2, November, 2026

# *Kobe College Studies*

## Submission Guidelines

Kobe College Research Institute invites research articles for the next issue (VOL.74 No.1) of Kobe College Studies, which will be published in June 2027. 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 member or a part-time lecturer , 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 are not Kobe College Institute members 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. Types of Manuscripts

(1) Articles
(2) Research reports or research notes
(3) Translations (limited to contributions from Institute members)
(4) Book reviews

(Supplement)

(1) Articles are generally as follows
① Equivalent to an original article.
② Research results with originality in terms of empirical and theoretical aspects.
③ However, the classification conventions in the respective academic fields should be followed.

(2) Research reports or research notes are generally as follows
① Tentative reports, reports of surveys and experiments, reports of observations and case studies, discoveries of new facts, reports of new ideas, proposals of new methods and techniques, etc.
② However, the classification conventions in the respective academic fields should be followed.

(3) Translations must meet the following conditions
① The contribution must be made by a member of the Kobe College Research Institute.
② Manuscripts must meet the conditions specified separately.
＊ For more information, please contact Kobe College Research Institute.

4. Manuscript Volume (cover page and abstract are not included in this volume)

| Manuscript Type | Manuscript Volume |
|---|---|
| Articles | (1) Manuscripts in Japanese: 24,000 words or less (16 pages or less) including text, notes, bibliography, and figures/tables.<br>(2) Manuscripts in European languages: 10,000 words or less (20 pages or less) including text, notes, bibliography, and figures/tables. |

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|---|---|
| Research reports or research notes | (1) Manuscripts in Japanese: 14,400 words or less (10 pages or less) including text, notes, bibliography, and figures/tables.<br>(2) Manuscripts in European languages: 6,000 words or less (12 pages or less) including text, notes, bibliography, and figures/tables. |
| Translations | Same as for article. |
| Book reviews | (1) Manuscript in Japanese: 7,500 words or less (5 pages or less) including text, notes, bibliography, and figures/tables.<br>(2) Manuscripts in European languages: 3,125 words or less (6 pages or less) including text, notes, bibliography, and figures/tables. |

・Japanese manuscripts: As a rough guide, if you prepare a 42-character x 37-line, 10.5-point manuscript on A4-size, vertically-oriented paper, you will have approximately 1,500 characters per page, or about 24,000 characters for 16 pages.
・Please refer to **the template** attached to the invitation for manuscripts or posted on our website.
・Manuscripts must be submitted in either Japanese or English.

5. 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.

6. Submission deadline
・14th , March 2027. *Please meet the deadline.

7. Items to be submitted
① Article with the following components mentioned in 8. Manuscript components.
② Author's information sheet
③ Certificate of e-Learning if you are not affiliated with Kobe College.

8. Manuscript components
・Title in Japanese and in English
・Abstract (500 letters in Japanese and 300 words in English) * Not required for book reviews
・Keywords (three to five) in both Japanese and English. (Please write in lower-case letters except proper nouns for 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.)

9. 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.

10. Affiliation (Job titles)
・Author can add more than one Affiliation(Job titles).
Ex. Part-time Instructor, School of International Studies, Kobe College
Professor, School of Education, OOOOO University

11. 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.

12. Writing style

・Author should choose and follow a writing style among those styles generically adopted in each academic field such as APA, MLA, or the Style Guidelines of Japan Sociological Society. Authors should specify the writing style in the Author's Information Sheet. However, this does not apply to translations.

・Some formats will be unified to the format which is used in editing "Kobe College Studies".

13. 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.

14. 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).

15. Copyrights

・Manuscripts submitted should be unpublished. Manuscripts in the process of submission will not be accepted in order to avoid duplicate publication.

・When submitting a research report or research note as an article, please take special care not to make a double submission in light of the standards of the respective academic field.

・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）