

Writing, Submission and Review Provisions for *International Public Policy Studies*

1. General Provisions

- a) This journal shall disseminate research results concerning a broad range of foreign and domestic legal, political, and economic policy issues, for the purpose of contributing to academic research.
- b) With the exception of solicited articles, the articles, regardless of the types of articles, shall be those which are reviewed by an anonymous referee.
- c) Articles in this journal shall be made public on the website of the Association of International Public Policy Studies, Osaka University (hereinafter referred to as "this Association") or the Osaka University institutional repository server.

2. Submission Qualifications/Application Conditions

In order to make unsolicited submissions to this journal, it is necessary for the following conditions to be met.

- a) All authors of articles must be graduate school students, persons who have acquired a master's degree or doctoral degree, or researchers at a university or other institution.
- b) Authors who are graduate school students, those with a master's degree, and those who have been at a university for three (3) years or more in doctor course, have acquired certain credits, and have left school after having received the necessary research guidance (hereinafter referred to as "Persons Having Acquired Credits and Leaving School After the Expiration of the Term") in principle shall have obtained the consent of their present academic supervisor or the academic supervisor at the time of enrollment, and must place the name of the relevant academic supervisor in the acknowledgements.
- c) Authors must be members of this association. Refer to the "Become a member" section on the website of this association for the procedure for joining the association (the method for making a bank transfer of the membership fee). Furthermore, in the case of co-authorship, it is necessary for all authors to pay the membership fee at the time of contribution.

3. Submission Requirements

- a) This journal is an academic journal that publishes research concerning policy issues in the fields of law, politics, and economics. If it is found that the theme of any submission deviates considerably from this scope, the submission may not be accepted.
- b) This journal publishes articles in the categories of "research article," "case note," and "review essay." A "research article" must have the originality, rigor, and significance required of an academic article, a "case note" summarizes and discusses a specific judicial case from an original perspective, and a "review essay" introduces and analyzes two or more books and articles on a specific theme from an original perspective.
- c) The submission must be an unpublished work, and the contents must be original.
- d) Submissions must be made in either Japanese or English.
- e) In principle, items which do not fall under the types of articles provided in Article 3 (b), such as translated works, lecture transcripts, or mere book reviews that do not fulfill the criteria of a "review essay," will not be published. Also, when the editorial board of this journal recognizes that the appearance or format has not been prepared as an academic paper, or that it is not appropriate to publish the paper due to a plagiarism or other issues, the submission may not be accepted.
- e) Submissions with numerous typographical or grammatical errors may be rejected without being sent to the referee. Therefore, we strongly recommend that your manuscript be checked before submission.

4. Method of Submission

- (1) Authors must submit a pre-registration form as an e-mail attachment to the Editorial Board Secretariat listed in Article 7, at least two weeks before the submission deadline. The pre-registration form can be downloaded from the website "International Public Policy Studies

(peer-reviewed journal)". Please refer to the same website for the detailed information including the deadline for pre-registration.

(2) When making a submission, submit (a) through (e) below. Items (a) through (c) can be sent by email, while (d) and (e) must be sent by post or hand delivered because signatures are required.

(a) Title page (containing the name(s), name(s) of institution of affiliation, subject, abstract (200 words), and five (5) or fewer key words) :1

When submitting a paper in the field of economics, write the JEL Classification Number(s). Also, describe persons relevant to 2 (b) above in the acknowledgments.

(b) Title page (containing the subject, abstract (200 words), and five (5) or fewer key words): 1.

(c) Manuscript (text): 1.

(d) Submission application/confirmation: 1.

(e) Acceptance form for submission (not required for person who are above the rank of university or junior college assistant professor, and persons who have a doctorate academic degree): 1.

*(d) and (e) can be downloaded from the website.

(3) For the manuscript format, please conform to the following.

1. Create the text with a document tool (such as Word), on A4 paper placed vertically with text written horizontally.
2. The manuscript for a "research article" should be limited to 22 pages including illustrations and tables (excluding the title page). Pages beyond this limit will not be allowed in principle. However, when the Editorial Board decides that the topic of the manuscript requires more than 22 pages, based on the nature of the research topic, the manuscript may be expanded to a maximum of 33 pages and 15,000 words. Articles beyond 22 pages may be published in two parts. Authors who wish to submit manuscripts beyond 22 pages shall submit a letter of explanation (free format) along with the pre-registration form. In the case the Editorial Board decides not to permit a submission beyond 22 pages, the author may reduce the wordcount to 22 pages or less and re-submit the article within a reasonable time.
3. Manuscripts for "case note" and "review essay" must be limited to 9 pages (excluding the title page). Pages beyond this limit will not be allowed.
4. With regard to creating the text, in the case of Japanese papers use MS Ming-cho, 10.5 point font, 40 lines × 45 characters per page, and in the case of an English paper use Times New Roman, 10.5 point font, 40 lines per page. With regard to details relating to the format of the paper, create the manuscript in conformity to "Instructions for Authors" within "International Public Policy studies" (peer-reviewed journal) on website of this association.
5. Please avoid content that reveals the name of the author. The editorial board shall not bear responsibility for content in the manuscript that reveals the identity of the authors.
6. When attaching references, in principle only place references for items quoted in the text at the end of the text. List the author names in alphabetical order. Also, when making quotes within the text, do so according to "Keynes (1936b, p.230)" or "Morishima (1974)". For details, refer to "Instructions for Authors" within "International Public Policy studies" (peer-reviewed journal) on web site of this Association.

5. Review and article revision

- a) The editorial board will consider the content and theme of the submission and select a referee. Information regarding the identity of the referee shall not be revealed. The name of the author(s) will be removed from the submission, and a review shall be conducted by a specialist researcher in the relevant field. After acceptance or rejection has been decided by the editorial board, the notification of the result of the review will be made to the author. In principle, the referee review is limited to two rounds. However, the Editorial Board may request additional revisions beyond the aforementioned two rounds.

- b) When submitting a revised manuscript following review, as a general rule, only revisions and corrections made in response to comments by reviewers shall be accepted. Other revisions and corrections shall not be accepted.
Acceptable additions to the article will be limited to those considered necessary as a result of the review.
If it is necessary to make revisions and/or corrections, the author(s) must indicate where the revisions/corrections have been made and the reason(s) why they have been made.
- c) Revisions will not be permitted after acceptance.
However, in cases where the manuscript first submitted for review is accepted as is for publication, and the author(s) wishes to correct typographical and/or lexical errors, the author(s) should inform the editorial board, and indicate where the revisions/corrections have been made and the reason(s) why they have been made.
The editorial board will decide whether or not the revisions/corrections will be accepted. There will be no proofreading process in which the author completes the manuscript by writing corrections in red on proof paper.
Authors are requested to understand that the submitted manuscript will become the published article, and to accordingly be sure to submit a completed manuscript.
6. Other provisions
- a) The author(s) shall bear any responsibility (and this association shall bear no responsibility) for the content of the submissions.
- b) With regard to materials published in this journal, license for reproduction rights and public transmission rights under copyright shall be granted to the Association of International Public Policy Studies, Osaka University, and Osaka University Library.
- c) When republishing study results in this journal that have already been published in other publications, it is necessary to obtain the permission of the Editorial Board in advance.
- d) In cases in which the submission is withdrawn or rejected due to a failure to meet the requirements listed in Section 3, the membership fee will not be refunded. Also, the membership fee will not be refunded regardless of whether the paper is accepted or rejected.
- e) In order to prevent the abuse of the right of submission, a paper with the same content may not be submitted again in the following cases.
(1) When a paper is determined to be unacceptable for publication as a result of peer review,
(2) When a paper is determined to be acceptable for publication as a result of peer review, but is withdrawn by the author, or (3) When the editorial board otherwise determines that resubmission is not acceptable.
7. Send submissions/inquiries to:
E-mail: ippsedit@osipp.osaka-u.ac.jp
International Public Policy Studies Editorial Board
Osaka School of International Public Policy, Osaka University
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