

Guideline for Manuscript Submission to the Forum of International Development Studies

Revised on April 7, 2021

1. General rules

- (1) The journal aims to contribute to the fields of international development and international 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 following people have the right to submit manuscripts: 1) faculty members and students of the Graduate School of International Development (GSID), Nagoya University; 2) those who have an affiliation with GSID such as foreign and domestic research fellows; and 3) those from whom the Library and Editorial Committee (“Committee”) has invited a submission.
- (3) A person who submits an article needs to follow the author 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. Two anonymous referees will provide a review of articles and research notes, based on which the 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 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 Committee. Upon the decision of the Committee whether the book is suitable for review in this journal, the author can start writing the book review. The author should review a book or an article which was published within one year if possible. A summary of the book or article should account for 50% to 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 should 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 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.

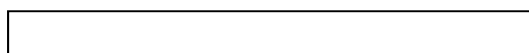
- (7) The copyright belongs to the author, while the right to publish belongs to GSID. The publications will be made public on the “NAGOYA Repository” (“Repository”).

2. Author guidelines

- (1) Article manuscripts, including tables, figures, notes, and references, should not exceed 20,000 characters 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 characters in Japanese or 6,000 words in English. Book reviews and survey or training report manuscripts must not exceed 10,000 characters 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 Committee reserves the right to reduce the number of words.
- (2) Articles may be written in either Japanese or English. Contributors should consult the 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 Committee before submission of his/her manuscript. If the Committee concludes that the reason for the usage of this format is acceptable, the author may use double-column format. Nevertheless, the Committee recommends writing 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) 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.

(Japanese article)

図1 ベトナムにおける直接投資の推移



(注)

(出所)

表 1 世界の主要な地域統合

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(注)

(出所)

(English article)

Figure 1 FDI to Vietnam



Note:

Source:

Table 1 Regional Integration Statistics

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Note:

Source:

(6) Length of tables, figures, and equations

If a table or a figure occupies

1/3 of a page (i.e., 12 lines), it should be counted as 450 characters in Japanese or 180 words in English;

1/2 of a page (i.e., 18 lines), it should be counted as 650 characters in Japanese or 270 words in English;

1 page, it should be counted as 1,300 characters in Japanese or 540 words in English.

- (7) Citations in the text or notes should include page number information if necessary in the following style. In the case of a citation with quotes, the referred page number(s) must be indicated.

(e.g.) In the sentence,

Kuznets (1953a: 18) asserts that ...

According to Krueger and Bhagwati (1973: 23)...

(e.g.) End of the sentence,

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 model.¹

- (9) References

• All references should be listed in alphabetical order by authors' surnames. Non-English surnames should be written using the English alphabet.

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

Hayama, Atsuko. 2010. ...

Korten, Frances F. 1994. ...

• If there are more than two articles from the same author published in the same year, the articles should be distinguished by small alphabetical 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 need information such as Author, Year, Website title, Page title, URL, and, Latest access date.

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

(e.g.)

Fawcett, Louise; and Andrew Hurrell. eds. 1995. *Regionalism in World Politics*. New York: Oxford University Press.

Liker, Jeffrey K. 2004. *The Toyota Way*. New York: McGraw-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: Author. Year. Website title. Page title. URL. Latest access date.

(e.g.)

United Nations. 2019. <https://sustainabledevelopment.un.org/sdg1>. Accessed on
June10, 2019.

3. Submission Guidelines

- (1) A manuscript must be submitted via the “Manuscript submission form for the Forum of International Development Studies” on the GSID website. Based on the information supplied in the application form, the Committee will contact the contributor. The Committee will only consider unpublished manuscripts. Articles which are under review or to be published in other journals are regarded as a simultaneous submission and cannot be accepted in this journal. The same procedure is required for a revised manuscript.
- (2) The authorship of the manuscript should be concealed. Thus, the contributor should not write his/her name on the manuscript. Only the title of the article should be written on the front page. The contributor should not write expressions which hint at the author’s name in his/her manuscript, including endnotes, references, etc. The contributor should submit an electronic file of the manuscript in MS Word (.doc or .docx) format.
- (3) If a contributor is a GSID student, the following requirements must be met.
 - (a) To have his/her primary supervisor’s permission for submission.
 - (b) To upload the results of a Turnitin plagiarism check on the “Manuscript submission form for the Forum of International Development Studies”.
 - (c) For a manuscript in English, to complete an English check with the premium version of Grammarly.
- (4) The author may revise the manuscript when proofreading it for the first time, however, he/she must refrain from making any significant revisions.
- (5) Manuscripts may be accepted at any time, but the Committee cannot guarantee that the article

will be published in the volume requested.

- (6) The 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 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 their review, their suggested revisions, and comments in the reply form and will submit it to the 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, the manuscript can be resubmitted with the same title after major revisions in accordance with the comments by the referee(s). If the same evaluator grades the article C three times in a row, or if different evaluators grade the article C for a total of four times, the article will be graded D.
- (6) If a manuscript is graded D, the contributor will be allowed to resubmit a manuscript which has a different title and organization five months after the contributor gets the grade D.
- (7) The Committee will not downgrade a submitted article manuscript to a "research note" or "survey or training report."
- (8) Even in the case of submissions of articles by members of the Committee, the referees remain anonymous. The member of the 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 other members of the Committee.

Library and Editorial Committee GSID, Nagoya University

Furo-cho, Chikusa-ku, Nagoya 464-8601

Email: [@gsid.nagoya-u.ac.jp">gsidbp 【@】 gsid.nagoya-u.ac.jp](mailto:gsidbp)

WEB: <https://www4.gsid.nagoya-u.ac.jp/en/research/publications/>