

Submission Guidelines for *Journal of International Cultural Studies*

May 31, 2019 (last revised December 16, 2024)

1. Submissions to the *Journal of International Cultural Studies* may be made by teaching staff, current students, alumni, research fellows of the Graduate School of International Cultural Studies (GSICS), and anyone who has received a degree (master's or doctoral) from the GSICS. All others must obtain permission from the editorial board before making a submission.
2. The above criteria only applies to the first and/or the corresponding author of the paper and additional authors may be from outside of the university.
3. It is necessary to complete a submission application form before submitting your manuscript. The designated form can be downloaded from the GSICS website. The completed form should be sent to the editorial board by email (the email address is provided at the end of these guidelines).
4. Publications are limited to the following four types of articles: academic papers, research notes, field reports, and book reviews.
5. Duplicate publication or self-plagiarism is not permitted, though manuscripts based on the author's thesis for a degree (e.g. master's thesis or doctor's dissertation) will be permitted as long as the necessary information of derivation is provided at the end of the manuscripts. If your manuscript is based on your conference proceedings or working papers, consult the editorial board before submitting it.
6. Manuscripts should be written in either Japanese or English.
7. The deadline for the submission application form is 17:00 (JST) on July 31 of the given year. If July 31 falls on a weekend or holiday, the deadline will be moved to the following weekday.
8. No honorarium will be paid for any submitted articles.
9. All manuscripts should be submitted to the editorial board by email.
10. For the detailed format of the manuscript, consult the Manuscript Formatting Guide.
11. In addition to the manuscript, all contributors are required to submit an author information form. The designated form can be downloaded from the GSICS website. The completed form should be sent to the editorial board by email.
12. If an author is writing in his or her non-native language, please be sure to have the manuscript proofread by a native speaker before submitting it and inform the editorial board that it has been proofread when submitting it.
13. While the authors retain all copyrights related to any articles published in the *Journal of International Cultural Studies*, GSICS reserves the right to publish all articles online. When submitting a manuscript, the authors agree to allow their work to be published online. Therefore, manuscripts must not contain any material for which the authors do not have permission to publish online due to copyright issues or other legal reasons.
14. The deadline for submissions is 17:00 (JST) on September 30 of the given year. If September 30 falls on a weekend or holiday, the deadline will be moved to the following weekday.
15. All manuscripts will be peer-reviewed. Reviewers will be appointed by the editorial board, but the editorial board will make the final decision concerning the acceptance or rejection of the manuscript.

16. The manuscript that disobeys the regulation on the Manuscript Format can be rejected without being peer reviewed.

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Editorial board email address: kokusaibunka_journal@grp.tohoku.ac.jp