

## Guideline for Manuscript Submission to the Forum of International Development Studies

Revised on May 12, 2017

Revised on June 26, 2019

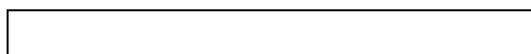
### 1. General rules

- (1) The journal aims to contribute to the fields of international development and cooperation. The journal welcomes submissions of manuscripts in the following four categories: 1) articles; 2) research notes; 3) book reviews; and 4) survey or training reports.
- (2) The followings are the people who have the right to submit manuscripts: 1) faculty members and students of Graduate School of International Development, Nagoya University; 2) those who are related to the GSID such as foreign and domestic research fellows; and 3) those to whom the journal editorial committee has invited submissions.
- (3) A person who submits an article needs to follow the authors' and submission guidelines as shown below.
- (4) Articles and research notes must represent theoretically and demonstratively innovative original research, while research notes are interim products that require the prompt publication of their results. Articles and research notes will be evaluated by two anonymous referees, based on which the Editorial Committee makes the final decision for publication.
- (5) Book reviews must represent the author's assessment of the main contents of a published academic article or book. Book reviews will not be reviewed. However, the Editorial Committee may require their revision and makes the final decision for publication. Anyone who intends to submit a book review should first present the book which he/she intends to review to the Editorial Committee. Upon the decision of the Editorial Committee whether the book is suitable for review in this journal, the person can start writing. The author should review a book or an article which was published within one year as far as possible. A summary of the book or article should account for 50%~80% of the review. In the evaluation section, both strengths and weaknesses should be noted. It is expected that in the last part of the review the book or article will be positioned in a broader context.
- (6) Survey or training reports must consist of a report on the results of the author's survey or training in Japan or abroad. Survey or training reports should be submitted within a year after the survey or training has finished. Only the submission of survey or training reports which are authored by GSID faculty members, either alone or with co-authors, will be accepted. Survey or training reports will not be reviewed. However, the Editorial Committee may require their revision and makes the final decision for publication. The purpose, period, and place of the survey or training should be written clearly, and the result should be consistent with the purpose.
- (7) The copyright belongs to the author, while the right to publish belongs to GSID. The publications will be made public on the GSID website.

## 2. Authors' guidelines

- (1) Article manuscripts, including tables, figures, notes and references, should, as a rule, not exceed 20,000 letters in Japanese or about 8,000 words in English. Each manuscript must include an abstract of about 200 words in English. Research note manuscripts must not exceed 15,000 letters in Japanese or 6,000 words in English. Book reviews and survey or training report manuscripts must not exceed 10,000 letters in Japanese or 4,000 words in English. If the length of a submitted manuscript considerably exceeds the length limits, no matter what the reason may be, the Editorial Committee reserves the right to reduce the number of words.
- (2) Articles may be written in either Japanese or English. Contributors should consult the Editorial committee about the use of other languages, special letters and special symbols.
- (3) Regarding paragraph styles, the text should be submitted in single-column format. However, if the author would like to use double-column format, the author should consult the Editorial Committee before submission of his/her manuscript. If the Editorial Committee concludes that the reason for the usage of this format is acceptable, the author may use double-column format. Nevertheless, the Editorial Committee recommends to complete manuscripts in single-column format. The first line of each paragraph must be indented 3 spaces, and the space between paragraphs should be the same as between lines within paragraphs (i.e., 1.5 line spacing).
- (4) Arabic numbers must be used for section numbering. If you need to divide the section, the separate parts should be numbered as follows: 1, 1.1, 1.1.1, (1).
- (5) Figures and tables must be presented in black and white (monochrome) or grayscale. All figures and tables must have a number, title, note, and source. The title for both figures and tables must be aligned to the top center. The titles of figures and tables written in English must follow the standard capitalization rules as shown below.

Figure1 FDI to Vietnam



Note:

Source:

Table1 Regional Integration

Note:

Source:

(6) Length of tables, figures and equations

If a table or a figure occupies

1/3 of a page (which is considered as 12 lines), it should be counted as 180 words;

1/2 of a page (which is considered as 18 lines), it should be counted as 270 words;

entire page, it should be counted as 540 words.

In principle, the number of lines will be allotted in proportion to the overall number of lines on the page that includes the given table or a figure.

(7) Parenthetical references in the text or footnotes should include page number, if necessary (for example, if the reference involves specific tables, figures or sentences) in the following style. In the case of a citation with quotes, the referred page number(s) should be indicated.

(e.g.) In the text,

Kuznets (1953a: 18) asserts that .... According to Krueger and Bhagwati (1973: 23), ....

(e.g.) In footnotes,

It is considered ... (Taylor and Wilson 1989: 145-150).

(8) All annotations must be listed as endnotes before the references. Endnote numbers must be positioned to the upper-right.

(e.g.) ... in this theory.<sup>1</sup>

(9) Reference

- All reference should be listed in alphabetical order by author's surnames regardless of the language.

(e.g.) Escobar, Arturo. 1995 ...

葉山アツコ. 2010 ...

Korten, Frances F. 1994 ...

- If there are more than two articles of the same author published in the same year, the articles should be distinguished by small alphabet letters (e.g. 1999a, 1999b • • •).
- If the reference is two or more lines, the second and subsequent lines must be indented two spaces (i.e., use "hanging indents").
- Reference from internet must have these information: Author, Website title, Page title, URL, and Latest access date.

Books: Author. Year. *Title (Italic)*. Place of publishing: Publisher name.

(e.g.)

Fawsett, L. and Andrew Hurrell eds. 1995. *Regionalism in World Politics*. New York: Oxford University Press.

Jeffrey K. Liker.2004.*The Toyota Way*. New York: MacGraw-Hill.

Articles: Author. Year. Title. *Title of the journal (Italic)*.Vol. (No): page-page.

(e.g.)

Rosenau, James N. 1995. Governance in the Twenty-first Century. *Global Governance*. 1(1): 13-43.

Reference from internet:

(e.g.)

Graduate School of International Development, Nagoya University. Forum of International Development Studies: List of Formats to Check.  
<https://www.gsid.nagoya-u.ac.jp/en/research/publications/pdf/01/check-en.pdf>.  
Accessed on 10 June 2019

### 3. Submission Guidelines

- (1) If a contributor is a GSID student, an approval email from his/her primary supervisor must have been sent to the Editorial Committee (gsidbp 【@】 gsid.nagoya-u.ac.jp) before submission. Next, the following three items must be submitted to the Editorial Committee as email attachments: the manuscript, [the application form](#), and the results of a Turnitin plagiarism check. When a GSID student sends an email he/she must add his/her primary supervisor using a carbon copy (CC). As a condition for submission, GSID student who will submit a manuscript in English must complete an English check with the premium version of Grammarly. The same procedure is required for a revised manuscript. After the submission of the application form, the Editorial Committee will contact the contributor. The Editorial Committee will only consider unpublished manuscripts. Articles which are under review or to be published in other journals are regarded as simultaneous submission and cannot be accepted in this journal. A contributor must check the electronic file of the article using plagiarism detection software before the submission.
- (2) The contributor should not write his/her name on the manuscript. Only the title of the article should be written on the front page.
- (3) The contributor should submit an electronic file of the manuscript in MS Word style.
- (4) Manuscripts are accepted at any time, but the Editorial Committee cannot guarantee that the article will be published in the volume requested.
- (5) The author may revise the manuscript, when proofreading it for the first time, however he must refrain from any significant revisions.

- (6) The Editorial Committee will not pay any fees for the accepted manuscript and will not charge any fees for publishing it. If a contributor requests offprints, he/she must order them separately and cover the publishing expenses.

#### 4. The Review Process

- (1) The Editorial Committee will select two referees, based on the contents and theme of the manuscript.
- (2) The two selected referees will fill in the result of the examination, their revisions and comments in the reply form and will submit it to the Editorial Committee within one month.
- (3) The referees are anonymous.
- (4) All manuscripts are evaluated by grades from A to D. Manuscripts will not be accepted for publication unless each of the referees grade them A or B.
- (5) If a manuscript is graded C, it may be published in the current issue after revision and a second review.
- (6) If a manuscript is graded D, it will not be published in the current issue. However, it can be accepted for publication in the next issue, if it is appropriately revised.
- (7) As a rule, a submitted article manuscript is not to be accepted as a "research note" or "survey or training report."
- (8) Even in the case of submissions of articles by members of the Editorial Committee, the referees remain anonymous. The member of the Editorial Committee who makes a submission must not be involved in selecting the referees and will only be notified of the results of the review by the other members of the Editorial Committee.

Editorial Committee GSID, Nagoya University

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