

Guidelines for the Contribution to the Bulletin of the Institute for Excellence in Higher Education of Tohoku University

(Publication Committee of the Institute for Excellence in Higher Education on November 6, 2014)
(Revised on July 15, 2016, Publication and Library Committee of the Institute for Excellence in Higher Education)
(Revised on June 7th, 2019, Bulletin and Publication Committee of the Institute for Excellence in Higher Education)

1. In principle, authors who are qualified to contribute to the Bulletin of the Institute for Excellence in Higher Education of Tohoku University (hereinafter referred to as the “Bulletin”) is limited to the following categories:
 - 1) Faculty members and researchers affiliated with of the Institute for Excellence in Higher Education (hereinafter referred to as the “Institute”).
 - 2) Former faculty members and researchers affiliated with of the Institute. In such cases, the content of manuscripts must be related to the educational practice and research during their tenure in the Institute.
 - 3) Graduate students of Tohoku University that faculty members or researchers (as stipulated in 1) and 2) above) supervise.
 - 4) Researchers engaging in joint research with faculty members of the Institute. In such cases, the content of manuscripts must be related to the results of the joint research or the educational practice and research at Tohoku University.
 - 5) Honorary professors.
 - 6) Full-time faculty members affiliated with the other institutions of Tohoku University than the Institute (the departments, the graduate schools, the research centers, etc.).
2. Contributions should be original articles on “Higher education,” “Liberal arts and sciences,” and “Student support,” and can include research notes and reports. Faculty members of the Institute may publish the results of their specialized research in the Bulletin without being limited to the categories such as “Higher education” as stated above.
3. Submissions are limited to one manuscript per person. However, with the inclusion of joint research manuscripts, two submissions are allowed. Invited papers are exempt from this rule.
4. Submission of a manuscript implies that the work described has not been published before. Duplicate submission and publication is not accepted.
5. Manuscripts must be prepared in accordance with the “Guidelines for manuscript preparation” and submitted to the Bulletin and Publication Committee with a submission sheet (prescribed form) specifying the name(s) of the author(s) (both Japanese and English), the affiliation(s) of the author(s), the title (both Japanese and English), and the desired category for publication (articles, research notes, reports, or other).
6. Manuscripts and the submission sheet must be sent by e-mail. The due date for submission will be announced on a yearly basis by the Bulletin and Publication Committee and the Bulletin is published annually usually at the end of March.
7. In principle, the acceptance of manuscripts shall be determined through the deliberations in the Bulletin and Publication Committee on the basis of the comments from referees. Articles will be examined by two or more referees. The Bulletin and Publication Committee shall be composed of full-time faculty members of the Institute.

8. In principle, authors are responsible for the first and second proofreading.
9. Copyright (including public transmission rights) of accepted manuscripts will belong to the Institute. The Bulletin will be posted on the Institute website as an online journal in addition to being registered in the Tohoku University Repository.
10. Manuscripts that do not adhere to the ethical research guidelines as outlined in the submission sheet checklist will not be published.

Bulletin and Publication Committee of the Institute for Excellence in Higher Education of Tohoku University

41 Kawauchi, Aoba-ku, Sendai-shi 980-8576

(Section in charge: Academic Affairs Planning Section of the Academic Affairs Division of the Education and Student Support Department, Tel: 022-795-3819)