

Journal of the Graduate School of Asia-Pacific Studies

Rules for Contributors

1. Submission Rules

Students presently enrolled in the GSAPS PhD Program are eligible to write and submit articles to the journal (students taking a leave of absence are not eligible). Those who have not submitted the doctoral thesis but have completed the interim presentation and withdrawn from the program may also submit to the GSAPS journal. However, in this case he/she may only submit within 3 years after his/her withdrawal. Even those who are eligible cannot write and submit coauthored articles.

2. Important Requirement for All Manuscripts

Articles submitted to the *Journal of the Graduate School of Asia-Pacific Studies* must be previously unpublished original research articles.

3. Submission Deadlines

Deadlines for submission: Twice per year

- The deadline for the Fall volume is in last April, by 5pm.
- The deadline for the Spring volume is in late October, by 5pm.

For details, please refer to the GSAPS website: <http://web.waseda.jp/gsaps/en/academics/journal/>

4. Required Documents and Methods of Submission

(1) Manuscript Submission

- Submit electronic versions of the article (with two different copies of the article: a Word file with the author's name on it, and as a PDF file with the author's name removed [for peer-review]) via e-mail to: journal-haco@list.waseda.jp
- Please use your Waseda e-mail address when submitting your article
- Please label the Subject Line in the e-mail as well as your attached articles (digital files) as "[Student ID]_GSAPS Journal No.XX"
Submissions received after the deadline will not be considered for the upcoming volume.
- The time of submission is treated as the time at which the e-mail is received at the journal's e-mail address (journal-haco@list.waseda.jp).

(2) Application Form Submission

- Fill out and submit the application form to the GSAPS Office.
- You can download the application form from the following website:
<http://web.waseda.jp/gsaps/en/academics/journal/>
- Students must obtain a signature and personal seal from their supervisor in order to submit the application form and manuscript to the journal.
- In addition to submitting a paper copy of the application form (with signature/seal), students should also submit a digital version of the application form (without signature/seal) to the journal's e-mail address (journal-haco@list.waseda.jp) at the same time you submit your manuscript Word/PDF files via e-mail.

If your submission of both (1) and (2) by the deadline cannot be confirmed by the office, your article submission will be excluded from the screening for the upcoming volume.

5. Peer-review System & Plagiarism Checks

All articles are subject to a double-blind review by anonymous referees, and final decisions regarding acceptance are made by the Editorial Board. Additionally, prior to consideration for review, all submitted articles are screened with anti-plagiarism software by the Editorial Board.

6. Method of Correspondence

Correspondence regarding the result of your submission and other information will be sent to your Waseda mail's e-mail address provided to you at matriculation. (e.g. ○○○@fuji.waseda.jp)

7. Copyright Information

Copyrights of the articles published in this journal belong to GSAPS. As a condition of publication in the *Journal of the Graduate School of Asia-Pacific Studies*, all published articles are made available through the Waseda University Repository (known as D-Space). Contributors should submit their articles with a full understanding that accepted articles will be released to the repository.

8. Contact Information

- Inquiries: journal-haco@list.waseda.jp
- For questions regarding document formatting and writing guidelines, please address your inquiries to: The WIAPS Research Associates
- For general questions (submission method, etc.), please address your inquiries to: The GSAPS Office Academic Affairs Desk