

Editorial Policy and Guidelines

ver. 2025.05.15

【Table of Contents】

1. Authorship Requirements.....	1
2. Schedule	1
3. Language: Japanese or English.....	2
4. Format for English manuscript	2
5. Submission of manuscript.....	2
6. Proof-reading	2
7. Figure, Chart and Table.....	3
8. Others, including endnotes and references	3
9. Special guidelines for graduate students.....	4
10. Copyright	5

1. Authorship Requirements:

Those who can submit and publish papers in the JICS are:

- 1) Faculty member of the GSICS, including invited and visiting professors, joint appointment professors and assistant professors with fixed term of office.
- 2) Emeritus professor of Kobe University, who held a tenure at the GSICS.
- 3) Adjunct lecturers appointed at the GSICS or research fellows enrolled at the GSICS, in the academic year at the time of submission of the manuscript.
- 4) Someone who is recommended by a faculty member of the GSICS and approved by the Editorial Board.
- 5) If the person recommended according to 4) above is a graduate student, he/she must have the manuscript ready at the time of recommendation. Acceptance of the manuscript is subject to the approval of the Editorial Board.

*For more information, please refer to 9 below when a graduate student wishes to submit a paper to JCIL.

2. Schedule: JICS is published once a year, and the specific deadline of a particular year will be

indicated in the email announcement to the GSICS faculty members.

- ① Call for submissions begins → early May every year
- ② Call for submissions ends → late May every year
- ③ Authors selected and title submissions begin → early June every year
- ④ Title submission deadline → late July every year
- ⑤ Paper submission deadline → late August every year
- ⑥ Proof reading by authors → October to December every year
- ⑦ Publication of the Journal → February to mid-March every year

3. Language: Japanese or English

*An English abstract should be attached to all Japanese manuscripts.

Japanese abstracts are not necessary for English manuscripts.

The length of each abstract shall be less than 300 words.

4. Format for English manuscript

(Font size)

-Main text: 10.5pts

-References, Notes, Sources of Chart and Table: 9pts

(Length) including text, notes, references, figures and tables.

Articles: maximum of printed pages should be 30 pages; about 4,900 words to 8,400 words

Short papers: maximum of printed pages should be 14 pages; about 2,100 words to 4,200 words

Translation: maximum of printed pages should be 14 pages; about 2,100 words~4,200words

Book reviews: maximum of printed pages should be 6 pages; about 1,050 words to 2,800 words

*Printed 1 page: about 2624 letters

*Endnote. All notes should be placed after the main text and references.

*All manuscripts must comply with this Policy and Guidelines, and the Editorial Board reserves the right to make revisions to the manuscripts to comply with them.

5. Submission of manuscript

Manuscript should be both in electronic format and hard copy. However it is fine to submit an electronic format without a hard copy in some cases.

6. Proof-reading

Contributors to the Journal are responsible for the first and second proofreading of their own manuscript (around October to December). Please comply with the return deadlines indicated

by the Editorial Board.

7. Figure, Chart and Table

Heading of Figure, Chart and Table: To be on the bottom of the Figure and Chart, and on the top of the Table. All headings should be centering.

Example:

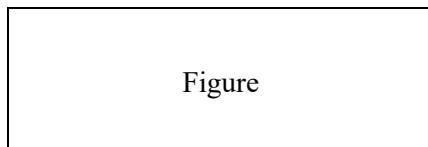
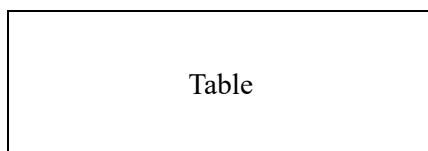


Figure 1. FDI to India

Source:.....

Example:

Table 1. Education in Africa



Table

Source:.....

*Please indicate the place where the chart or table is inserted in both the hard copy and electronic format by drawing.

**Please indicate sizes of table and figure on finished pages.

Example: Table 1 5cm×10cm

Figure 2 7cm×15cm

8. Others

- Roman gothic numbers (I. II. III.) must be used for the chapter numbering.
- Arabian gothic numbers (1. 2. 3.) must be used for the section numbering.
- The numbers should be put behind numerical expressions.
- As for notes, the numbers (1, 2, 3,) should be put at the upper right.

【Footnotes and References】

1. References in English

Books: name of author(s), title (in italics), place of publication, date of publication, pages cited.

Example: N. H. Borden, *The Economic Effects of Advertising*, Homewood, 1942, pp. 35-40.

Collections of works: name of author(s), "title of chapter," in name of editor ed(s), title (in

italics), place of publication, date of publication, pages cited.

Example: K. J. Arrow, "Optimal Capital Policy with Irreversible Investment", in J. N. Wolfe, ed., *Value, Capital and Growth*, Oxford University Press, 1968, pp.1-20.

Journal articles: name of author(s), "title of article," name of journal (in italics), volume number, date of publication, pages cited.

Example: T. M. Brown, "Habit, Persistence and Legs in Consumer Behavior", *Econometrica*, Vol.38, No.3 (July 1925), pp.355-81.

2. References in Japanese

著 書.....著者名『書名』, 発行所, 発行年月, 引用/掲載ページ。

例: 新庄 博『貨幣論』, 岩波書店, 1952 年, 10~15 ページ。

論文集.....執筆者名「論題」, 編者『論文集名』, 発行所, 発行年月, 引用/掲載ページ

例: 速水 融「日本の経済的近代化における歴史的前提」, 慶應義塾大学経済学会編『日本の近代化』, 東洋経済新報社, 1967 年 10 月, 23~45 ページ。

雑誌論文.....執筆者名「論題」, 雑誌名, 巻号 (年月), 引用/掲載ページ。

例: 高須賀義博「再生産の局面分析」, 経済研究 (一橋大), 第 25 巻 3 号 (1974 年 7 月), 18~27 ページ。

* 「——」(ケイ) の使用

外国文献, 日本文献とも, 著者名又は執筆者名に代わる「——」の長さは, 文献番号がつく場合は 4 字分とし, つかない場合は 5 字分とする。

例 [3]_____,
_____,

9. Special Guidelines for graduate students

GSICS graduate students wishing to submit an article to JICS are asked to confirm the following requirements before proceeding.

- ①The Call for Papers for JICS will be sent to all faculty members of GSICS at the beginning of May.
- ②Faculty members are requested to submit the Application Letter, that their graduate students wish to contribute to JICS, to the GSICS Library by the end of May via email. The Application Letter is attached to "the Call for Papers for JICS".
- ③At the same time as submitting the Application Letter, the graduate student himself/herself should submit the complete manuscript via email to the GSICS Library, referring to the Instructions attached herewith.
- ④A referee or a peer reviewer will review student's paper and assess whether it is acceptable or not for this issue of JICS.

- ⑤ A report of the assessment shall be sent to the student around the end of July.
- ⑥ If the paper is 'acceptable for submission', the complete manuscript with revisions according to the instructions in the report must be submitted again by the deadline for submission of the complete manuscript (end of August).
- ⑦ The Editorial Board will decide whether or not publication is possible.
- ⑧ Once publication has been decided, the manuscript must be proofread twice for typographical errors only.

10. Copyright

The right of reproduction of articles and/or others published in *Journal of International Cooperation Studies* is assigned to Graduate School of International Cooperation Studies (GSICS). The authors cannot reproduce their articles and/or others published in this Journal without obtaining the permission of the GSICS. The authors agree that their articles and others published in this journal will be open access in electronic media.

END