

Kobe College Studies

Submission Guidelines

Kobe College Research Institute invites research articles for the next issue (VOL.68 No.1 (No.186)) of Kobe College Studies, which will be published in June 2021. Kobe College Studies is a journal of Kobe College published twice a year.

1. Qualifications to contribute

- As a general rule, only the members of the Kobe College Research Institute can contribute an article.
- About the contribution by a retired or adjunct faculty member, please refer to the article 3 of the Rules on Kobe College Studies.
- In the case of more than one contributor, at least one should be a member of the Kobe College Research Institute.
- A submission can be rejected if the Research Institute Committee deems the level of an article to be unfit for the journal.

2. Certificate of attending a lecture on Research Ethics

- All authors should attend a lecture on Research Ethics provided by their home institution.
- Authors who do not belong to Kobe College should submit a certificate for participating in a lecture on Research Ethics conducted by their home institution, along with the article.
- Authors who do not have a home institution should submit a certificate after taking an e-Learning Course on Research Ethics offered by JSPS (Japan Society for the Promotion of Science) through the website below, along with the article.

Please see: <https://elcore.jsps.go.jp/top.aspx>

3. Length of article (Cover and abstract are not to be included)

- Article in Japanese: Should be within 16 pages, besides within total 24,000 letters including main text, footnotes, references, charts, tables and figures. Rough indication: Using A4 size paper longitudinally, 42 letters per line X 37 lines with size 10.5 amount to 1,500 letters per page, and total 24,000 letters in 16 pages.
- Article in English: Should be within 20 pages, besides within total 10,000 words including main text, footnotes, references, charts, tables and figures.
- Article in other languages: Please consult with the Research Institute staff before submission.
- Please refer to the template attached to the Email from Research Institute in regard to the Announcement on Invitation for Kobe College studies manuscripts submission, or you can find the template inside our website.

4. Cost

- Basically free except for articles in Japanese longer than 16pages, articles in English longer than 20 pages, or any articles which require color printing.

5. Submission deadline

- 14th March, 2021.

6. Items to be submitted

- ① Article with the following components mentioned in 7. Manuscript components.
- ② Author's information sheet
- ③ Certificate of e-Learning if you are not affiliated with Kobe College.

7. Manuscript components

- Title in Japanese and in English
- Abstract (500 letters in Japanese and 300 words in English)
- Main text including Charts, Tables and Figures.
- Footnotes can be placed at the foot of each page or at the end of the article.
- References (Not necessary when you mention in Footnotes.)
- Keywords (three to five) in both Japanese and English. (Please write in lower-case letters except proper nouns for English.)

8. How to submit

- Articles should be emailed as digital data in MS Word format to the Research Institute.
Please send to the Email address (ri-o@mail.kobe-c.ac.jp), with inserting the subject title as “Article (Manuscript)”
- Alternatively, you may submit all the items in a USB memory stick at the Research Institute.
- Articles in digital data should also include charts, tables and figures. Besides digital data, please also submit PDF for charts, tables and figures as well.
- Submissions will be acknowledged within a week, followed by receipt confirmation Email from the Research Institute.
- For using and sending a file which exceeds size of 20MB, please consult with the Research Institute. .

9. Job titles

- Author can add more than one job title.
Ex. Adjunct Faculty, Department of Intercultural Studies, School of Letters, Kobe College
Professor, Department of Language and Culture, School of Education, OOOOO University
- Joint authors
Ex. Graduate of Department of Biosphere Sciences, School of Human Sciences, Kobe College

10. Language editing

- If the article and abstracts (Japanese and English) submitted are written in a language other than the author's mother tongue, the documents should be edited by a professional of that language.

11. Writing style

- Author should choose and follow a writing style such as APA, MLA, or the Style Guidelines of Japan Sociological Society.
- Authors should specify the writing style in the Author's Information Sheet.

12. Editing by authors

- Authors will be able to make editorial changes twice after submission. Only the correction of minimum errors such as typing mistakes are allowed and any revision of contents of article is not permitted.

13. Off-prints

- Each author will receive 50 copies of off-prints for free.
- If you'd like have more off-prints than 50 free copies, you can order more in sets of 50 copies each (those cost to be borne by the Author).

14. Copyrights

- Articles submitted should be unpublished. Articles in the process of submission will not be accepted in order to avoid duplicate publication.
- The Kobe College Research Institute will reserve the copyrights of all the articles submitted.
- Articles together with abstracts will be published in the Repository, an open access online system.

Contact and Inquiry

Kobe College Research Institute

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Office hour: 8:50~16:50 (Closed 11:45~12:45)