

## Submission Guidelines for ZINBVN

### Requirements for Submission

1. The journal will be published once a year in March. Published material will include articles on topics related to the field of humanities, as well as research notes and book reviews whenever deemed necessary.
2. Authors wishing to submit papers should notify the Editorial Committee of the tentative title, and expected number of pages and figures. Though no limit has been determined regarding the number of pages, it is recommended that articles are more than 2,000 words and research notes are more than 1,000 words. In consideration to other papers being published, the situation may arise where it would be necessary to request adjustments to an author's paper or payment of actual production cost.
3. Persons qualified to submit to the journal are as follows: researchers of the Institute for Research in Humanities, members of collaborative research groups, visiting researchers (Japanese and foreign researchers), invited foreign scholars, foreign collaborative researchers, Japanese researchers, trainees, and fellows of the Japanese Academy for the Promotion of Science. Furthermore, the Editorial Committee may request submission of papers from those outside the aforementioned categories whenever considered appropriate.
4. Submissions should be made following the "Guidelines for Authors".
5. Prior to submission, the author should have his/her paper checked by someone for whom the language of the paper is his/her native language (excluding authors who have written papers in their native language). The completed paper should then be submitted addressed to the Editorial Committee. Three (3) sets should be submitted, including copies.
6. Refereeing will be based on the review of members of the Editorial Committee and/or specialists within the Institute (review will be carried out by outside specialists upon the request of the Committee in the event no appropriate specialist is available within the Institute), and final responsibility will be borne by the Editorial Committee. The submitted papers will be judged as being one of the following: (A) Publish as is; (B) Publish on condition of revisions; or (C) Not accepted. If a paper has been judged as (B) and the revisions have not adequately fulfilled the requirements indicated by the Editorial Committee, the paper may ultimately be rejected for publication.
7. Upon completion of the final copy of their papers, authors should submit them in the form of a plain text file or Word file using the commonly used computer software as an e-mail attachment, or as a copy using an electronic medium, and three sets of hard copies to the Editorial Committee.

8. Authors will, in principle, be allowed to proofread their papers twice. However, in some cases, authors residing overseas may be allowed to proofread their papers only once.
9. There will be no payment for the writing of papers. However, authors will be provided one (1) copy of the journal and fifty (50) copies of offprints free-of-charge.
10. Pertaining to articles, etc. published in ZINBVN, the authors' permission regarding reproduction rights (right of computerization) and public transmission rights (right to release publicly) will be given to the Institute for Research in Humanities. In order to expediently release information to the public, the Institute for Research in Humanities can transmit published papers, etc. using Kyoto University's server in the form of images or PDF files.

### **Guidelines for Authors**

1. The manuscript should be in a European language and double-spaced.
2. A uniform style will not be determined for the format of footnotes, etc. due to differences between academic fields; however, authors are requested to use styles adopted by major academic journals.
3. Notes should be in the form of footnotes.
4. The submitted papers should be divided into a number of sections and, in principle, Roman numerals should be used for the respective headings.
5. Authors wishing to include graphs, figures, and/or photos should submit them using separate sheets of A4 paper (excluding photos). Captions, sources (when applicable), and places of insertion should be clearly indicated. Authors will be responsible for receiving permission to reproduce any material.
6. Inquiries pertaining to the writing of papers may be forwarded to the Editorial Committee.

### **Submission Deadline**

July 31st every year

Refer to the following sites for digitalization of papers:

Kyoto University Research Information Repository

<http://edb.kulib.kyoto-u.ac.jp/kurir/index.html>

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

Procedures pertaining to copyright, etc. will be undertaken by the Kyoto University Library on the authors' behalf.