

Instruction 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 instructions for preparing and submitting the manuscript to this journal are explained. These include the peer-review policy.
2. This journal is published once a year by the *Core Ethics* Editorial Board, the entity responsible for all the content published in the journal.
3. The Editorial Board consists of faculty members of the GSCEFS, and the dean of the GSCEFS who presides and serves it as the Chief Editor.
4. The *Core Ethics* Editorial Office is established for the Editorial Board as the entity in charge of editorial work.
5. Authors who wish to submit a manuscript to the journal should fulfill the following eligibility criteria:
 - (1) Current and past faculty members of the GSCEFS.
 - (2) Doctoral students and graduates of the GSCEFS.
 - (3) Someone who has been specially approved by the Editorial Board
 - (4) A co-authored manuscript of the journal could be approved as long as one of the submitting authors applies to the above-mentioned points (1) (2) (3).
6. The manuscript must not be under peer-review, or accepted for publication, in press or published elsewhere. *Core Ethics* accepts the following types of manuscripts:
 - (1) Article: It is a high-quality research paper of empirical and/or logical study in a specific field. It can be written in Japanese or English.
 - (2) Research Note: It is a manuscript not published as an article but contains new suggestions, issues, or meaningful information for a specific field. It can be written in Japanese or English.
 - (3) Review: It is a critique of published academic books, articles published in academic journals, art exhibitions, academic conferences, research sessions, research projects and so on. It can be written in Japanese or English.
7. The Editorial Board decides whether the submitted manuscript [in any of the modalities (1) (2) (3)] is suitable to get published or not. The Chief Editor notifies the author of the acceptance or rejection of the manuscript via the Editorial Office. In the case of manuscript to be published as an article (1), the Editorial Board determines the result based on the internal examination by each member of the Editorial Board, and the review made by an external and non-affiliated referee.
8. Authors interested on submitting a manuscript should obtain and fill out the prescribed application form within the application period determined by the Editorial Board. However, this rule does not apply to those who were specially approved by the Editorial Board (point 5; incise 3 of this instruction guideline).
9. Authors interested on submitting a review manuscript (Point 6, incise 3 of this guideline) must specify the subject of their critique (e.g. academic book, journal articles, etc.). The Editorial Board will not accept the application if the subject is not specified. In addition, no changes will be allowed after the application form is submitted.
10. Once the Editorial Board accepts an application for submitting a manuscript, authors must submit by the specified deadline, the necessary items detailed in “Guidelines for Authors,” which include the complete manuscript, abstract, tables, figures, photographs, and so on.

11. Authorship fees may be paid exclusively to external researchers writing a manuscript requested by the Editorial Board (Point 5, incise 3 of this instruction guideline). The Chief Editor will decide on the authorship fee between 1,000 to 2,000 yen per printed page (approximately 1,500 words in Japanese characters). It might be take into consideration the researcher credentials and academic status.
12. The table of contents and the published articles of this journal will be available on the GSCEFS website. However, articles might not be published without the author's permission or under special approvals made by the Editorial Board.
13. The acceptance of manuscripts will be revoked when it is found to be a duplicate submission. In the same manner, a published manuscript will be withdrawn when it is found to be submitted to other journal. Any manuscript submitted to *Core Ethics* may be treated as a duplicate submission if the main findings of the paper has been published or will be published in any other academic journal, institutional publications (including university bulletins), commercial magazines, and others, both at domestic or international levels. However, a manuscript might not be considered as a duplicate if it overlaps with the content of a collection of papers (e.g. abstracts, proceedings, conference reports, presentations, etc.) or a research report (e.g. Grant-in-Aid for Scientific Research reports) distributed at academic lectures, research meetings, annual conferences, annual meetings of academic societies, and international conferences.
14. 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.

1st Revision: May 31, 2005

2nd Revision: May 30, 2006

3rd Revision: May 31, 2007

4th Revision: May 30, 2008

5th Revision: December 2, 2008

6th Revision: May 29, 2009

7th Revision: April 30, 2010

8th Revision: April 12, 2011

9th Revision: April 24, 2012

10th Revision: April 16, 2013

11th Revision: April 15, 2014

12th Revision: April 28, 2015

13th Revision: March 15, 2016

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16th Revision: March 25, 2020