

Scientific Journal of Tokiwa University Graduate School
Guidelines

(2017 edition)

I. Information for authors regarding contributions to the Scientific Journal of Tokiwa University Graduate School

The **Scientific Journal of Tokiwa University Graduate School** is an academic periodical that considers themes related to the Tokiwa University Graduate School. Selected academic papers and other appropriate material are published according to the Tokiwa Graduate School Scientific Journal Regulations No. 5 Article 1.

Only submissions that have not been previously published (not including the publication of quotations or small excerpts), or are not currently in the process of being published will be considered. Abstracts should clearly define research findings, but should be brief and not include any tables or diagrams.

The copyrights of submitted manuscripts will belong to the author(s), but the publishing rights will belong to Tokiwa University Graduate School. All published manuscripts will be converted to electronic form as well as be published on the homepage of Tokiwa University.

Contributions

Journal contributions are restricted to only those determined eligible by the university (see“Eligibility”below). Contributions will only be accepted in English or Japanese; all contributions in English should be proofread by a native speaker before submission.

Call for papers will be announced via the bulletin board in the 4th floor graduate student room of Q Building. After the Editorial Board reviews submissions, they will notify all authors by mail as to whether or not their submission was accepted for publication. Authors of accepted contributions will be given written verification that their paper was accepted. In the case that only two or less contributions are accepted for publication, journal publication may be postponed to a later date.

1. Manuscript Submission

Authors must submit two copies including one digital copy and one original manuscript. Digital copies can be submitted on CD-R or by USB flash drive, but the format must be MS Word (or equivalent). All submissions should be either handed in to the Academic Affairs Office, or mailed to the address below by the appointed date and time.

With the exception of contributing teaching staff, all of those who submit a paper must also submit a letter of recommendation from their Research Mentor or another applicable advisor. However, this is not the case if the Research Mentor or another applicable advisor (including the leader) becomes a coauthor.

It is the author's responsibility to save an extra copy of the submission in the event that one of the submitted copies is somehow damaged or misplaced. Once a submission is accepted, it is requested that authors have it proofread.

Authors will be given two days to have the proofreading done, and the content of the submission must not be changed in the process. Further editing will not be allowed once a manuscript is resubmitted.

Manuscripts that do not adhere to the correct submission guidelines as outlined will not be accepted.

(Send to)

**Tokiwa University Scientific Journal Committee, Tokiwa University Academic Affairs Office
1-430-1 Miwa, Mito, Ibaraki 310-8585**

2. Eligibility

Only those who fit in one of the following categories will be eligible to contribute. (In accordance with the Scientific Journal of Tokiwa Graduate School Regulations No. 4).

1. Course instructors for the Tokiwa University Graduate School.
2. Students or researchers enrolled in Tokiwa University's doctoral program.
3. Anyone who has completed Tokiwa University's doctoral program.
4. Students or researchers enrolled in Tokiwa University's master's program.
5. Anyone who has completed Tokiwa University's master's program.
6. Those specially recognized by the Editorial Board.

Note: In the case that a manuscript is submitted under multiple authorships, it will still be accepted if secondary authors do not meet the above requirements as long as the first author does. However, if the first author of a

submission does not meet the requirements stated above, his or her submission will not be accepted, regardless of whether or not secondary authors do in fact meet the requirements.

3. Categories for paper application acceptance

1. Original article
2. Research notes
3. Research review
4. Book review
5. Insights on an academic society,
6. Others

Both original articles and research notes are categorized as academic papers.

- ① The merit of submitted original articles (including its contents, results, layout, etc.) will be determined by the editor assigned to evaluate the manuscript.
- ② Research notes serve as a temporary report and outline of research completed to a certain point but still pending final results. When composing the research notes, it is not necessary to make a detailed outline of the previous research that matches the research theme. They should include just factual information, minimizing the usage of tables and figures. Furthermore, research notes should not include any information that may be subject to change as the research continues.
- ③ A research review is a collection of prior research concerning a particular research theme. The purpose of the Research Review is to give a comprehensive review of previously published research and argue or discuss a particular view of the work.
- ④ A book review is an introduction to a recently published book or scholarly article.
- ⑤ Writings on insights on academic society are comprehensive commentaries on research trends in the academia surrounding a particular field.
- ⑥ "Others" includes any manuscript contribution other than those mentioned that is accepted by the Editorial Board.

Based on the above descriptions, contributors should be aware that the category under which a given manuscript is submitted is subject to approval and possible change.

4. Peer review

① Notification of peer review results

As a general rule, all manuscripts will be subjected to peer review. Judgment about the status and acceptance, rejection, or a submission of a manuscript will be made by the Editorial Board, or those specially recognized by the Editorial Board. Any work related to the reviewing process such as notification of the review results or submission of revised manuscripts shall, as a general rule, be conducted over e-mail (through use of file attachment).

Peer review results shall be notified as one of the following (A through D):

“A. Publishable without condition.”

“B. May be published if revised. Confirmation of final revision after re-submission.”

“C. Not publishable unless significant changes are made (re-examination conducted after revision).”

“D. Unfit for publication.”

② Formal appeal of peer review results

In cases when an author objects to the results of peer review of “D. Not allowed”, he or she can formally appeal the decision at a limit of ONE (1) time. In such a case, the author must prepare a letter (no prescribed format) that contains the manuscript’s title, author’s name, the specific item to which he or she objects, and the reason for the objection, and send it by postal mail to the Tokiwa University Academic Affairs Office to arrive no later than the final date of the prescribed period for appeal. Following receipt, the Editorial Board will review the objection and decide whether or not to accept or reject it. The results of this review will be notified to the author in writing. Moreover, in cases in which publication is permitted following the results of the appeal, the accepted manuscript may not be published until the following issue, depending on the editing schedule for the current issue.

③ Number

Review can take place a maximum of TWO (2) times. Manuscripts that are given the results of either “C” or “D” (above) after their second review will not be published. (However, this will not disqualify a revised draft from being submitted for a future issue.)

II. Important points to remember when preparing a manuscript for submission

Page Composition 1st page (front cover) Title, Author's name, etc.

2nd page Abstract, keywords

3rd page Body

Front Cover (and binding)

1. Title

Try to avoid overly-broad titles such as "Research on [X] topic." Titles should be brief but clear in their description of the contents of the manuscript. Use a running title if the original title is very long. If you plan to submit two or more separate manuscript copies at one time, make sure that they have different titles.

2. Author's Name

3. Position, field of work/study, name of Research Mentor

4. Number of figures and tables in text

5. Anticipated number of reprints (up to 50 reprints will be provided for distribution at no extra fee)

6. Contact address, telephone number (FAX number and e-mail address)

7. Important notes regarding editing/printing (please write using red ink)

Page 2

1. Abstract

The abstract should be between 600 and 800 Japanese characters and 150 and 200 English words written side-by-side, and should be written in a way that readers can gain a clear understanding of the contents of the paper by reading it.

2. Keywords

Up to five keywords in Japanese and English should be included after the abstract. All keywords in Japanese should have their Romanization declared and written beside it.

Page 3 - Text body

1. Style, number of pages

Use standard A4 sized paper. Separate figures and tables should be included in such a way that they can be easily included alongside the text in the manuscript.

Use a word processing program such as Microsoft Word to type and print the paper (font size 11, 30 lines per page). ①Original articles should consist of 20-25 pages, ② research notes should consist of 10-20 pages, and other submissions (③research reviews, ④book reviews, ⑤insights on academic society, and ⑥other submissions) should consist of no more than 10 pages. Please justify text in a manner that does not force word-splitting at the end of lines. Manuscripts should be proofread by a native speaker of English before being handed in.

2. Organization

Manuscripts should be organized in accordance with the guidelines written below. However, there is possibility for slight deviations from layout described (see notes 1 and 2).

Introduction : Clearly indicate the purpose and the of the research in the preface or its equivalent

Research Method

Results

Discussion

Conclusions

Acknowledgements: list research contribution sources, etc.

References (See Note 3)

Appendices (including explanatory notes - see Note 4)

(Note 1) Slight deviations from the organization prescribed above will be considered based on their suitability and the reasons for the differences. However, a sample of the standardized guidelines used should be

provided when a manuscript is submitted using a different organizational standard than the one described.

(Note 2) In the case that there is a difference in opinion between the contributor and any other involved party regarding any of the contents of the manuscript, the disputed issue should be outlined in a separate chapter titled "Results and Considerations." If this is the case, the manuscript will be classified as "Research Notes."

(Note 3) References

1. In-text citations (in margins)

For in-text citations of literature, text can be transcribed directly from the source.

Citations for a single author

i.e. "According to Skinner (1967)..."

"...are reported (Sidman, 1990)."

Citations for two authors

i.e. "According to Horne and Lowe (1996)..."

"...are reported (Sekuler & Blake, 1995)."

Citations for three or more authors

When the citation appears for the first time in the text, list all of the authors' names.

i.e. "According to Matthews, Shimoff, and Catania (1987)..."

"...are reported (Matthews, Shimoff, & Catania, 1987)."

For every subsequent appearance of the citation, you should abbreviate it according as is done in the following example.

i.e. "According to Matthews et al. (1987)..."

"...are reported (Matthews et al., 1987)."

Only the authors' surname must be used when citing names. In the event that two authors share the same surname, please also include the first initial of the author following the surname.

* Direct citation of text

When you wish to directly cite a source, use the following as a guideline.

"...Takahashi (2001) addressed the problem with the following."

(1 line space)

"In the case of
. (Takahashi, 2001, p.102)"

(1 line space)

"So, as can be gathered from Takahashi's statement above,..."

2. Format for cited reference list

All references that are cited in the text need to be listed. This list should be displayed in alphabetical order by the name of the leading author. If two books share the same author name, list in order of publication date.

First editions

Skinner, B. F. (1974). *About behaviorism*. New York ; NY : Knopf.

Revised editions

Catania, A. C. (1984). *Learning*. 2nd ed. Englewood Cliffs, NJ : Prentice-Hall.

Edited texts

Hayes, S. C. (Ed.) (1989). *Rule-governed behavior : Cognition, contingencies, and instructional control*. New York ; NY : Plenum.

Journals. (Include the DOI number if available.)

Shimoff, E., Catania, A. C., & Matthews, B. A. (1981). Uninstructed human responding : Sensitivity of low-rate performance to schedule contingencies. *Journal of the Experimental Analysis of Behavior*, 36, 207-220. doi : 10.1901/jeab.1981.36-207

Web addresses

Landsberger, J. (n.d.). Citing Websites. In *Study Guides and Strategies*. Retrieved May 13,2005, from <http://www.studygs.net/citation.htm>.

References should be cited according to academically accepted guidelines, such as those released by the American Psychological Association.

American Psychological Association (2010).*Publication manual of the American Psychological Association. Sixth edition*. Washington, DC: American Psychological Association.

(Note 4) Tables and Figures

1. Only clear images should be used. Figures and tables should be printed onto white, glossy paper, and should not contain anything hand-written. The width of all images should be 7-14 cm.
2. The author's name, figure number, and any layout instructions should be written in pencil on the back of a figure, and then pasted on a separate piece of paper. If the author has any specific instructions regarding the size or positioning of a figure, he or she should indicate so on the page the figure is pasted to.
3. All tables or figures should be labeled as "Table 1" or "Fig. 1." Any titles, explanations, or annotations to charts or figures should be written on the intended text page where the figure will be placed rather than on the accompanying the image page.
4. Any explanatory text accompanying figures should be written in red ink in the margin right of the figure will be placed on the manuscript page.

III. Editing Schedule

The following outlines the planned schedule for editing work:

1. Distribution of contribution application information and application forms (Late June)
2. Deadline for contribution applications (Mid-July)
3. Distribution of documents and forms required for contributing (Late July)
4. Manuscript submission deadline (Early October)
5. Official request will be sent to selected reader manuscripts reviewers (Early October)
6. Reading deadline (Mid-November)
7. Resubmission deadline (Late November)
8. Second review of manuscript (Early December)
9. Second review deadline (Mid-December)
10. Final submission deadline ((Early January)
11. Draft ((Late January)
12. Sending of first proofs (Early February)
13. Deadline for first proofs (Mid-February)
14. Final proofreading deadline (Late February)
15. Final manuscript printing (Late February)
16. Distribution of final printed journals (Late March)