

Guideline for Papers for “The Study of Nonwritten Cultural Materials”

Research Center for Nonwritten Cultural Materials

1. Qualifications

- (1) Contributors should be academics in the field of nonwritten cultural materials
- (2) Papers must be in the format specified by our center.
- (3) Contributors should accept review of selected papers by our screening committee.
- (4) Papers should be unpublished one, double contribution will not be allowed.

2. Paper Requirements

- (1) Categories
 - i. Papers should focus on nonwritten cultural materials and fall into one of the following categories.
 - A. Research papers: Logical and empirical academic papers on nonwritten cultural materials, including invited papers.
 - B. Research notes: Interim reports of research activities, research notes and prospects of research.
 - C. Reports: Reports of research activities or study materials, practical reports, case studies, and introductory articles on special projects.
 - D. Translations, reviews and introductions of study materials: Translations, reviews and introductions of study materials on nonwritten cultural materials and related topics.
 - ※Invited papers should be written based on a formal request from the director of the center.
 - ii. Contributors must indicate the type of paper (A~D) and briefly explain on the entry form in approximately 100 words that their submission constitutes research on nonwritten cultural materials.
- (2) Languages

Japanese, Chinese, Korean, English, German, French and Portuguese texts will be accepted.
- (3) Length of Papers
 - i. For Research papers in Japanese and Korean, the length should be between 16,000 and 32,000 characters or between 40 and 80 pages on 400-character composition paper; Chinese, between 10,000 and 20,000 characters; and other languages, between 8,000 and 16,000 words, including images and tables. Research notes should aim to be about 60% length of the standard of Research papers.
 - ii. Contributors must inform our editor if their submissions exceed the limit.
 - iii. Images and tables should make up no more than 30 percent of a paper. When such insertions need to be placed in a certain section or of a particular size, contributors must indicate that (ex. “in page 1,” “in a half page size,” etc.).
 - iv. The Study of Nonwritten Cultural Materials will be printed in black and white. If a paper needs to be printed in color, the contributor must contact our editorial committee in

advance.

(4) Paper Titles

Since an English table of contents will be attached at the end of the report, all papers must have an English title.

(5) Abstract

Research papers (Category A) require an abstract.

- i. Papers in Japanese must include an abstract of 800 characters in Japanese and of 400 words in English.
- ii. Papers in other languages must include an abstract of the original language and a Japanese abstract of 800 characters or English abstract of 400 words. (Abstracts may be revised by editorial committee.)

3. Submission

- (1) Papers must be completed by the time of submission. Submitted papers and data will not be returned to contributors.
- (2) Papers must be MS Word documents.
- (3) Notes for contributors
 - i. Papers must be submitted in digital form such as attachment to e-mail, USB or CD-ROM.
 - ii. Document format information such as indent and tabs and positions to insert images must be marked in red.
- (4) Images, tables and photographs
 - i. Images, tables and photographs should be of appropriate quality for printing.
 - ii. Figures, tables and photographs must be numbered as “Figure 1,” “Table 1,” “Photo 1” and so on. Captions, descriptions and sources must be provided. For photographs, the name of the photographer must be shown. For photographs taken by the paper’s author, the name need not be indicated.

4. Revisions

- (1) Contributors will be allowed to edit their papers up to twice on their own responsibility. Edited papers must be resubmitted by a specified deadline.
- (2) The content of the paper should not be changed radically, and new text must not be added or inserted.

5. Copyright

- (1) For copyrighted images, tables, photographs and original text translated, permission from the copyright holder must be obtained in advance at contributor’s own responsibility and expense. This includes the permission for digitizing the papers etc. and publishing them on the Internet.
- (2) Below is a guideline for copyrighted materials.
 - i. Copyrights of papers and reports (“papers etc.” hereafter) published in our publications belong to their authors.
 - ii. When contributors wish to publish their papers etc. submitted for this publication elsewhere, they must obtain permission from the director of the center and clearly state that the material was published in our publication.
 - iii. Contributors entrust the center with digitizing their papers etc. and publishing them on the

Internet under their reproduction and public transmission rights.

6. Paper Review

- (1) Except for invited research papers and translations, reviews and introductions of study materials described in Section 2 of this document, all submitted papers will be reviewed by the editorial committee.
- (2) After the review, authors may be asked to revise their papers or change the paper category. Some papers may be rejected.
- (3) Revised papers must be turned in by a deadline specified by the editorial committee.

7. Offprints

50 offprints will be provided to each contributor. Obtaining more copies requires informing the center when receiving the first proof and printing extra copies at author's own expense.

8. Others

Following is a general layout for this publication.

- (1) A4, Right to Left
- (2) Format, font size and the numbers of characters per page
 - A. Research papers: 1 column, 10 points, 45 characters per line \times 37 lines per page
 - B. Research notes: 2 columns, 9 points, 23 characters per line \times 40 lines per page \times 2
 - C. Reports: 1 column, 10 points, 45 characters per line \times 37 lines per page
 - D. Translations, reviews and introductions of study materials: 2 columns, 9 points, 23 characters per line \times 40 lines per page \times 2