

**“Graduate School Journal”**  
**Application Guidelines**  
**February Publication in AY 2020-2021**

	Edition Number for September 11, 2020 Publication	Edition Number for February 26, 2021 Publication
Studies in Law Studies in Commerce Studies in Business Administration Studies in Arts and Letters	No.53	No.54
Journal of Political Science and Economics	No.7	No.8
Studies in Science and Technology	No.8	No.9
Studies in Agriculture	No.13	No.14
Journal of Information and Communication	No.18	No.19
Studies in Humanities	No.18	No.19
Journal of Global Japanese Studies	No.12	No.13
Research in Global Governance	No.6	No.7

\*Publication is once every semester. Hence you may apply 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 researches 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 do not be counted into the maximum number of words, but counted into the maximum number of pages.
- (4) The table of contents, the body of the paper and the annotations are counted into the maximum number of words.
- (5) You may proofread only once after submission. Rephrasing and corrections of sentences are not permitted during proofreading.
- (6) Regarding writing styles for annotations, please consult your supervisor and refer to published journals. Titles in a European language should be written in italics.
- (7) Put a page number on each page.

### <Abstract for Publication>

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.

**[Not counted into the maximum number of words but counted into the maximum number of pages.]**

※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 a 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 a European language, it must be written with no more than 500 words.

### <Abstract for Evaluation>

One copy 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 a European language, within 250 words.

When written in Japanese, within 1,000 words.

### < Application Form>

- (1) Your name and supervisor's name must be typed by computer, not handwritten.
- (2) 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.

## 6. Requisites for Submission

### (1) First Submission

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

Document	Number	Requirements	How to Submit
1 . Application Form	1 PDF file for each	_____	Submit via Oh-o!Meiji  ※Submission instruction will be announced only to pre-registered students via Oh-o!Meiji.
2 . Abstract for Evaluation		_____	
3 . Coversheet of the Paper		_____	
4 . Body of the Paper		Refer to Article 4 and 5, Page 2 and 3	
5 . Screening Evaluation Sheet	1 WORD file	_____	

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

Document	Number	Requirements	How to Submit
1 . Application Form	1 PDF file for each	_____	Submit via Oh-o!Meiji  ※Submission instruction will be announced only to pre-registered students via Oh-o!Meiji.
2 . Abstract for Evaluation		_____	
3 . Coversheet of the Paper		_____	
4 . Body of the Paper		Refer to Article 4 and 5, Page 2 and 3	
5 . Screening Comment Sheet	1 WORD file for each	Follow each school's instructions.	
6 . Screening Evaluation Sheet		_____	

### (2) Submission of the Final Paper and Data after Evaluation and Acceptance (Applicable to all graduate schools)

Document	Number	Requirements	How to Submit
The Final Paper for Publishing	1 WORD file	_____	Submit via Oh-o!Meiji  ※Submission instruction will be announced only to pre-registered students via Oh-o!Meiji.

## 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 by other organizations that Meiji may have delegated the work to.

Make sure to mark your agreement or disagreement in the designated section on the application form. Please refer to “Operational Guidelines for Meiji University Academic Repository”

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

### (2) Release of the Title and Author’s name

Note that the title and author’s name will be disclosed on the Meiji University Graduate School Website ([https://www.meiji.ac.jp/dai\\_in/copy\\_of\\_research.html](https://www.meiji.ac.jp/dai_in/copy_of_research.html)).

## 8. Presentation Published Paper and Reprints

Complimentary three books of the journal of your graduate school and fifty offprints of your paper will be presented to you.

If you would like additional reprints, submit the application via Oh-!Meiji by the time of the first proofread.

You will need to pay for additional reprints.

## 9. Others

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

(2) Make sure to regularly check our website or the bulletin board for dates and requirements may change at any time due to inevitable reasons.

(3) Change of your paper’s title can be accepted only with your supervisor’s permission. In case a change of the title occurs, notification to the Graduate School office is mandatory.

※Severe punishment may be imposed in case of illegal conducts regarding research activities. The following acts are illegal and any cooperation in those conducts is 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.

## 10. 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 our website or the bulletin board for schedule changes.

	Publication Date: September 11, 2020	Publication Date: February 26, 2021
Pre-registration Period	From March 30 (Mon) to 5:00 pm, April 3 (Fri)	From June 29 (Mon) to 5:00 pm, July 3 (Fri)
Deadline for First Submission	3:00 pm, April 16 (Thu)	3:00 pm, September 25 (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 via Oh-o!Meiji.	
The Final Correction Period	Within 2 weeks after announcement of the result	
	Correct parts under referees' instruction. Corrections after this period will not be allowed in principle.	
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
	In principle, 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 11 (Fri), 2020	February 26 (Fri), 2021

**(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 our website or the bulletin board for schedule changes.

	Publication Date: September 11, 2020	Publication Date: February 26, 2021
First Submission Period	From April 3 (Fri) to 3:00 pm, April 8 (Wed)	From August 28 (Fri) to 3:00 pm, August 31 (Mon)
Interim Correction Period	From April 23 (Thu) to 3:00 pm, May 7 (Thu)	From September 25 (Fri) to 3:00 pm, October 9 (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 via Oh-o!Meiji.	
The Final Correction Period	Within 2 weeks after announcement of the result	
	Correct parts under referees' instruction. Corrections after this period will not be allowed in principle.	
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