

Guideline for Authors

1. *Core Ethics* is a bulletin published by the Graduate School of Core Ethics and Frontier Sciences, Ritsumeikan University (GSCEFS). In the following, the submission guidelines for authors are explained.
2. Manuscripts may be prepared with a word processor (Microsoft Word document format or text format are acceptable for this journal), and it must to be written in Japanese or English. In the case of Japanese manuscript, authors should use A4 sized with 40 characters and 30 lines format in type. Authors writing in Japanese can also select horizontal writing or vertical writing depending on how they want to publish it. The manuscript in English should be a double-spaced typescript. The font size should be 10.5 point and font style should be MS Mincho(Japanese text) or Times New Roman(Alphanumeric characters)
3. The length of the manuscripts should be between 16,000 and 20,000 characters for an Article in Japanese, and between 6,000 and 8,000 words for an Article in English; between 16,000 and 20,000 characters for a Research Note in Japanese, and between 6,000 and 8,000 words for a Research Note in English; and should not exceed 4,000 characters for a Review in Japanese, and 2,000 words for a Review in English. The word count includes the manuscript title and the space between characters, respectively. Authors should make sure that the length of manuscripts is within these prescribed ranges.
4. Writing style of the endnotes and/or reference list should be consistent through the manuscript, and they should follow the style guidelines adopted by academic societies of humanities and sociology (e.g., Japanese Sociological Review Style Guide online [in Japanese], <http://www.gakkai.ne.jp/jss/bulletin/guide.php>, or <https://sociology.fas.harvard.edu/files/sociology/files/asastyleguide.pdf> in English). Authors must convert the space of figures, tables and photographs into characters, and it should be within the length limits of the manuscript previously mentioned (for example, something that covers whole area of one page is converted into 1,200 characters).
5. Endnotes, reference list, figures, tables and photographs should be included in the length limits of the manuscript. Authors should be careful to ensure that figures, tables and photographs in their manuscript are within length limits of the manuscript, with consideration for the correct size.
6. All figures and tables should be prepared, as the other files, with serial number (e.g.,

“figure 1” , “figure 2” , “table 1” , “table 2”), title, caption, etc. Photographs should be also prepared with serial number, title, caption, etc., however, photographs in color are not accepted. Authors must specify the position in the text and the size of figures, tables and photographs by using a prescribed form: [characters x the number of lines]. In addition, authors should properly assign a copyright to figures, tables and photographs before submission.

7. Authors must keep a copy of their submitted manuscripts, figures, tables and photographs at hand.
8. Authors must send the manuscripts with the abstract (Japanese or English) by e-mail until the predefined deadline (No need of abstract for Reviews). Japanese abstract must be 400 characters or less, and English abstract 200 words or less. We do not accept manuscripts submitted after the deadline (This does not apply, if you are requested to prepare a manuscript by the Editorial Board). Based on Editorial regulations, the submission method for these required abstracts will be announced in due course.
9. The authors must submit following items by e-mail within our time schedule. The schedule for authors will be announced in due course.
 - 1). Full papers *If the data of papers include pictures are over 10MB, the authors should submit the papers in CD-R, USB, etc.
 - 2). Japanese abstract (within 400 characters) *No need of abstract for Reviews.
 - 3). English abstract (within 200 words. Should be checked by native speaker or English writing expert)
*No need of abstract for Reviews.
 - 4). Keywords (within 5 words in Japanese and English respectively. It is for the search engine on web pages).
10. At the time of proofreading, you can only check at the surface-level (e.g. spelling, punctuation, grammar). In principle, the Editorial Board has no involvement in the author's corrections, but we might ask you to change the title or the abstract of your manuscript in both, Japanese-English versions. Please note that you would be not allow publishing your paper if you miss a deadline or you lost contact with us during the editing—no matter what the reason for your absence.
11. The faculty meeting of the GSCEFS has the rights to improve or eliminate any content of the preceding paragraphs. Those are based on regular discussions

meetings at the Editorial Board.

Supplement

- (1) These instructions came into effect on November 9, 2004 and are applicable from November 10, 2004.
- (2) In accordance with these rules, “Instruction for Authors of *Core Ethics* vol.1, 2004” (July 13, 2004) is hereby abolished.

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2nd Revision: May 31, 2007

3rd Revision: May 30, 2008

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