

# 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)

1. In principle, persons 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”) shall be staff or faculty members of the Institute for Excellence in Higher Education (hereinafter referred to as the “Institute”), graduates that staff or faculty members of the Institute supervise, and persons engaging in joint research with staff or faculty members of the Institute. Contribution by staff or faculty members of the other institutions of the University than the Institute (the departments, the graduate schools, the research centers, etc.) shall also be allowed.
2. Contributions shall be articles on “Higher education,” “Liberal arts and sciences,” and “Student support,” research notes, reports, and others. The contributions shall be previously unpublished work. 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” above.
3. Manuscripts shall be prepared in accordance with the term 4 of this guideline and submitted to the Publication and Library 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 others).
4. Manuscripts shall be prepared according to the following instructions.
  - 1) In principle, the maximum length of manuscripts shall be 14 pages, including figures and pictures and using a format exclusively for the Bulletin (for manuscripts in Japanese, a horizontal writing double-column format with 24 words per line and 40 lines per page).
  - 2) Manuscripts shall be prepared by using the format above on A4-sized paper. If it is difficult to use the format above, a horizontal writing single-column format with 48 words per line and 40 lines per page is allowed. Even in that case, the maximum length shall be 14 pages, including figures and pictures. For punctuation, commas (,) and periods (.) shall be used.
  - 3) Figures and pictures shall be so clear as to be printed without any modifications, and brief descriptions shall be indicated with the figures and pictures. Since the Bulletin is printed in black and white, manuscripts with the figures or pictures that require color printing or tracing are not accepted.
  - 4) The numbers of notes shall be indicated in the upper right of the concerned parts, such as, <sup>1), 2)</sup>. Notes shall be placed following the main text (and before references).
  - 5) References shall be indicated following the main text (and, if there are any notes, after the notes) in Japanese alphabetical order or in order of date of publication, for example.
  - 6) In the manuscripts submitted, the name(s) of the author(s) and the affiliation(s) of the author(s) shall not be included. The desired category and the title shall be written at the beginning, and the main text shall be started immediately thereafter.

5. Authors shall submit an original manuscript and the two copies printed on A4-sized paper with the submission sheet. Also, authors shall submit the manuscript and the submission sheet through an electronic medium. In principle, the due date for submission shall be the second Friday of January each year, and the Bulletin shall be planned to be published at the end of March.
6. In principle, the acceptance of manuscripts shall be determined through the deliberations in the Publication and Library Committee on the basis of the comments from referees. In particular, articles shall be examined by two or more referees. The Publication and Library Committee shall be composed of full-time faculty members of the Institute.
7. In principle, authors are responsible for the first and second proofreading.
8. Copyrights (including public transmission rights) of accepted manuscripts shall belong to the Institute. The Bulletin shall be posted on the website of the Institute and registered in the Tohoku University Repository.
9. Address for submitting manuscripts and submission sheets and contact details for inquiries about submission:

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