

Academic Year 2022 “Graduate School Journal” Application Guidelines

	Edition number for September 9, 2022 publication	Edition number for February 28, 2023 Publication
Studies in Law Studies in Commerce Studies in Business Administration Studies in Arts and Letters	No.57	No.58
Journal of Political Science and Economics	No.11	No.12
Studies in Science and Technology	No.8	No.9
Studies in Agriculture	No.13	No.14
Journal of Information and Communication	No.22	No.23
Studies in Humanities	No.21	No.22
Journal of Global Japanese Studies	No.16	No.17
Research in Global Governance	No.6	No.7

*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) With permission of your supervisor, register the required information such as your full name and the title of your paper from the designated web page during the “Pre-registration Period.”
- (2) After pre-registration, download application guidelines and required documents from the website.
- (3) In case of cancellation after pre-registration, contact the Graduate School Office immediately.
- (4) **“Studies in Business Administration”** does not require pre-registration. As for the detailed schedule, refer to P.7 of this guideline.
- (5) **“Journal of Political Science and Economics”** requires students to pre-register by sending an e-mail with abstract of the paper instead of pre-registration from the web page. 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

- If you submit one of the above, specify the type prior to your title of the paper in (1) section on your application form: 【case note】 your title
- (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 in any other publications (including those scheduled to be published). (= 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.

3. Application Eligibility

- (1) Students enrolled in a course of a graduate school of this university and those who have supervisor's permission.
(Non-degree students, auditors, research students and special auditors are not eligible.)
- (2) Those who completed master's program at Meiji's Graduate School in the past 2 years, wish to apply for doctoral course and are approved by the former supervisor.
- (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.)
- (4) Those who have attended or completed the research ethics education (e-APRIN) designated by Meiji University before submitting paper and have acquired knowledge on research ethics.

Even without completing e-APRIN, persons who fall under ①~② below are also eligible to apply if they have completed the Research Ethics e-Learning Course (<https://elcore.jsps.go.jp/top.aspx>) provided by the Japan Society for the Promotion of Science. They must submit the certificate of completion by the time of submission of their paper.

(* Please note that this is not a research ethics education required by Meiji University at the time of submission of the dissertation, etc., but only for "Graduate School Journal".)

- ① Students who are unable to take e-APRIN course before submitting their paper because they are new students (September publication only)
- ② If applicants did not have to take e-APRIN prior to graduation or withdrawal.

*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.

*Persons falling under (2) and (3) must submit "Reasons for Submission of Graduate School Journal".

*If your former supervisor has retired, you need to get an approval from an associate dean of your graduate school.

*Exchange students in master's course may apply within 2 years after the end of their exchange programs.

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>

Be sure to refer to the published Graduate School Journal and the format examples on the website for writing your 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) Table of contents, body of the paper and annotation should be included in the maximum word limit.
- (4) References is not included in the maximum number of words, but included in the maximum number of pages.
- (5) **You may proofread only once. 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 European languages 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.**

※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 letters.

<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>

Apart from "Abstract for publication", 1 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, write within 250 words.

When written in Japanese, write within 1,000 words.

<Studies in Business Administration>

Abstract for evaluation can be written either in European or in Japanese language.

< Application form>

- (1) Your name and supervisor's name can be typed.
- (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 have diagrams etc. in your text as a data.
- (4) Fill in the Application form with the inerasable pen.
(Do not use a pencil or a pen with erasable ink.)

6. Requisites for submission

(1) First submission

All the documents listed below should be submitted via Oh-o! Meiji system.

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.

The names of applicant and supervisor should be typed.

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).

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

1. Application form	1 pdf file
2. Abstract for evaluation	1 pdf file
3. Coversheet of the paper& Body of the paper, combined into one pdf	1 pdf file
4. Screening Evaluation Sheet	1 word file
5. Reasons for Submission of Graduate School Journal (Only who graduated or withdrew)	1 pdf file

*The above **3; Coversheet of the paper** can be downloaded. Refer to "**4. Format**" on Page 2 and "**5. Instructions for writing the paper**" on Page 3.

- 2) 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	1 pdf file
2. Abstract for evaluation	1 pdf file
3. Coversheet of the paper& Body of the paper, combined into one pdf	1 pdf file
4. Screening comment sheet	1 word file ※ Format varies depending on the graduate schools.
5. Screening Evaluation Sheet	1 word file
6. Reasons for Submission of Graduate School Journal (Only who graduated or withdrew)	1 pdf file

* The above **3; Coversheet of the paper** can be downloaded. Refer "**4. Format**" on Page 2 and "**5. Instructions for writing the paper**" on Page 3.

(2) Submission of the final paper and data

1. Body of the paper <u>without Coversheet of the paper</u>	1 word file and 1 pdf file ※The submission method will be announced via Oh-o! Meiji or by email.
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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 announced on the Meiji University Graduate School Website (https://www.meiji.ac.jp/dai_in/research.html).

8. Gifts of published Graduate School Journal and reprints

3 copies of published Graduate School Journal and 50 reprints of your paper will be given to you as gifts.

If you would like to have additional reprints, turn in your request form by the time you submit first proofread paper.

You will need to pay for additional reprints

9. Others

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

(2) Please note that dates or requirements may change at any time due to inevitable reasons.

(3) In principle, the title of your paper can be changed if only your supervisor approve. **If you wish to change the title, be sure to notify the Graduate School Office immediately.**

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 **Fabrication** : To makeup data and research results that do not exist.

② **Falsification** : To process research data or results into false ones by manipulating and changing research materials, research equipment and the research process.

③ **Plagiarism** : To take other researchers’ ideas, samples, analyses, analytical methods, research results, research papers or original terms and pass them off as your own or use them without permission or appropriate indication.

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.

	Date of publication: September 9, 2022	Date of publication: February 28, 2023
Pre-registration Period	From March 14(Mon) to 5:00 pm, March 18 (Fri)	From June 27 (Mon) to 5:00 pm, July 1 (Fri)
Deadline for first submission	By 3:00 pm, April 14 (Thu)	By 3:00 pm, September 21 (Wed)
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	
	Follow the referees' advice and revise your paper accordingly.. <u>Basically, corrections after this period will NOT be allowed.</u>	
Submission of the final paper and data	Middle of June	Middle of November
First proofread (Writer'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 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 prefer to check by yourself, inform the office when you submit the first proofread.	
Publication	September 9 (Fri), 2022	February 28(Tue), 2023

(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.

	Date of publication: September 9, 2022	Date of publication: February 28, 2023
First Submission Period	From April 1 (Fri) to 3:00 pm, April 6 (Wed)	From August 27 (Sat) to 3:00 pm, August 31 (Wed)
Interim Correction Period	From April 21 (Thu) to 3:00 pm, May 5 (Thu)	From September 22 (Thu) to 3:00 pm, October 5 (Wed)
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	
	Follow the referees' advice and revise your paper accordingly. <u>Basically, corrections after this period will NOT be allowed.</u>	
Submission of the final paper and data	Middle of June	Middle of November
First proofread (Writer's proofreading)	Beginning of July	Beginning of December
	You may correct typos but cannot change the content of the paper.	
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