Guideline for Manuscript Submission to the Forum of International Development Studies

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, including foreign and domestic research fellows, as well as GSID graduates; and 3) those who have been invited to submit by the Library and Editorial Committee ("Committee"). If a manuscript is written by more than one author, the Committee must be notified of the names of all authors at the time of submission. If a manuscript is written by GSID graduates, all co-authors must also be GSID graduates.

(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 revisions and will make final decisions 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").
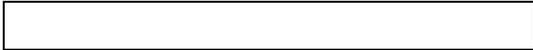
2. Author guidelines

(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) The title of the paper should appear on the first page, followed by two blank lines, and the abstract and text should continue from the same page. Up to five key words should be included with the abstract.

(5) 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).

(6) 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.
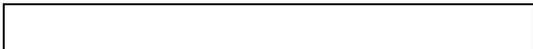
(Japanese article)

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

（注）   .

（出所）   .

(English article)

Figure 1 FDI to Vietnam

Note: .

Source: .

Table 1 Regional Integration Statistics

Note: .

Source: .

(7) 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.

(8) 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).

(9) 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]

(10) References

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

・To cite a work written in Japanese, transliterate the Japanese title into the Roman alphabet and provide an English translation of the title in square brackets.

(e.g.) Escobar, A. (1995). …

Hayama, A. (2011). Kaihatsu enjo wo hitsuzen to suru kaihatsu kukan no keisei: Filipin no shinrin gyosei wo jirei ni [The formation of development space that necessitates

development assistance: A case of forest administration in the Philippines]…

       Korten, F. 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").

・Only the first letter of the title, the first letter after a colon, and the first letter of any proper nouns should be capitalized.

・Book titles and journal names should be italicized.

Books: Author. (Year). *Title (italic)*. Publisher name.

(e.g.)

       Fawcett, L. &Hurrell, A. (Eds.) (1995). *Regionalism in world politics*. Oxford University
         Press.

       Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Articles: Author. (Year). Title. *Title of the Journal (italic)*. Vol. (No), page-page.

(e.g.)

       Rosenau, J. N. (1995). Governance in the twenty-first century. *Global Governance,* 1(1),
         13-43.

Webpages and Websites: Author, (Date), Website title, Site name, URL, Access date if contents are designed to change over time.

(e.g.)

       World Health Organization. (2018, March). Questions and answers on immunization
         and vaccine safety. Retrieved October 19, 2020, from
         https://www.who.int/mongolia/health-topics/vaccines/faq

(11) When a rule has not been made explicit, follow APA guidelines.

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. 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) The contributor must acknowledge any use of Generative AI tools within the manuscript. This acknowledgment must include a statement explaining: i) the full name of the tool used (including version number); ii) how it was used; and iii) the reason for use.

(4) Manuscripts reporting on research that includes the collection of personal information or data or that directly involves human subjects must provide a clear statement, in an appropriate section of the paper, confirming that the study meets the ethical guidelines for research on humans as stipulated in the relevant research field.

(5) 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.

(6) If resubmission of a revised manuscript is approved, the contributor should submit both a manuscript reflecting the revisions and a manuscript documenting the history of changes or a separate document explaining the changes.

(7) The contributor may make minor corrections to the galley proof provided by the printing company,

but no substantial additions or revisions are permitted.

(8) Manuscripts may be accepted at any time, but the Committee cannot guarantee that the article will be published in the volume requested.

(9) 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 grades them A or B.

(5) If a manuscript is graded C, the manuscript can be resubmitted after major revisions are made in accordance with the referees' comments. If a contributor receives a C grade twice in succession from the same referee, the contributor may request that the Committee appoint an alternate referee. If a C grade is assigned three times in succession by the same referee, or if an alternate referee is appointed and assigns a C grade twice in succession (resulting in a total of four C grades from the original and alternate referees), the article will be graded D.

(6) If a manuscript is graded D, the contributor cannot resubmit the same manuscript with revisions. If the contributor writes a new manuscript on a different subject, he or she can submit it after five months have passed from the point of receiving a D on the first manuscript. The Committee will regard this as a new manuscript and subject it to the normal review process.

(7) Any manuscript submitted as a "research article" will not be downgraded by the Committee to "research note" or "survey or training report."

(8) If a Committee member submits a manuscript, the GSID executive committee will select two referees, excluding the contributing Committee member from the selection process. The Committee member's name will be removed from any group email during the review process.

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Web: https://www4.gsid.nagoya-u.ac.jp/en/research/publications/