the Organization for Regional and Inter-regional Studies, Waseda University, I consent to the Submission Rules of the Organization for Regional and Inter-regional Studies, Waseda University and, in addition to consent for publication of the Paper, etc. on paper or digital media, I pledge the following.

- 1 . The Paper, etc. has not been published in another Journal and there are no plans for such publication whether in Japan or overseas.
- 2 . The Paper, etc. does not infringe the copyright of other authors. Further, I have obtained permission for the use of copyrighted items by other authors that require permission to reprint.

Title of Paper, etc.	Japanese:
	English:
Name of Author (Write the names of all authors)	

Date: (DD/MM/YYYY)

Address _____

Name _____ Signature/Stamp _____

【Consent/Written Pledge from Co-authors】

I give consent and a written pledge concerning the contents of this document as co-author of the Paper.

	Address (Signature)	Name (Signature/Stamp)
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