

*Journal for Information, Study and Discussion of Global Resource Management (GRM Journal)*

## **Guidelines for Contributors**

(Revised in July 2017)

### **1. Frequency of Publication**

The *GRM Journal* is published annually.

### **2. Qualifications of Contributors**

As a rule, only the academic staff and the PE and QE students of Doshisha University's Advanced Doctoral Program in Global Resource Management (Hereinafter referred to as GRM Program) may submit papers to the *GRM Journal*. However, other researchers officially recognized by the editorial committee may also submit their papers to the *GRM Journal*.

### **3. Contents**

The article must be academic in nature, and the theme should be relevant to the GRM Program. The *GRM Journal* accepts only unpublished manuscripts.

### **4. Language**

Submitted papers should be written in English.

### **5. Categories and Length of Papers**

All submitted papers must meet at least one of the following qualifications and corresponding length requirements.

#### 5.1) Article

The article offers a sufficiently original and significant contribution wherein the author has developed and presented his/her arguments (maximum 10,000 words in English).

#### 5.2) Research Note

The research note focuses on intermediate or tentative arguments that present either new interpretations or findings, discussions on facts and methodological issues, or hypotheses (maximum 10,000 words in English).

#### 5.3) Invited Paper

This specification shall be advised separately.

All length requirements indicated above include the main texts, titles, footnotes, references, tables, diagrams, etc.

## **6. Submission Procedure**

### 6.1) Manuscript Submission

The manuscript submission deadline for the *GRM Journal* is November. Manuscripts must be sent as email attachments and contain the name, affiliation, address, title, paper category (see article 5), and other pertinent information.

### 6.2) Abstract and Keywords

Each Article, Research Note, and Invited Paper should include the following information:

6.2.1) Abstract (approximately 500 words in English)

6.2.2) Keywords in English (maximum five keywords)

## **7. Format**

### 7.1) Font and Layout

The manuscript should be typed in Microsoft *Word* version 6.0 or newer. The font style and size should be Times New Roman, 10.5 point. The manuscript paper size should be A4, and all margins should be set at 25 mm (1 inch).

### 7.2) Structure

Papers should be structured in the following order: title, name of author(s), table of contents, main text, footnotes, acknowledgements (as needed), and references (as needed). For the outline of the main text, use Roman numerals (I, II, III) for section headings, Latin alphabet letters (A, B, C) for subsections headings, and Arabic numerals in parentheses ((1), (2), (3)) for subheadings under the subsections.

### 7.3) Reference Style

Each paper must be written in either note-bibliography style or author-date style. For details on how footnotes, references, and other information should be listed in our publications, please refer to: Turabian, Kate L. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8<sup>th</sup> ed. Chicago and London: The University of Chicago Press.

### 7.4) Tables and Figures

Tables and figures should be in digital format (e.g. .doc and .xls) and prepared as separate files or sheets. The location of each table and figure in the manuscript should be indicated by text. Each table or figure is converted into approximately 350 words.

## **8. Manuscript Review Procedure**

Submitted papers are anonymously reviewed by two referees designated by the editorial committee on its behalf.

Authors will receive a written notification of acceptance or non-acceptance, and information regarding

the volume in which the accepted paper is to be published. After the review, we may ask authors to modify their papers as deemed necessary. Regardless of its acceptance or non-acceptance status, the submitted paper will not be returned to nor may it be withdrawn by the author.

### **9. Journal Copies**

The author will be provided a PDF file of his/her paper and three copies of the published journal in which his/her paper is included.

### **10. Online Publication**

Papers published in the *GRM Journal* are also available on the GRM website (<http://grm.doshisha.ac.jp/>), in Doshisha University Academic Depository (<http://elib.doshisha.ac.jp/>), and in the electronic library operated by the National Institute of Informatics of Japan. Therefore, the editorial committee assumes that authors who submit papers to the *GRM Journal* also consent to the online publication of the paper.

### **11. Address for Submission and Inquiries**

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