

## “Ritsumeikan Pan-Pacific Civilization Studies” Submission Guidelines

### 1. Name

Ritsumeikan Pan-Pacific Civilization Studies (環太平洋文明研究)

### 2. Purpose

The purpose of this bulletin is to advance the research activities of the Ritsumeikan University Research Center for Pan-Pacific Civilizations (hereinafter referred to as "the Center").

### 3. Writing/submission qualifications

Authors of papers, etc. that can be submitted to the journal are Ritsumeikan University faculty members (including faculty members on fixed-term employment), visiting researchers at the Center, and graduate students (recommendations from supervisors are required in principle). For non-students other than those listed above, submissions will be permitted after obtaining approval from the editorial committee.

### 4. Examination

Whether the article is submitted or requested, the editorial committee will decide whether or not to publish the submitted manuscript. Research papers are reviewed by peer reviewers. Please note that manuscripts will not be returned regardless of acceptance or rejection.

### 5. Manuscript types

- (1) Research paper: An original, unpublished paper that has been peer-reviewed.
- (2) Research report: An original, unpublished paper that has not been peer-reviewed.
- (3) Research notes: Interim reports or short reports on research/surveys.
- (4) Book reviews: Introduction and criticism of domestic and foreign books.
- (5) Materials and communications: Activity records of lectures, symposiums, study groups, etc.

(Hereinafter, (1) to (5) are collectively referred to as research papers, etc.)

In addition, papers and projects that do not fall into the above categories will be

considered by the editorial committee if they are meaningful and can contribute to the development of research activities at this center.

## 6. Manuscript length and format

### (1) Length

- ① Research paper: In Japanese, 16,000 to 24,000 characters including main text and notes (not including figures, tables, and photographs). For English, 5,000 to 7,000 words.
- ② Research report: In Japanese, 16,000 to 24,000 characters including main text and notes (not including figures, tables, and photographs). For English, 5,000 to 7,000 words.
- ③ Research notes: For Japanese texts, 8,000 to 16,000 characters including main text and notes (not including figures, tables, and photos). 3,000 to 5,000 words in English.
- ④ Book review: Approximately 4,000 characters in Japanese. Approximately 1,500 words in English.
- ⑤ Book review: Approximately 4,000 characters in Japanese. Approximately 1,500 words in English.

Manuscripts should be submitted with Japanese and English abstracts, keywords, etc. attached. Details regarding manuscript writing will be specified separately in the "Writing Guidelines."

### (2) File Format

- ① Text: Please use Microsoft Word format or rich text format if possible. If you wish to use something other than this, please consult the editorial committee in advance.
- ② Diagrams/Photos: Submit as digital data if possible. Figures pasted into Word, etc. cannot be used as print data, so please submit the original data when submitting. Diagrams created by Adobe Illustrator should be submitted in AI format data. In principle, image data such as photographs should be submitted in tiff or psd format. The original image file must be at least 350 dpi for color pages and 400 dpi for monochrome pages.
- ③ Format of this bulletin : This bulletin is in B5 size, and each page is 207 mm tall and 136 mm wide. The paper is in one column, with 39 characters x 35 lines per page (1365 characters). The research note is in two columns, with each page containing 20 characters x 38 lines x 2 columns (1520 characters).

- ④ "Writing guidelines" for manuscript writing can be downloaded from the Center's website.

## 7. Manuscript submission

In principle, submitted manuscripts should be sent to the Pacific Rim Research Center secretariat by email or file transfer service. The following items are required when submitting a manuscript. In addition, submitted manuscripts will not be returned, so authors must keep the original data.

(1) Text, figures/photos, and table data. The file format should follow the guidelines stated above.

(2) Layout sample. If left to the discretion of the editorial committee, this must be clearly stated. Additionally, diagrams, photographs, and tables affixed to the layout cannot be used as submission data. They must always be submitted as separate files.

(3) Consent form. Fill out the required fields, sign your name, and scan the form as a PDF.

## 8. Other notes

As a general rule, the copyright of published research papers, etc. belongs to the editorial committee. If you wish to reprint research papers etc. published in this bulletin or publish them as a book, etc., please contact the Pacific Rim Research Center Secretariat in advance to obtain approval. Additionally, research papers published in this bulletin may be published on websites and other media approved by the Center, at the discretion of the editorial committee, with the consent of the authors in principle.

Authors of research papers, etc. published in this bulletin will be presented with a copy of the journal and will be sent the publication URL of the Ritsumeikan University Repository.