HOKKAIDO UNIVERSITY

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Agreements on the Faculty of Humanities and Human Sciences Web-Based English Journal

Research Development Committee
(Special Committee of Publication)

Purpose
Article 1
A Web-based English journal for the Faculty of Humanities and Human Sciences shall be published in order to expand and enrich the research activity at the Hokkaido University Faculty of Humanities and Human Sciences from an international perspective. The handling of writing, editing and publication shall be prescribed in this list of essential points.

Author
Article 2
The contributing author shall be decided as stipulated in the following subparagraphs:
(1) Professors, Associate Professors, and Assistant Professors of this Faculty.
(2) Graduate students of this Graduate School or those who have earned a doctoral degree from this Graduate School.
(3) Any other person or persons whom the Special Committee of Books and Publication has specifically approved.

Application and Acceptance of Contributing Authors
Article 3
The applications and acceptance of contributing authors shall be overseen by the Special Committee of Publication as prescribed in the following subparagraphs:
(1) Applications from contributing authors shall be accepted once a year; applications shall be closed at the end of November.
(2) In addition to the above, the Special Committee of Publication may commission Professors, Associate Professors, and Assistant Professors at the Faculty to write papers.
(3) Papers submitted by the author shall be peer-reviewed and proofread by the Special Committee of Publication.
(4) The Special Committee of Publication may demand the author to make revisions or corrections. If the revised paper has not been submitted within the agreed period, the committee may pass on the posting of that paper.

Editing and Format of the Journal

Article 4

The format of the Faculty of Humanities and Human Sciences Web-Based English Journal shall be decided as subscribed in the following subparagraphs:

(1) In order to post articles and papers that introduce characteristic studies at the Faculty, a special shall be featured in every issue. Establishing a special theme, requesting Professors, Associate Professors, and Assistant Professor in a Faculty to contribute, and editing (translating and proofreading in the case of a Japanese paper; proofreading in the case of an English paper) shall be conducted under the responsibility of the Special Committee of Publication.

(2) In principle, the paper to be posted shall be written in English. The author shall have it proofread under his or her responsibility. The number of words shall range from 3,000 to 6,000, and a summary and references shall be attached.

(3) Proofreading by the author shall be allowed only once.

(4) As a rule, this journal shall be limited to posting on the Web. However, at least for the time being, it may also be released in booklet form to demonstrate research performance or as a donation to libraries.

(5) The Books and Publication Special Committee may make modifications to the format of the journal as needed.

Publication Date and Number of Publications

Article 5

The Web-based Faculty of Humanities and Human Sciences English Journal shall be published annually within the academic year.

Agreements on the English Journal Editorial Board

(Editorial Board)
Article 1
In order to edit and publish a Web-based Faculty of Humanities and Human Sciences English Journal, an editorial board shall be established within the Faculty of Humanities and Human Sciences.

(Editorial Board Members)
Article 2
Each editorial board member shall be a Special Committee of Publication member.

(Operations)
Article 3
Operations of the board are prescribed in the following:
(1) Editorial board members shall peer-review and proofread prepublication papers submitted to the journal.
(2) The board shall proofread commissioned papers. Specifically, the translation work shall be outsourced to translation firms and the editor shall have a preliminary session with the author of the paper over the editing.
(3) The board shall proofread prepublication papers by Professors, Associate Professors, and Assistant Professor. Specifically, editorial board members shall read the prepublication paper of the author and ask him about the content and format of the paper and request, as needed, revisions or corrections.
(4) The board shall conduct a peer review of prepublication papers by enrolled graduate students or those with a doctoral degree from the Graduate School of Humanities and Human Sciences. Specifically, one editor and one expert in the appropriate discipline shall review the paper and judge whether it is to be posted. In the event of posting, the editor shall request the author to make a revision or correction regarding the content and format, as needed.
(5) In the paper to be posted, the dates of acceptance and revision shall be included.