

# Academic Year 2026 “Graduate School Journal” Application Guidelines

	Edition number for September 4, 2026 Publication	Edition number for February 26, 2027 Publication
Studies in Law Studies in Commerce Studies in Business Administration Studies in Arts and Letters	No.65	No.66
Journal of Political Science and Economics	No.18	No.19
Studies in Science and Technology	No.8	No.9
Studies in Agriculture	No.13	No.14
Journal of Information and Communication	No.27	No.28
Studies in Humanities	No.28	No.29
Journal of Global Japanese Studies	No.23	No.24
Research in Global Governance	No.8	No.9

Publication is biannual, hence your opportunities are twice a year at most. **Consult your supervisor in advance about the title and the content of the paper.** The submitted paper shall be **single** authored and you may contribute 1 paper per issue of “Graduate School Journal” of your school.

## 1. Pre-registration

- (1) With permission of your supervisor, register the required information such as your full name and the title of your paper from the "Oh-o! Meiji" group "[大学院研究論集（9月発行）](#)" or "[大学院研究論集（2月発行）](#)" during the Pre-Registration Period.
- (2) "**Studies in Business Administration**" does NOT require pre-registration. As for the detailed schedule, refer to page 6 of this guideline.
- (3) "**Journal of Political Science and Economics**" requires students with abstract of the paper for pre-registration. It must be written about 150 words in English.
- (4) "**Journal of Global Japanese Studies**" follows a unique registration schedule. For detailed information, please refer to page 6 of this guideline.
- (5) **Graduates and withdrawn students** who meet the eligibility requirements (see Section 3, [Application Eligibility]) and intend to make a pre-registration\* of their paper must first download the "Statement of Reasons for Submission to the Graduate School Journal" from the website, review its contents, complete it with the approval of their supervisor, and submit it by e-mail prior to the Pre-Registration Period\*. After submission, please proceed with the Pre-Registration\* process.

\*Submission of the paper for review for the former GSBA students.

## 2. Content

- (1) The paper must take a form of either, an academic paper, an academic survey, or a joint research, which is both highly specialized in its field and worthy of being released to the public.

- (2) The paper must contribute to existing research in the field of study and have no obvious mistakes.
- (3) The paper, in principle, must not be identical to those published or are scheduled for any other publications (including publications on campus). (= No Double Posting)
- (4) Each graduate school has its own specific requisites.  
You must pay attention to the followings for general validity and rationality of the paper:
  - ① You understand research subjects correctly and appropriately.
  - ② You have not deliberately ignored or withheld any information relevant to the accepted truth.
  - ③ You have utilized concepts consistently.
  - ④ You have not followed any irrational process of logic.
- (5) For “**Studies in Law**,” the following types of manuscripts are also accepted in addition to (1). However, please consult with your supervisor regarding whether these works may be counted as part of the research achievements required for the doctoral degree.
  - ① Research note
  - ② Case note
  - ③ Material

When submitting one of the above manuscripts, be sure to include the type along with the title of your paper in the field 【論文題名 (Title of research paper)】 on the pre-registration form.

### **3. Application Eligibility \*(1) Applicants must satisfy both (1) and (2) below.**

- (1) Those who fall under any of the following categories ①-③ and have obtained approval from their supervisor.  
(For those who have graduated or withdrawn, approval must be obtained from their former supervisor. If the former supervisor has retired, approval must be obtained from the associate dean of the graduate school.)
  - ① Current Graduate Students at Meiji University (excluding non-degree students, auditors, research students, and special auditors)
  - ② Those who completed a master’s or first-term doctoral program at Meiji University within the past two years and wish to apply for a doctoral program at the university
  - ③ Those who have been enrolled in a doctoral program at Meiji University within the past eight years

\*Those who fall under ② or ③ must submit a “Statement of Reasons for Submission to the Graduate School Journal” prior to pre-registration.

\*Applicants who are currently affiliated with other university or research institution and are able to present their research there are not eligible to apply.

\*Exchange students may apply within two years after the completion of their program (for master’s programs) or within eight years after enrollment (for doctoral programs).

- (2) Applicants must complete the research ethics training designated by Meiji University (e-APRIN) before submitting their paper.

However, those who fall under either of the following categories ① - ② are also considered to have fulfilled the research ethics training requirement if they complete the Research Ethics e-Learning Course provided by the Japan Society for the Promotion of Science (<https://elcore.jsps.go.jp/top.aspx>) and submit a certificate of completion by the time of paper submission:

- ① New students who are unable to complete e-APRIN before the submission deadline (September publication only)

② Those who did not complete e-APRIN prior to graduation or withdrawal

\*Please note that recognition of the JSPS e-learning course in lieu of e-APRIN is specific to the Graduate School Journal and is not equivalent to Meiji University's official research ethics training requirements for dissertations and other official submissions.

#### 4. Formatting

- (1) A4-size paper. Horizontal writing is standard.
- (2) Within 10,000 words in European languages. (The table of contents, main text, and annotations are included in the character/word count. The abstract, keywords, and references are not included.)
- (3) For horizontal writing: 34 lines per page, up to 20 pages.  
(The pages containing the title, abstract, keywords, figures/tables, and references are also included in the page limit.)

#### 5. Instructions for writing the paper

- (1) Be sure to refer to the format on the website for writing your paper.

Please write in the following order: "Title of the paper," "Full Name," "Abstract of the paper (within 100~200 words in European languages)※," "Keywords (5)," and "Main text."

##### ※Exceptions to Abstract Requirements

##### <Studies in Business Administration (GSBA)>

When the body of the paper is written in Japanese, the abstract must be written in European language with 100~200 words. When the body of the paper is written in a European language, the abstract must be written in Japanese with 300~500 letters.

##### <Journal of Political Science and Economics (GSPSE)>

When the abstract is written in a European language, it must be written with no more than 500 words.

- (2) You must strictly observe the maximum number of pages; any excess will not be accepted.  
【Even if the manuscript is within the character/word limit, it will not be accepted if the number of pages exceeds the limit.】
- (3) Regarding writing styles for annotations, please consult your supervisor and refer to published Graduate School Journals. Titles in European languages should be written in italics.
- (4) Put a page number on all the pages.
- (5) After publication decision is made, in principle, ONLY typographical errors can be corrected since the paper has undergone peer review. The author is allowed to proofread up to twice.

#### 6. Requisites for submission

- (1) **First submission**

The documents listed below should be submitted via Oh-o!Meiji system(group "[大学院研究論集（9月発行）](#)" or "[大学院研究論集（2月発行）](#)").

\*Those who have graduated or have withdrawn must send their files to the Graduate School Office's email address ([dai\\_in@mics.meiji.ac.jp](mailto:dai_in@mics.meiji.ac.jp)).

The details of the submission will be given via Oh-o!Meiji to the students who completed pre-registration.

**Make sure to download the latest forms from the web page and prepare the documents.**

Body of the paper	PDF file	Refer "4. Formatting" on Page 3 and "5. Instructions for writing the paper" on Page 3 in this guideline.
Supplementary for apers	—	Please submit from Oh-o!Meiji form.

**(2) Submission of the final paper and data**

※ Revisions to Manuscripts at the Time of Submission

Since the paper has already been reviewed, only revisions based on the reviewers' comments are permitted.

※ Acknowledgments in Published Papers

Acknowledgments to individuals affiliated with Meiji University are generally not necessary, as this is an internal journal. However, if deemed appropriate after consulting with your supervisor, acknowledgments may be included in the manuscript upon submission.

Please note that adding acknowledgments during the proofreading stage is not allowed, as it may affect the page count and formatting.

Body of the paper	Word and PDF file
The Meiji University Academic Repository Registration.	PDF *Download the designated form from the website , complete it, and submit it.

\* The submission method will be announced via Oh-o! Meiji group "[大学院研究論集（9月発行）](#)" or "[大学院研究論集（2月発行）](#)".

**7. Registration and Public Release via the Academic Repository**

Papers In principle, papers published in this journal will be registered and made publicly available in electronic format through the Meiji University Academic Repository.

For details regarding registration and public release via the repository, please refer to the Operational Guidelines for the Meiji University Academic Repository.

If you are unable to grant permission for repository publication, please be sure to consult the Graduate School Office at the time of pre-registration.

[https://www.meiji.ac.jp/dai\\_in/topics/6t5h7p00000qf5r7-att/a1519807706025.pdf](https://www.meiji.ac.jp/dai_in/topics/6t5h7p00000qf5r7-att/a1519807706025.pdf)

<https://meiji.repo.nii.ac.jp/>

**8. Gifts of offprints**

You may receive 50 off-prints of your paper as a gift upon request.

If you would like to have additional offprints, turn in a request form by the time you submit the first proofread paper. You will need to pay for additional offprints

**9. Others**

(1) Strictly keep the deadline. Submission after the deadline will NEVER be accepted under any circumstances.

(2) Note that dates or requirements may change at any time due to inevitable reasons. Check the latest information through Oh-o! Meiji carefully.

(3) **In principle, the title of your paper can be changed if only your supervisor approves.**

If you change the title, please be sure to contact the Graduate School Office email address and Graduate School which you belong.

Dear graduate students,

## Attention to Misconduct in Research Activities

English  
Translation  
(For Reference)

Meiji University Graduate School

In recent years, domestic and international research institutes, including universities, are required to observe ethical standards when conducting scientific and academic research. They are also required to take strict measures against misconduct ("Plagiarism" in thesis, "falsification, fabrication, and non-preservation" in material data, "inappropriate authorship and double submission" in thesis publication, etc.) that violates such standards, and to consider measures to prevent such violations. Graduate school students also need to renew their aversion to misconduct.

Misconduct is an absolutely unforgivable act that seriously diminishes the social credibility of the individual who conducted the research, but also Meiji University as a research institution. Graduate School will take strict measures, including disciplinary action, against those who commit misconduct in accordance with Graduate School Regulations. Graduate school students have to pay sufficient attention to the following points in advance and make every endeavor to conduct research activities appropriately.

### **Plagiarism in a thesis is a socially unacceptable criminal act.**

Plagiarism is the act of borrowing research achievements of others without permission and is a socially unacceptable act that is not only unethical research activity but also a criminal act that infringes the copyrights of others.

#### [Cases of Plagiarism]

- Regardless of whether it is intentional or not, creating a thesis (including in-class reports) using texts (including unsigned texts) or materials of others published in print media (books, magazines, newspapers, etc.) or on websites, etc., without specifying the source, or using them with only slight changes in context or phrases.
- In the structure of research papers, using the cited documents (documents cited with the source specified) beyond the scope deemed appropriate for research purposes.

### **Falsification, fabrication, and non-preservation of data are acts of betrayal of the research activity itself.**

Falsification and fabrication of data not only undermine confidence in the research results themselves but also disconnect him or her from one's career as a researcher by discrediting the researcher. It is also a serious act of betrayal that undermines confidence in science and academic research.

In addition, if research data is not stored so that it can be disclosed to a third party, it also constitutes research misconduct.

#### [Cases of Falsification or Fabrication of data]

- To intentionally rewrite data, data, etc., obtained through surveys, collection, experiments, etc.
- To make up something as if it were true that is not true, or that it never actually exists.

### **University punishment against misconduct.**

If misconduct as any of the above-mentioned acts of academic dishonesty is found, disciplinary action such as "reprimand," "suspension" or "expulsion" will be taken in accordance with the provisions of Article 62 of Graduate School Regulations, not to mention the invalidation of credits for the semester or academic year concerned, after verification of the facts.

## 10. Schedule

\*Observe the deadline strictly. Any delay in submission will not be accepted.

\*Title may be changed only when your supervisor approves it. Report to Graduate School Office soon after the approval.

	Date of publication: September, 2026			Date of publication: February, 2027					
	<u>Others than GSBA&amp; GSJS</u>	<u>GGJS</u>	<u>GSBA</u>	<u>Others than GSBA&amp; GSJS</u>	<u>GGJS</u>	<u>GSBA</u>			
	March 9 <sup>th</sup> ~ March 13 <sup>th</sup> 10:00	March 2 <sup>nd</sup> ~ March 6 <sup>th</sup> 10:00		June 22 <sup>nd</sup> ~ June 26 <sup>th</sup> 10:00					
Pre-registration Period									
Deadline for first submission	April 3 <sup>rd</sup> ~ April 9 <sup>th</sup> 10:00	March 23 <sup>rd</sup> ~ March 27 <sup>th</sup> 10:00	April 1 <sup>st</sup> ~ April 4 <sup>th</sup> 10:00	September 1 <sup>st</sup> ~ September 18 <sup>th</sup> 10:00	August 26 <sup>th</sup> ~ September 1 <sup>st</sup> 10:00	August 24 <sup>th</sup> ~ August 28 <sup>th</sup> 10:00			
An Interim Correction Period	An Interim Correction Period may apply to <u>GSPSE</u> , <u>GSBA</u> , <u>GGJS</u> , and <u>GSGG</u> . Please follow the instructions from your graduate school regarding the period.								
Announcement of the result	In late May or Beginning of June			In late October or Beginning of November					
	The final decision is made by the Graduate School Committee. <u>The result will be announced via Oh-o! Meiji.</u>								
The Final Correction Period	Within 2 weeks after announcement of the result  Follow the referees' advice and revise your paper accordingly. <u>In Principle, corrections after this period will NOT be allowed.</u>								
Submission of the final paper and data	Middle of June			Middle of November					
First proofreading (Author's proofreading)	Beginning of July			Beginning of December					
	You may correct typos but cannot change the content of the paper.								
Submission of the first proofread / Deadline for the request for additional reprints	Middle of July			Middle of January					
Second proofreading (Author's proofreading)	In early August			In early February					
	You may check corrections of the first proofreading and correct typos only.								
Publication [Scheduled]	September 4 (Fri), 2026			February 26(Fri), 2027					