

## 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”) shall 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 should they receive the approval of the Waseda Institute for Advanced Study Editorial Committee.

### 2. Content of Manuscripts to be Contributed

- 1) As a general rule, any manuscript contributed shall be unpublished.
- 2) As a general rule, any manuscript contributed shall be written in Japanese or in English. Should the author desire to use a language other than Japanese or English, the Editorial Committee shall be consulted.
- 3) As a general rule, any manuscript contributed shall have an abstract written in English. In the case of manuscripts written in Japanese, the title and abstract shall be written in both English and Japanese. Abstracts shall be within 400 Japanese characters or 200 English words.

### 3. Types of Manuscript to be Contributed

- 1) Research Papers (no restrictions on length)
- 2) Research Notes (within 12,000 Japanese characters or 6,000 English words)
- 3) Introductions of Historical Material (documents) (within 32,000 Japanese characters or 16,000 English words)
- 4) Reviews (within 8,000 Japanese characters or 4,000 English words)
- 5) Other (Translations, Republications, Research Trends, Miscellanea, etc.) Authors may designate the genre of the manuscript.

Authors should apply with the type of manuscript specified.

Type of manuscript shall be decided by the Editorial Committee according to the application.

When the manuscript is too long, the Editorial Committee may reject before the peer review or propose it be divided.

Regarding the type 2 ~ 5, the Editorial Committee shall decide to accept or reject a manuscript without peer review.

The Editorial Committee may request modification regardless the type of manuscript.

#### 4. Peer Review

Of the manuscript categories prescribed in “3. Types of Manuscript to be Contributed” above, research papers shall be subject to peer review. In principal, the peer review will be carried out 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 shall decide to accept or reject a paper based on the evaluation of the reviewer.

If the requested modification should not be done by the deadline, the Editorial Committee shall decide to finish the procedure of peer review and give notice to the author that the manuscript will not be published in the relevant bulletin. The author can apply again next time.

#### 5. Submission of Manuscripts

- 1) The deadline for the notification of an author’s interest in contributing to the Bulletin is the following:  
July 31
- 2) The deadline for manuscript submission is the following:  
Research Papers: September 30  
Other Manuscripts: October 20
- 3) Manuscripts and illustrations shall be submitted in a digital format such as Word. As a general rule, hand-written manuscripts will not be accepted. Should special characters, etc. be used in the manuscript, this shall be discussed with the Editorial Committee in advance.
- 4) Manuscripts for contribution may be written horizontally or vertically, and the author shall designate the format.

## 6. Printing of Contributed Manuscripts

- 1) Contributors may revise their manuscript based on the opinions of the peer reviewers.
- 2) As a general rule, manuscripts may be revised by authors a maximum of two times.
- 3) As a general rule, the author shall be provided with thirty reprints of each article free-of-charge for each Bulletin issue. The author will be responsible for the cost should they wish for any more than thirty copies. However, as a general rule in the case of three or more co-authors, each author shall receive ten reprint copies free-of-charge.
- 4) The Editorial Committee shall determine a maximum number of pages for each manuscript to be published in a given Bulletin issue should there be 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 to be 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 this issue to the following issue or a subsequent issue.
- 5) As a general rule, should a manuscript not be submitted or proof-read by the deadline determined by the Editorial Committee, it shall be moved to the next issue.
- 6) Should a situation not set out in these rules arise, it will be left to the judgement of the Editorial Committee.

## 7. Copyright

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