

Ritsumeikan University Policy Science Association

Announcement No.: PSA-180401

Policy Science Association Guidelines for Contributions to the PSA's Official Journal *Policy Science*

1. Editorial board and publication schedule for fiscal 2018  
Please refer to "Publication and Editing Schedule" on the attached sheet.
2. Contributor qualifications and submission requirements
  - 1) PSA members
    - ◆ As a rule, the following Policy Science Association (PSA) members are eligible to contribute to the journal: professors, associate professors, junior associate professors, and assistant professors who belong to the College of Policy Science in this fiscal year; students of the Graduate School in Policy Science (master's program and doctoral program) in this fiscal year; and those who have otherwise been approved by the PSA Standing Committee as a PSA member. Contributions from undergraduates will not be accepted as a rule.
    - ◆ Those who became a research professor, specially appointed professor, or professor emeritus after working for the College of Policy Science as a full-time instructor are eligible to contribute to the journal after joining the association in the fiscal year when they contribute an article.
    - ◆ Those who completed the doctoral program of the Graduate School in Policy Science are eligible to contribute to the journal without referee reading after joining the association in the fiscal year when they contribute an article.
  - 2) Students of the Graduate School in Policy Science (master's program and doctoral program)
    - ◆ An article subject to referee reading shall be accompanied by a Refereed Article Submission Form carrying the supervising professor's signature or seal in its "Approved" box.
    - ◆ The articles submitted by a graduate student of the doctoral program or a research student (without a Ph.D.) shall be refereed as stipulated in Section 3., "Referee reading" of this document.
    - ◆ When the article is co-authored and its first author is a graduate

student, the article shall be refereed.

- ◆ A graduate student of the master's program can contribute only when the article is co-authored with an instructor or instructors of the College of Policy Science and its first author is an instructor.
- 3) Those who completed the doctoral program without a doctoral degree in Policy Science
- ◆ Persons who completed the doctoral program without a doctoral degree in Policy Science are eligible to contribute to the journal after joining the association in the fiscal year when they contribute an article, and receiving an endorsement from a full-time instructor of the College of Policy Science. The article shall be subject to referee reading in accordance with the procedures prescribed in the following 3., "Referee reading," but the signature of the full-time instructor who recommended the author is not necessary on the "Reply Report."
- 4) Non-PSA-member researchers
- ◆ Non-PSA contributors to a special issue of the journal are limited to those approved by the editorial board.
  - ◆ Non-PSA members may contribute to a regular issue under the following conditions:  
Non-PSA full-time or part-time lecturers who belong to the College of Policy Science may contribute to the journal when endorsed by a full-time College of Policy Science instructor who is a PSA member and approved by the editorial board.
  - ◆ Interns can contribute to the journal only when the article is co-authored with a College of Policy Science instructor.
  - ◆ A co-authored article is approved when the first author is a PSA member as specified in Subsection 1) of Section 2, "Contributor qualifications and submission requirements."

Articles that meet the following conditions may be accepted with the approval of the editorial board:

- Full-time instructors of the College shall account for 1/3 or more of the co-authors, as a rule. In cases when the number is less than 1/3, the first author shall be a full-time instructor of the College.
- If the first author does not belong to the College even while one-

third or more of the co-authors are instructors of the College, a summary of the article, 200 to 300 characters long, shall be sent to the editorial board before the submission of the article, to clarify why the article should appear in the journal.

- When the first author of the co-authors is a full-time instructor of the College, the article shall be processed in the same manner that an article written by an instructor of the College is processed.
- ◆ When a non-PSA member delivers a presentation at a seminar or symposium of the PSA, it may be reported in the journal.  
PSA members can recommend an author of a report of such a gathering with a letter of endorsement that explains that the report will contribute to policy science.

### 3. Referee reading

- 1) The articles submitted by graduate students or research students (without a Ph.D.) for contribution to the Policy Science shall be subject to referee reading. If the first author of a co-authored article is a graduate student or a research student, the article shall be subject to referee reading.
- 2) An article subject to referee reading shall be about 20,000 characters long as a rule. If the author intends to contribute a longer article to appear in a series of separate issues, the author shall inform the secretariat of his/her intention when applying for the contribution. The author shall submit a completed article subject to referee reading on the date of submission, instead of only the first part of the article.
- 3) Referee reading is performed by the referees designated by the editorial board (two referees per article). Referees as a rule shall be instructors who belong to the College of Policy Science. However, if the editorial board finds it necessary, a referee may be an instructor of other schools of the university. All referees shall be anonymous.
- 4) A referee shall evaluate the article according to three ratings:
  - A Can be published without any substantial corrections.
  - B The article requires substantial corrections for publication.
  - C Publication is not allowed.

If both the referees give an article a C rating, the article will not be published. In other cases, the article will be published as a rule.

- 5) Referees are required to submit a Referee Reading Result Report in a specified form, which will explain the referee reading results and opinions about the article submitted.
- 6) The editors shall communicate the results of the referee reading to the contributor based on the Referee Reading Result Report, and request the contributor to make corrections. Under the instruction of the supervising instructor, the contributor shall correct the article and submit a Reply Report in a specified form, signed by the supervising instructor.
- 7) The editorial board shall check the corrected article and Reply Report, and make the final decision about whether to publish the article.

#### 4. Research paper

A research paper is a preliminary work including the reviews of precedent studies, the introduction and brief examination of case examples, and preparations for writing articles in the future. A paper shall be up to 20,000 characters long and will not be refereed.

##### 4.1 Book review

Non-PSA members can submit a review for the paper written singly or collectively by a PSA member, or written and edited by a PSA member.

#### 5. Editing process

- \* For the editing schedule, please refer to "Publication and Editing Schedule" on the attached sheet.
  - \* When applying for a contribution and when submitting an article, please carefully read the Guidelines for Contribution and the "Annex to the Guidelines for Contribution" on the attached sheet.
- 1) Application for a contribution (submission of a Contribution Application Form)
    - The application for a contribution shall be sent to the secretariat of the PSA. Graduate students and research students shall visit the secretariat office and directly submit the form.  
The supervising instructor shall affix his/her seal to the application form from a graduate student and research student (without a Ph.D.) to indicate approval.

- Instructors can apply by email.
- 2) Submission of an article
- (1) How to submit an article
- A. Submit a complete set of the following documents directly to the secretariat.
- a. A hard copy or copies of the draft
    - A refereed article: 3 copies
    - An article that does not require referee reading: 1 copy
  - b. Draft data
  - c.
    - Refereed Article Submission Form for *Policy Science* (for graduate students, research students, and those who completed the graduate school)
    - Article Submission Form for *Policy Science* (for instructors)

Submission of referee-read and corrected articles

A set of item a., b., and Reply Report

- B. Submit with a complete set of the following documents by email (this method can only be used by instructors as a rule).
- a. Draft data
  - b. Article Submission Form for *Policy Science*

(2) Required forms

All the forms required for submission are available at the *Policy Science* editorial secretariat.

(Note that different forms are used depending on whether referee reading is necessary or not.)

Contribution Application Form (for graduate students, research students, and those who completed the graduate school program), (for instructors)

Refereed Article Submission Form for *Policy Science* (for graduate students, research students, and those who have completed the graduate school program)

Article Submission Form for *Policy Science* (for instructors)

3) Proofreading

For refereed articles, the second draft shall be the final draft (not counting the draft corrected based on referees' opinions).

For articles that do not require referee reading, the third draft shall be the final draft. The authors' final draft (second or third draft) shall not result in any changes in page feed. Proofreading by graduate students or research students shall not involve any changes concerning the contents of the article after the articles are refereed and corrected based on referees' opinions.

4) Delivery of proofs

After proofs are delivered from the printing company, the editorial secretariat shall notify the authors by email or other means.

a) College of Policy Science instructors

The complete set of proofs may be hand-delivered at the editorial secretariat or delivered to the mailbox at the College of Policy Science administrative office on the first floor of Building AC.

The proofs shall be returned to the editorial secretariat directly or by mail, before the specified date.

b) Graduate students and research students who belong to the Graduate School in Policy Science

The complete set of proofs shall be hand-delivered to the editorial secretariat. In the case that a graduate student has a full-time job and finds it difficult to visit the secretariat, he/she shall consult the editorial secretariat.

The proofs shall be returned to the editorial secretariat directly or by mail, before the specified date.

c) Other contributors

Draft submission from, or delivery to, those who neither instruct nor study at Ritsumeikan should use postal mail.

5) Delivery of finished issues and offprints

All finished issues and offprints are delivered to the editorial secretariat.

Finished issues shall be handed out at the editorial secretariat along

with offprints, after offprints are delivered, as a rule.

Those who prefer to receive them by postal mail shall consult the secretariat.

(Offprints are completed in one week to one month after the issues are finished.)

6) Publication on websites

The articles that have appeared in the PSA journal are published on the website run by the PSA or at Ritsumeikan's institutional repository R-CUBE.

When the final draft is completed, the authors are asked if the article can be placed on the websites.

(PSA website: [http://www.ps.ritsumei.ac.jp/assoc/policy\\_science/](http://www.ps.ritsumei.ac.jp/assoc/policy_science/))

6. Templates for contributions

1) Length

a. Articles/Research note

The length of an article shall be about 50 sheets in terms of 400 characters per sheet (namely, 20,000 characters) as a rule.

In case of articles written in English, the length shall be about 8,000 words.

b. Book reviews

The length of a book review shall be about 5 sheets in terms of 400 characters per sheet (namely, 2,000 characters) as a rule.

\* Carefully calculate the sizes and numbers of figures, tables and photographs, because the entire document should be within these lengths.

2) Styles of submitted articles

An article shall be prepared in A4 size sheets and written horizontally. (No column setting is required.)

An article shall include 1., title; 2., name(s) of author(s); 3., abstract (in English); 4., main body; 5, notes; and 6., references. These contents shall appear in this order.

The chapters and sections of the main body shall be numbered in the

following order.

- 1.
2.
  - 1.1.
  - 1.2.
    - 1.1.1.
    - 1.1.2.
      - 1.1.1.1
      - 1.1.1.2

3) Translated articles

A prescript shall be inserted before the beginning of the main body.

4) Language

Contributions shall be written either in Japanese or English as a rule. If an author intends to contribute in another language, the editorial board shall decide whether or not to accept it.

5) Submission of an abstract in English

An article shall be accompanied by an abstract (250 words or so).

6) Figures and tables

Both the figures and tables shall be prepared on different sheets, and their individual positions shall be indicated outside the frame of the main body on the draft.

If figures and tables are created by application software, the output shall be submitted along with their data files.

1. Figures

Serial numbers (Fig., 1, Fig. 2, . . .), titles, and sources shall be placed below the figure.

2. Tables

Serial numbers (Table 1, Table 2., . . .), titles shall be placed above the table, sources below the table.

7) Notes

Superscripted serial numbers shall be placed at the upper right of the words to be noted, and the notes shall be placed together at the end of



the main body as a list.

\* For how to include quotes in notes, please refer to instructions on the attached sheet.

8) Additional statements and postscripts

Additional statements and postscripts shall be placed between the end of the main body and the notes.

7. Format of the booklet (\* The below explains the appearance of the publicized booklet and not the appearance of the draft.)

1) Edition and number of characters

a. Regular issues

A4 size, two columns each 25 characters × 42 horizontal lines, about 2,100 characters per page.

b. Special issues

B5 size, one column with 42 characters × 38 horizontal lines, about 1,596 characters per page.

2) Order of contents

The contents will be placed in the order of articles, research papers, translations, reports, lecture summaries, book reviews, introduction of new books, summary of doctoral dissertations and summary of its evaluation, and other. However, the editorial board may place the contents differently based on their judgment.

3) Cover pages

1. Information printed on cover pages

a. Front cover page

The front cover carries the languages used in the articles, the names of the European language articles and the list of the authors

b. Back cover

The back cover carries, as a rule, the names of the English-written articles, roman characters, or authors' names spelt in their original languages are listed. The initial of each word of the English titles is capitalized.

2. Contents on the covers

論文  
ARTICLE  
研究ノート  
RESEARCH NOTE  
プロジェクト  
PROJECT RECORD  
講演記録  
RECORD OF LECTURE  
翻訳  
TRANSLATION  
書評  
BOOK REVIEW  
新刊紹介  
BOOK REVIEW  
その他  
IN ADDITION  
学位論文および審査要旨  
BRIEFS OF DOCTORIAL DISSERTATION  
研究会記録  
BRIEF RECORDS OF PROJECT MEETINGS

4) Typesetting

Title: 20-point gothic

Subtitle: 14-point gothic

Names of authors: 14-point gothic

Contents: 9-point gothic

Chapter name: 11-point gothic, shaded

Section name: 9-point gothic

Body: 9-point gothic

Quotes: 8-point gothic, two spaces indented

Figure and table titles: 9-point gothic

Figure and table notes: 8-point

Note number in the body: 6-point, parenthesized on one end,  
superscripted

Notes and references: 8-point

Running titles: 8-point

8. Cautions concerning article publication

1) Conditions of publication

The articles published in this journal are limited only to those that have not been published previously as a rule. However, if an article that has been published is revised and newly published, the name of the journal, publisher, and the date of the first appearance shall be clarified as additional statements and postscripts. As for a translation, permission shall be obtained from the author of the original article.

2) Reprinting of the article published in this journal

The reprinting of the articles that appear in this journal on the website or other publications are approved under the following conditions as a rule.

- ◆ When the article is co-authored, all the co-authors shall approve the reprinting.
- ◆ As a rule, when an article is reprinted in a website, a paper, or a book, an accompanying note shall specify that the article was/will be published in vol. xx, no. xx of *Policy Science* issued by the Policy Science Association, Ritsumeikan University, after clearly specifying the name of authors of the original article.

9. Payment for contributions

As a rule, fees for contributions are paid only to authors who are members of PSA. However, non-member authors who are asked by the PSA for a contribution will be paid according to PSA guidelines.

Graduate students will be paid for up to a specified number of sheets (10 sheets).

1) Offprints

Authors will receive 30 copies of offprints. Offprints of more than 30 copies will be available upon the author's payment.

(¥80/copy)

2) Payment guidelines

1,000 will be paid per page of the completed publication.

(¥400 from PSA and ¥600 from the university, but in case of non-member authors, ¥1,000 from PSA)

After the journal is published, PSA will transfer the payment to the authors' bank accounts.

(For instructors, Ritsumeikan University will directly transmit the

payment.)

- \* Taxes imposed on the payment for the contributions  
Residents of Japan: 10.21% collected upon payment excluding special cases  
Non-residents of Japan: 20.42% collected at the time of payment

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