

Submission Guidelines

1. About This Publication

International Journal of Human Culture Studies is an academic journal dealing with human life and culture.

2. Author Requirements

Peer-Review Manuscripts: We welcome submissions from authors of all nationalities and affiliations.

Non-Peer-Review Manuscripts: We only accept submissions made by the member of Otsuma Women's University, except undergraduate and junior college students of the university.

3. Author Responsibility

The author takes full responsibility for the content of their submission.

4. Manuscript Type and Content

4.1. Manuscript Type

We welcome all Original Paper, Brief Communication, Review, Report, Material, Book Review, and Letter to the Editor. Please clearly specify the type of manuscript when submitting.

Manuscripts should not have been previously published in any journal or other citable form.

4.2. Manuscript Length

No set limit.

5. Peer-Review Manuscripts

5.1. Original Paper

Original research with significant and rigorously demonstrated results.

5.2. Brief Communication

Significant changes, data, or comments regarding in-progress research that warrant publishing.

6. Non-Peer-Review Manuscripts

6.1. Review

A summary of research on a specific topic that includes the author's original observations/commentary.

6.2. Report

While not an original manuscript, it adheres to proper manuscript format. Examples: technical paper, development report, field report, etc.

6.3. Material

Significant experimental or survey data.

6.4. Book Review

Thoughts, critiques, and reviews of books and other publications.

6.5. Letter to the Editor

Sharing opinions and information with the editorial committee.

7. Manuscript Preparation

7.1. Manuscript File Format

We only accept the documents created in Microsoft Word (.doc

format). Manuscripts prepared in any other format will not be accepted.

7.2. Languages

(1) Peer-Review Manuscripts (Original Paper, Brief Communication)

Japanese or English. If the manuscript is in Japanese, please include the following information in English: Title, subtitle, the author's name and affiliated organizations, keywords, and abstract

(2) Non-Peer-Review Manuscripts (Review, Report, Material, Book Review, and Letter to the Editor)

In principle, any language can be used. If the language is Japanese, please include the following information in English: Title, subtitle, the author's name and affiliated organizations, keywords, and abstract (English abstract may be omitted.).

If the language is other than Japanese or English (e.g. Chinese, Spanish, etc.), please include the following information in English: Title, subtitle, the author's name and affiliated organizations, keywords, and abstract

7.3. Units of Measurement

We conform with the International System of Units (SI).

7.4. Structure of Manuscripts

(1) Title, Subtitle

Please provide information in both Japanese (or other language) and English.

(2) Authors

Authors' names should be written in both Japanese (or any other language) and English, without abbreviating the first and last names. Please do not include academic degrees or other titles. In the case of multiple authors, please list in the order of greatest contribution to the research or writing of the manuscript. Authors are limited to 20 people.

(3) Names of Affiliated Organizations

The name of the affiliated organizations to which the author belongs should be given in both Japanese (or other language) and English. The location of the affiliated organizations should be listed without omitting the street address or postal code. In the case of multiple authors, please use numbers or symbols to clearly indicate which author belongs to which organization.

(4) Abstract

Please include an abstract in English as well in the original language. Please limit your abstract to approximately 200 words (English) or 1,000 characters (Japanese).

(5) Keywords

Please include 3-5 keywords in both the language used in the text and in English.

(6) Manuscript Body

Charts and illustrations may be inserted into the body of the manuscript. When citing references in the text, please number the citations sequentially in the text.

Example 1) According to Sato ^[1]...

Example 2) ...has made similar findings. ^[2]

(7) Acknowledgments

Under the heading of "Acknowledgments", you may mention the people and organizations that supported you during your research. Along with their names, you may briefly describe in what way they assisted your work.

(8) Sources

Please list the sources you cited at the end of your manuscript, in the order of citation and with corresponding numbers (e.g. [1],[2],[3]...) For multiple-author sources, please list the first author, followed by "et al".

Please conform to the format used in the following examples:

<Journals>

Author name. Title of article. Title of journal. Publication year, volume number, first page - last page.

Example: Ohsawa, Seiji et al. Growth standards for children's weight of 12 ethnic groups in Myanmar and Thailand. Japan Journal of Human Growth and Development Research. 2011, 51, p. 46-56.

<Books>

Author name. "Title". Editor name. Name of book. Publisher, publication year, first page - last page.

Example: Harrison, Bruce. "Risks of handling cytotoxic drugs". The Chemotherapy Source Book. 3rd ed., Lippincott Williams & Wilkins, 2001, p. 566-580.

<Website>

Author name. "Web page name". Website name. Web address, (date of access).

Example: "Grants.gov Application Guide SF424 (R&R)". U.S. Department of Health and Human Services. <http://grants.nih.gov/grants/funding/424/index.htm>, (accessed 2012-2-1).

<Patents>

Patent applicant name. Patent name. Patent number. Date of patent.

Example: Arata, Andrew. Process for treating water. U. S. Patent 6890953. 2005-5-10.

8. Selection of Referees

Please recommend 3-5 referees for your manuscript when submitting peer-review manuscripts (Original Paper, Brief Communication). Your recommendations will be considered when assigning referees. Please do not recommend anyone with a conflict of interest, such as members of your own institution; they will not be selected as a referee.

9. How to Submit

We accept submissions on-line. Please go to this publication's home page. (<http://journal.otsuma.ac.jp/>)

10. Review Process

10.1. Date of Submission

The manuscript is dated when it is received by the editorial committee office.

10.2. Review

Peer-review manuscripts (Original Paper, Brief Communication) are accepted or denied by the editorial committee after being reviewed by 2 referees (either internal or external).

Publication of non-peer-review manuscripts (Review, Report, Material, Book Review, Letter to the Editor) is decided by the editorial committee.

Peer-review manuscripts will be denied without review in the following cases:

- (1) The article is not related to the fields covered by this publication.
- (2) The article does not conform to the submission guidelines.
- (3) The article has been previously published.
- (4) The article is deemed inappropriate from an academic standpoint.
- (5) The article is deemed inappropriate in some way by the editorial committee.

11. Publication Fees

If the author requests the editorial committee office to prepare the manuscript for publication, an additional fee will be charged.

12. Correction of Page Proofs

After being accepted for publication, the page proofs will be sent to the author. Please promptly make any necessary corrections. Corrections may be submitted only once.

13. Offprints

Offprints are available for purchase.

14. Copyrights

The author transfers all rights to work published in this publication, as intellectual property in trust, to the Institute of Human Culture Studies at Otsuma Women's University. In addition, the authors shall not exercise their moral rights over their works unless it is contrary to the purpose of the trust property.

15. Guideline Revisions

These guideline may be revised by the Director of the Institute of Human Culture Studies at Otsuma Women's University after consulting with the editorial committee

Supplementary Provisions

These guidelines shall come into force as of January 1, 2018.

Supplementary Provisions

These guidelines shall come into force as of April 28, 2021.