

Bulletin of the Graduate School of Integrated Sciences for Global Society

Manuscript Submission Guidelines

Last update by Publications Committee: July 9, 2023

1. Submission eligibility: Authors must be current faculty members or graduate students enrolled at this graduate school. Others may be co-authors, but at least one must be a faculty member at this school. Co-authored papers by former faculty members or graduate students or where one of the authors is a current graduate student will be discussed by the Publication Committee.
2. Submission criteria: The manuscript must be written in Japanese or English. Submitted manuscripts must have academic merit and must not have been published previously. However, if the Publications Committee recognizes a previously published paper as an “acceptable secondary publication,” a manuscript may be submitted, along with a statement of permission to reprint the original. If a graduate student is making the submission, in the case of ‘article’ (cf. 3. Types of manuscripts), it is necessary to attach a copy of the peer-reviewed comments by the supervisor. Prior approval by the supervisor must be obtained for a manuscript other than ‘article.’ The academic advisor may request proofreading, as necessary.
3. Types of manuscripts: Types of acceptable manuscripts include ‘article’ (*ronbun*), ‘research notes’ (*kenkyu noto*), ‘introduction to materials and data’ (*shiryō shokai*), ‘research report’ (*chosa hokoku*), ‘academic record’ (*gakujyutsu kiroku*), and ‘translation’ (*honyaku*) (including a translation of one’s own work), etc. ‘Article’ is the result of original academic research and investigation. ‘Research notes’ include preliminary reports on academic research and investigation. ‘Introduction to materials and data’, ‘research report’, and ‘academic record’ contain valuable information as documentation based on research and compilation of material. There is no character limit, but large volumes of material will be separated and published in subsequent issue(s). For submissions by graduate students, articles written in Japanese are limited to the equivalent of 25,000 Japanese characters and research notes to 12,000; articles written in English are limited to the equivalent of 12,500 words and research notes to 6,000 words.
4. Review of manuscript: Articles, or manuscripts submitted by graduate students, will be accepted or rejected upon review by reviewers appointed by the Publications Committee. For manuscripts other than ‘article,’ the Publications Committee will review the content and format, and decide whether or not to publish. Peer reviews will be requested and conducted using forms specified separately.
5. Copyrights: The copyrights of papers published shall be held by the author(s). However, the Publications Committee, in principle, reserves the right to create a database of such published works and publish them via electronic media (websites, etc.). In this case, the Publications Committee is to indicate who is the copyright holder of the published work.
6. Writing guidelines: Please write according to the following writing guidelines and schedule.
7. Publication order: In principle, completed manuscripts will be published in the order in which they are

submitted (from Vol. 22, No. 1). Submitted manuscripts will not be returned, regardless of whether or not they are accepted.

8. Additional notes: If revisions to these guidelines become necessary, they can be changed with the approval of the Publications Committee.

Writing Guidelines

1. Medium for manuscript: The manuscript must be submitted by electronic file. If you wish to indicate the preferred layout, please also provide the manuscript in PDF format. Text can be written horizontally or vertically.
2. Manuscript structure: Articles and research notes will consist of title (in Japanese and/or English), author name(s) (in Japanese and/or alphabet), keywords, main text, footnotes, references, lists of figures and tables, figures, and tables. In the case of a Japanese language manuscript, an abstract of about 200 words in a European language is to be included. In the case of a non-Japanese manuscript, the abstract should be approximately 400 characters in Japanese or 200 words in English.
3. Figures and tables: Each figure and table should be numbered sequentially (“Figure 1,” “Table 1,” etc.), along with title and/or caption and source, etc. If figures require color printing, please discuss the matter with the editing contact (*henshu tanto*) of the Publications Committee.
4. Notation for footnotes: Footnotes should be numbered sequentially throughout the paper. Footnotes in the text should be numbered in single-byte superscript numbers.
5. List of references: In principle, the following formats should be followed.

東 英寿 (2013) 「歐陽脩新発見書簡の特色について」『比較社会文化』19:57-64.

松井康浩 (2014) 『スターリニズムの経験』岩波書店.

Germer, A. (2014) Sometimes you have to create your own history. *Bulletin of the Graduate School of Integrated Sciences for Global Society, Kyushu University*, 21 (1-2) : 47-56

MISUMI, K. (2007) A Formal Theory of Roles. Fukuoka, Hana-Shoin.

Writing Schedule (Deadlines)

Issue No. 1, early April (Issue No. 2, early September): Call for submissions

April 30 (September 30):

Application for submission (submissions received after the maximum number of papers is reached will be postponed to a subsequent issue)

May 15 (October 15):

Submission of completed manuscripts (any received after the maximum number of papers is reached will be

	postponed to a subsequent issue; deadline for manuscripts not requiring peer review is the same)
June 30 (November 30):	Notification of peer review results (in the case of delay of peer reviews, publication of the manuscripts will be postponed in a subsequent issue)
July 10 (December 10):	Acceptance of final manuscripts (transmission of electronic file of manuscripts reflecting the results of peer review)
Late August (late January):	Proofreading (one time only; however, manuscripts with many tables and figures may have a second check), editing, printing.
September 15 (February 15):	Publish