

# Submission Guidelines for ZINBUN

## Requirements for Submission

1. ZINBUN is an academic journal issued once a year in March by the Institute for Research in Humanities, Kyoto University; it publishes articles, documents, and book reviews on various subjects in the field of humanities. Contributions can be written in English, French, or German and should be published for the first time in that language.
2. All researchers who have or have had an institutional affiliation with the Institute for Research in Humanities, including members of its research seminars and visiting researchers, are qualified to submit contributions to ZINBUN. The Editorial Committee may also accept contributions (i.e. articles, documents, and book reviews) submitted by other researchers on an invitational basis.
3. Submitted manuscripts are peer-reviewed by specialists designated by the Editorial Committee, which takes responsibility for the final decision for publication. The Editorial Committee informs contributors of the result of the peer review within two months of submission. The manuscripts are evaluated as (A) Publish as is, (B) Publish with revisions, or (C) Not accepted. If an author whose manuscript has been reviewed as (B) cannot revise it according to the indications of the Editorial Committee within one month after the peer review, the manuscript may be rejected.
4. Those wishing to submit a manuscript should send the provisional title and abstract (150-200 words) to the ZINBUN Editorial Committee by May 31. The submission period is closed at the end of July. Although there is no upper limit to the number of pages, articles should count more than 2,000 words, and book reviews more than 1,000 words. Depending on the overall length and number of accepted papers, contributors might be requested to adjust their manuscripts. They might also be asked to incur additional printing costs if necessary.
5. Contributors must not submit the same manuscript to other journals.
6. While preparing their manuscript, the contributors should follow the 'Guidelines for Contributors' listed below.
7. Contributors must secure permission to reproduce any materials (illustrations, etc.) in their paper.
8. Contributors should submit their manuscripts to the Editorial Committee in the form of (i) a text file or a word-processor file and (ii) a PDF file. Submission of electronic data should be made via e-mail attachment or by a data storage device.
9. Authors are allowed to proofread twice.
10. Authors will not be remunerated for their contribution. However, we can provide one copy of the journal and 30 copies of the offprint free of charge upon request.
11. Authors surrender the reproduction rights (rights of digitalization) and public transmission

rights (rights to release publicly) of the manuscripts published in ZINBUN to the Institute for Research in Humanities. To facilitate distribution, the Institute can release published papers in the form of images or PDF files through the Kyoto University Research Information Repository (KURENAI)\*.

\*KURENAI: <http://repository.kulib.kyoto-u.ac.jp/dspace/>

### **Guidelines for Contributors**

1. Manuscripts must be written in English, French, or German on A4 paper.
2. Manuscripts should be accompanied by a resume (about 200 words) and five keywords in the same language as the one used in the main text.
3. Manuscripts should be annotated using footnotes, indicated in the text as superscripts, and numbered sequentially in the format 1), 2), etc.
4. There is no particular requirement for the format of texts, citations, footnotes, etc. Contributors may follow the style commonly adopted in their field.
5. The submitted articles should be divided into sections, and an Arabic number should precede each section heading.
6. Contributors who wish to insert figures, graphs, or photographs in their text should submit them in a separate PDF file in the case of figures and charts or the appropriate electronic format in the case of pictures. In all cases, the materials should be accompanied by a number, a caption, and an indication of the source (where applicable); the numbering should clearly indicate the place of insertion.
7. A book review should indicate, at the beginning of the text, the name of the author, the title (including subtitle, name of the collection, number of volumes, etc.), the place of publication, the publisher, the number of pages, and the price of the book in question.
8. If the submitted manuscript has already been published in another language, the contributor should indicate this in a footnote at the beginning of the text.
9. Further questions concerning the preparation of manuscripts may be addressed to the Editorial Committee.

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