

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

We welcome submissions from authors of all nationalities and affiliations.

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 manuscripts, brief communications, review articles, reports, materials/data, book reviews, and letters to the editor. When submitting to the journal, please clearly specify the article type. 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 Manuscripts

Original research with significant and rigorously demonstrated results.

5.2. Brief Communications

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

6. Non-Peer-Review Manuscripts

6.1. Review Articles

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

6.2. Reports

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

6.3. Materials/Data

Significant experimental or survey data.

6.4. Book Review

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

6.5. Letters to the Editor

Sharing opinions and information with the editorial committee.

7. Manuscript Preparation

7.1. Manuscript File Format

We accept only Microsoft Office Word documents (.doc files).

7.2. Languages

Peer-review articles (original papers, brief communications): Japanese or English. Non-peer-review manuscripts (review articles, reports, materials/data, book reviews, letters to the editor) can be submitted in any language. However, in addition to the original language, please also include the following items in English: title, subtitle, author name, names of affiliated organizations, abstract, and keywords.

7.3. Units of Measurement

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

7.4. Structure of Manuscripts

(1) Title, Subtitle

If the manuscript is not in English, please submit the title and subtitle in both the original language and in English.

(2) Authors

Please list the full name of the authors. If the manuscript is not in English, please list the full name in both the original language and in English. 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.

Do not include academic degrees or other titles.

(3) Names of Affiliated Organizations

Please submit the names of affiliated organizations in both the native language and in English. Do not include the address of organizations. In the case of multiple authors, 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 400 words (English) or 2,000 characters (Japanese).

(5) Keywords

If the manuscript is not in English, please provide 3-5 keywords in both the original language and in English.

(6) Manuscript Body

Charts and illustrations may be inserted into the body of the manuscript.

Citations made within the body of the manuscript should use the following format:

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, 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 articles (original manuscripts, short communications). 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 articles (original manuscripts, short communications) are accepted or denied by the editorial committee after being reviewed by 2 referees (either internal or external).

Publication of non-peer-review articles (review articles, report, data, book review, letters to the editor) is decided by the editorial committee.

Peer-review articles 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 editing of page proofs by the editorial committee office, an additional fee will be charged.

12. Correction of Page Proofs

After being accepted for publication, page proofs are 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.

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