

**Submission Regulations**  
**for the "Academic Bulletin of the Asia-Japan Research Institute of Ritsumeikan University"**

**Article 1. (Aim)**

This e-Bulletin aims to develop research activities in the Asia-Japan Research Institute of Ritsumeikan University and contribute to the development of Asia-Japan Research around the world.

**Article 2. (Contributor Requirements)**

1. Contributors from Ritsumeikan University shall be professors, associate professors, assistant professors, research staff or graduate students of the University.
2. The Editorial Board may invite submissions by researchers from Japan, Asia, and all other regions of the world, in conformity with the Ritsumeikan Charter, other principles of the university, and the aim stipulated in Article 1.
3. The Editorial Board may also request contributions from researchers outside of the university as necessary in order to achieve the aim stipulated in Article 1.

**Article 3. (Content and Type of Submitted Papers)**

1. Submitted papers must report the results of research on Asia and/or Japan with the objectives and conclusions of such research being clearly stated. Submitted papers must not already be published in another publication or currently undergoing submission for publication. Even when submitted papers are undergoing the screening process, contributors must not submit the papers to publications of other institutions or publish the papers on the Internet.
2. Submitted papers shall be written in English.
3. The types of papers that can be submitted are (1) research articles, (2) research notes, (3) brief research reports, and (4) book reviews. (1) and (2) will be reviewed by the review system stipulated in Article 4, while (3) and (4) will be under the supervision of the Editorial Board.
4. Submitted papers must follow the "AJI Style Sheet" for the Journal and e-Bulletin of the Asia-Japan Research Institute of Ritsumeikan University (separate sheet).

**Article 4. (Publication of Submitted Papers)**

1. The Editorial Board decides if papers submitted as research articles and research notes are to be published based on the results of peer-review by referees appointed by the Editorial Board.
2. The referee report will be conducted as a double-blind peer review. Reviews are conducted in such a way that the referees cannot identify the contributors and the contributors cannot identify the referees.
3. After peer-review, the Editorial Board will notify the contributor of one of the following results along with the reason for the result.
  - (1) Selected for publication
  - (2) Selected for publication after revision
  - (3) May be submitted for re-review after revision
  - (4) Not selected for publication (May be resubmitted)
  - (5) Not selected for publication
4. The Editorial Board can request the improvement of submitted papers with review results of "selected for publication after revision" and "may be submitted for re-review after revision". However, if the paper is not submitted before the re-submission deadline, it will be treated as a newly submitted paper.
5. The received date of submitted papers shall be considered as the date on which they arrive at the Editorial Board. The order in which selected papers will be published in the journal shall be determined by the Editorial Board.

**Article 5. (Copyright and Publication of Work)**

1. In principle, the Editorial Board owns the copyrights to published papers. If an author wishes to reprint a paper published in this journal in other works, they must obtain approval from the Editorial Board.

2. Works that are published in the "Academic e-Bulletin of the Asia-Japan Research Institute of Ritsumeikan University" can be published in media sanctioned by the Asia-Japan Research Institute at the discretion of the Editorial Board.

Article 6. (Publication Schedule and Submission Application)

1. The "Academic e-Bulletin of the Asia-Japan Research Institute of Ritsumeikan University" shall be published in English once a year. If necessary, it shall be published more than once a year.

2. Papers are to be submitted by filling out the submission application form specified by the Editorial Board.

Supplementary Provisions

These regulations shall come into force as of May 22nd, 2019, and shall apply from May 26st, 2019.