

Rules for Contributing to the Waseda Institute for Advanced Study Research Bulletin

1. Eligibility for Contribution

- 1) Contributors to the “Waseda Institute for Advanced Study Research Bulletin” (hereinafter referred to as the “Bulletin”) will include the Institute Director and Associate Director, and affiliated researchers (including researchers previously affiliated with the Institute).
- 2) However, other authors may be eligible to contribute to the Bulletin by approval of the Waseda Institute for Advanced Study Editorial Committee.

2. Content of Contributed Manuscripts

- 1) As a general rule, any manuscript contributed must be unpublished.
- 2) As a general rule, any manuscript contributed must be written in Japanese or in English. In the case of manuscripts written in Japanese, the title must be written in both English and Japanese languages. In the event that an author desires to use a language other than Japanese or English, the Editorial Committee must be consulted.
- 3) As a general rule, any research papers manuscript contributed must have an abstract written in English in 200 words or less. Abstracts in 400 Japanese characters or less are optional.
- 4) The Bulletin is a platform to present research results of the Director and Associate Director, and affiliated researchers (including researchers previously affiliated) of this interdisciplinary institute. The authors must mention the significance of the manuscript to interdisciplinary readers. The authors will be given discretion on the volume of the mention, but it will be included in the number of characters.

3. Types of Contributed Manuscript

- 1) Research Papers (30,000 Japanese characters or less, or 15,000 English words or less)
- 2) Research Notes (10,000 Japanese characters or less, or 5,000 English words or less)
- 3) Introductions of Historical Material (documents) (30,000 Japanese characters or less, or 15,000 English words or less)
- 4) Reviews (10,000 Japanese characters or less, or 5,000 English words or less)
- 5) Others (translations, republications, research trends, miscellanea, and the like) Authors may designate the genre of their manuscript. (30,000 Japanese characters or less, or 15,000 English words or less)

Authors must apply to the committee with the type of manuscript specified.

- The total character or word count includes footnotes, endnotes or captions in the figures.

- Translation is limited to the one from the primary materials, i.e., materials produced or based on the experience in the target era of research. However, authors may propose to submit translations from other materials by the reason of their academic significance. In such case, the authors must mention it

on the designated form so that the non-expert Editorial Committee members can understand.

- 1) The type of manuscript will be decided by the Editorial Committee according to the application.
- 2) In the event that a manuscript is too long, the Editorial Committee may reject it before the peer review or propose that the manuscript be divided.
- 3) The Editorial Committee may reject a manuscript after a discussion about the contents, and whether a peer review has been completed.
- 4) Regarding types 2 ~ 5, the Editorial Committee will decide whether to accept or reject a manuscript without a peer review.
- 5) The Editorial Committee may request modifications regardless the type of manuscript.
- 6) Contribution of more than two research papers as a corresponding author is not permitted.

4. Peer Review

Of the manuscript categories prescribed in “3. Types of Manuscript to be Contributed” above, research papers will be subject to a peer review. In principal, the peer review will be conducted by two reviewers who are Waseda University faculty members or other specialist researchers designated by the Editorial Committee in order to evaluate the originality of the paper, and to verify the appropriateness of its dissertation format. The Editorial Committee will decide whether to accept or reject a paper based on the evaluation of the reviewers.

If requested modifications are not be completed by the deadline, the Editorial Committee will decide whether to finish the procedure of a peer review and give notice to the author that the manuscript will not be published in the relevant bulletin. The author can apply again the next time.

5. Submission of Manuscripts

- 1) The deadline for the notification of an author’s interest in contributing to the Bulletin is below:
July 31
- 2) The deadline for manuscript submission is below:
September 30

Manuscripts with designated documents must be submitted to the Editorial Committee as electronic data. Submissions after the deadline or incomplete documents will not be accepted.

- 3) Manuscripts and illustrations must be submitted in a digital format such as Word. As a general rule, hand-written manuscripts will not be accepted. In the event that special characters, or the like are used in the manuscript, this must be discussed with the Editorial Committee in advance.
- 4) Manuscripts that exceed the character or word limit may not be accepted, in principle.
- 5) Manuscripts for contribution may be written horizontally or vertically. The author must designate the

format.

- 6) Only complete manuscripts may be submitted. Corrections should be limited to typographical errors. Alteration of contents is not allowed.
- 7) Authors may use any format of citation as long as it is consistent.
- 8) In the event that there is any academic or social suspicions, the manuscript will not be accepted before it is cleared.
- 9) Contact to the Editorial Committee is accepted only by e-mail. No other forms will be accepted.
E-mail address: [wias-bulletin\[at\]list.waseda.jp](mailto:wias-bulletin@list.waseda.jp) (replace [at] to @)

6. Proofing and Printing of Contributed Manuscripts

- 1) Contributors may revise their manuscript based on the opinions of the peer reviewers. Contributors must submit the revised manuscript by the deadline determined by the Editorial Committee.
- 2) As a general rule, a manuscript may be revised by the author a maximum of two times.
- 3) As a general rule, the author will be given 30 reprints of each article free-of-charge for each Bulletin issue. The author will be responsible for the cost if they request more than 30 copies. However, as a general rule in the case in which there are three or more co-authors, each author will receive 10 reprint copies free-of-charge.
- 4) The Editorial Committee will determine a maximum number of pages for each manuscript to be published in a given Bulletin issue if there are many authors wishing to have their work in the Bulletin, taking into consideration circumstances such as the total number of pages of the contributed manuscripts that are published in the issue in question. The Editorial Committee may, at their discretion, postpone the publishing of all or part of a manuscript desired to be in an issue to the following issue or a subsequent issue.
- 5) As a general rule, should the revised manuscript not be submitted or proof-read by the deadline determined by the Editorial Committee, the Editorial Committee may decide not to publish that manuscript and notify the contributor. The contributor may apply again the next year.
- 6) Should a situation arise that has not been addressed in these rules, it will be left to the judgement of the Editorial Committee.

7. Copyright

- 1) As a general rule, the copyright for research papers, and the like published in the Bulletin will belong to the author.
- 2) First publishing rights for manuscripts published in the Bulletin and the camera-ready copy will belong to the Editorial Committee.
- 3) Authors may use research papers, or the like published in the Bulletin in whole or in part in the form of a reproduction or reprinting. However, they must first receive the approval of the Institute in writing, and clearly indicate that said research paper, or the like was published in the Bulletin
- 4) Research papers, and the like published in the Bulletin will be separately recorded in the Waseda University Repository (DSpace@Waseda University) and on the Institute website. Consequently, if the research paper, or the like in question contains work by a third party (illustrations, figures, and others), the author must implement all necessary procedures relating to the copyright of these works.

Revised: April 7, 2022