

Academic Year 2019 “Graduate School Journal” Application Guidelines

	Edition number for September 6, 2019 publication	Edition number for February 28, 2020 publication
Studies in Law Studies in Commerce Studies in Business Administration Studies in Arts and Letters	No.51	No.52
Journal of Political Science and Economics	No.5	No.6
Studies in Science and Technology	No.8	No.9
Studies in Agriculture	No.13	No.14
Journal of Information and Communication	No.17	No.18
Studies in Humanities	No.16	No.17
Journal of Global Japanese Studies	No.10	No.11
Research in Global Governance	No.5	No.6

*Publication is biannual, hence your opportunities are twice a year at most.

*Contact your supervisor in advance about the title and the content of the paper.

*The submitted paper shall be sole authored and you may contribute 1 paper per issue of “Graduate School Journal” of your school.

1. Pre-registration

- (1) Make sure to complete your registration during the “Pre-registration Period” after contacting your supervisor about the title and the content of the paper.
- (2) After pre-registration, download application guidelines and required documents on the website.
- (3) In case of cancellation after pre-registration, contact the Graduate School Office as soon as possible.
- (4) “Studies in Business Administration” does not require pre-registration. As for detailed schedule, refer to P.7 of this guideline.
- (5) “Journal of Political Science and Economics” requires students to send an e-mail with abstract of the paper instead of pre-registration. As for the details, refer to the website of the Graduate School of Political Science and Economics.

2. Content

- (1) The paper must be 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.

*For Studies in Law, the followings can be accepted as well.

- ① note
- ② case note
- ③ material

- (2) The paper must contribute to existing research in the field of study, have no obvious mistakes and have not been published in any other publications.
- (3) For specific requisites, each graduate school has its own.
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.

3. Application Eligibility

- (1) Students enrolled in a course of a graduate school of this university.
(Non-degree students, auditors, research students and special auditors are not eligible.)
 - (2) Former students who graduated with a master's degree from this University, are aiming to enroll in a doctoral course and are approved by the former supervisor.
(Within 2 years after graduation.)
 - (3) Former students who graduated or withdrew from a doctoral course of this university and also are approved by the former supervisor. (Within 8 years after entrance.)
- *Even if (2) or (3) is applicable to you, you are not qualified to apply when enrolled in another academic or research institution and being able to publish a research paper there.
- *Exchange students in master's course may apply within 2 years after the end of their exchange program.
Exchange students in doctoral course may apply within 8 years after entrance.

4. Format

- (1) Horizontal writing in A4 paper
- (2) Within 10,000 words (Including tables of contents and annotations. References are not included.) [within 20 pages]

※Pages for the title, the abstract, keywords, diagrams, and references are included in the number of pages.

5. Instructions for writing the paper

<Body of the paper>

- (1) You must observe the maximum number of pages as any excess is not permitted.
- (2) Even in case the number of words does not exceed the limit, it is not acceptable if the number of pages exceeds the limit.
- (3) References is not included in the maximum number of words, but included in the maximum number of pages.
- (4) You may proofread only once. Rephrasing and corrections of sentences are not permitted during proofreading.
- (5) Regarding writing styles for annotations, please consult your supervisor and refer to published journals. Titles in an European languages should be written in italics.
- (6) Put a page number on each page.
- (7) After the title and writer's name, "Abstract for publication" which is no more than 200 to 300 words and "5 Keywords" must be included in the first page of the paper.

※Studies in Business Administration and Journal of Political Science and Economics have their own requirements.

<Studies in Business Administration>

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

<Journal of Political Science and Economics>

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

<Abstract for evaluation>

3 copies of "Abstract for evaluation", with the title and writer's name, should be attached. It will be used only for evaluation and will not be published.

※When written in an European language, within 250 words.

When written in Japanese, within 1,000 words.

< Application form>

- (1) Your name and supervisor's name must be handwritten.
- (2) If Title (1) is in English, Title (2) must be written in Japanese.
- (3) In case of tracing of diagrams, graphs, or maps or attaching photos to a paper, write the total number. Write "0" zero if you don't need to trace.
- (4) Fill in the Application form with the inerasable oil-based pen.
(Do not use a pencil or a pen with erasable ink.)

6. Requisites for submission

(1) First submission

- 1) Studies in Law, Studies in Commerce, Studies in Arts and Letters, Journal of Political Science and Economics, Journal of Information and Communication, Studies in Humanities, Journal of Global Japanese Studies

1. Application form	Original
2. Coversheet of the paper	Three copies *Each of which stapled on top of each paper.
3. Body of the paper	3 copies
4. Abstract for evaluation	3 copies
5. Screening Evaluation Sheet	3 copies
6. Screening Comment Sheet	*Graduate School of Japanese Studies: 1 copy *Other graduate schools: 3 copies

*The above 1, 2, 5 and 6 printable forms can be downloaded from the website.

- 2) Studies in Business Administration, Studies in Science and Technology, Studies in Agriculture, Research in Global Governance

1. Application form	Original
2. Coversheet of the paper	3 copies *Each of which stapled on top of each paper.
3. Body of the paper	3 copies
4. Abstract for evaluation	3 copies
5. Screening Evaluation Sheet	3 copies

*The above 1, 2, and 5 printable forms can be downloaded from the website.

(2) Submission of the final paper and data

1. Body of the paper	1
2. Data of the paper in CD-R	1 *Data files including diagrams must be in Word file (PDF file is not accepted) and submitted by CD-R. Your name, graduate school, course and software name must be written on it. We do not accept data in USB.

7. Release on the website

(1) Release on “Meiji University Academic Repository”

Electronic data of published papers may be released on “Meiji University Academic Repository”. Note in advance that this will be done not only by Meiji University but other organizations that Meiji may have delegated the work to.

Also, make sure to mark your agreement or disagreement on the application form after referring to “Operational Guidelines for Meiji University Academic Repository” (https://www.meiji.ac.jp/dai_in/topics/6t5h7p00000qf5r7-att/a1519807706025.pdf).

(2) Release on the Meiji University Graduate School Website

Note that the title and author’s name will be disclosed on the Meiji University Graduate School Website (http://www.meiji.ac.jp/dai_in/copy_of_research.html).

8. Others

3 books of published paper and 50 reprints of your paper will be given to you.

If you would like additional reprints, voice your request by the time of the first proof.

You will need to pay for additional reprints.

※Severe punishment may be imposed in case of illegal conducts regarding research activities. The followings are illegal and any cooperation in those conducts are to be punished.

- ① Forgery : To fabricate data and research results that do not exist.
- ② Falsification : To process research data into false data by manipulating research materials, research equipment and the research process.
- ③ Plagiarism : To take other researchers’ ideas, samples, analyses, analytical methods, research results, research papers and original terms and pass them off as your own or use them without permission.

9. Schedule

(1) All Graduate Schools Except Graduate School of Business Administration

*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.

*Pay attention to the bulletin board for schedule changes.

	Date of publication: September 6, 2019	Date of publication: February 28, 2020
Pre-registration Period	From April 1 (Mon) to 5:00 pm, April 5 (Fri)	From June 24 (Mon) to 5:00 pm, June 28 (Fri)
Deadline for first submission	By 3:00 pm, April 18 (Thu)	By 3:00 pm, September 20 (Fri)
Announcement of the result	In late May or in early June	In late October or in early November
	The final decision is made by the Graduate School Committee. The result will be announced on the bulletin board at the Graduate School.	
The Final Correction Period	Within 2 weeks after announcement of the result	
	Correct parts under referees' instruction. Basically, corrections after this period will not be allowed.	
Submission of the final paper and data	Middle of June	Middle of November
First proofread (Writer's proofreading)	Beginning of July	Beginning of December
	Only in case you find typos in your paper, you may correct them.	
Submission of the first proofread / Deadline for the request for additional reprints	Middle of July	Middle of January
Second proofread (Graduate School Office's proofread)	Beginning of August	Beginning of February
	Basically, the Graduate School Office will check corrections of the first proofread. If you would like to check by yourself, inform the office during the first proofread term.	
Publication	September 6 (Fri), 2019	February 28 (Fri), 2020

(2) Graduate School of Business Administration (*No need to pre-register)

*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.

*Pay attention to the bulletin board for schedule changes.

	Date of publication: September 6, 2019	Date of publication: February 28, 2020
First Submission Period	From April 3 (Wed) to 3:00 pm, April 8 (Mon)	From August 29 (Thu) to 3:00 pm, August 30 (Fri)
Interim Correction Period	From April 23 (Tue) to 3:00 pm, May 7 (Tue)	From September 27 (Fri) to 3:00 pm, October 10 (Thu)
Announcement of the result	In late May or in early June	In late October or in early November
	The final decision is made by the Graduate School Committee. The result will be announced on the bulletin board at the Graduate School.	
The Final Correction Period	Within 2 weeks after announcement of the result	
	Correct parts under referees' instruction. Basically, corrections after this period will not be allowed.	
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