

Guidelines for Contributors

(Revised in February 2021)

1. **Description**

The journal, *Journal for Information, Study and Discussion of Global Resource Management*, (Hereinafter referred to as GRM Journal) contributes to the realization of a society in which people having different culture background can live and cooperate together by providing a space to publish new findings and achievements from activities of interdisciplinary nature with a view point of “resource management or development”. The GRM Journal does not limit the term “resource” to natural resources and that kind. Development and management of any kind of things to be able to be considered a “resource” will fall into the scope of the journal. The article must be academic in nature, and the Journal only accepts unpublished manuscripts.

2. **Frequency of Publication**

The *GRM Journal* is published annually. Each accepted manuscript will be uploaded to the journal repository and open to the public as soon as the review process is completed.

3. **Qualifications of Contributors**

All authors are welcome to contribute papers to the *GRM Journal*.

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**

The GRM Journal accepts manuscripts throughout the year.

6.1) **Deadline for Each Volume**

The submission deadline for the *GRM Journal* is the 3rd Friday of November each year (Note: submission after the deadline may incur publication in the next volume). Manuscripts must be prepared with Microsoft Word, and be sent as email attachments. In case the capacity of the word file is too large, please put in Cloud Storage such as Microsoft OneDrive, Google Drive, or Dropbox, and share the URL to the GRM Journal editorial committee.

6.2) Cover Page

The cover page should include title, author names and affiliations, corresponding author, paper category (see article 5), and other pertinent information as a separate sheet.

- Title

Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- Author names and Affiliations

Check that the names of all the authors are accurately spelled. Present each authors' affiliation and its location (city, county, state, region, county).

- Corresponding Author

Indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries. Present his/her affiliation, postal address, telephone number and e-mail address.

- Paper Category

Choose the paper category: Article, Research Note, or Invited Paper. Please note that the category may be changed depending on the peer-review evaluation.

7. Format

There are no strict requirements, but the manuscripts must follow the instructions below at least. Please use the template, which is provided from the GRM Office, and keep the layout of the text as simple/plain as possible.

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 25.4 mm (1 inch).

7.2) Structure

Papers should be structured in the following order: title, name of author(s), affiliation, abstract, keywords, main text, footnotes, acknowledgements (as needed), and references. 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.

7.2.1) Title

The font style and size should be Times New Roman, 14 point.

7.2.2) Name of Author(s)

The given name comes before the last name.

7.2.3) Abstract and Keywords

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

- Abstract (approximately 500 words in English)
- Keywords (maximum five keywords in English)

7.3) Reference Style

References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of Chicago Reference Style is highly encouraged.

7.4) Tables and Figures

Ensure that tables and figures are taken apart from the main text. Place images in a separate file (EPS, PDF, TIFF, PNG, and so on). Every table and figure should have a caption. The one for a figure appears below the graphic; for a table, above. Provide with high enough qualities at a preferred minimum size of 10 MB per file. Each table or figure is converted into approximately 350 words.

8. Peer-Review Process

The following types of contribution to the GRM Journal are double-blind peer-reviewed: Article and Research Note. Submitted papers are anonymously reviewed by two referees. However, there is a possibility that the editorial committee would make a decision on change of the paper category or rejection of the paper and send a notice to the authors before peer review. After the review, we may ask authors to revise their papers as deemed necessary, and to change the category of paper. Papers are allowed to go through a maximum of two rounds. In addition, 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. Regardless of its acceptance or non-acceptance status, the submitted paper will not be returned to nor may it be withdrawn by the author. For any questions and comments about the peer-review process and a manuscript, we encourage you to contact the GRM Journal editorial committee by e-mail.

9. Copyright

Upon acceptance of papers, authors will be asked to transfer copyrights below by completing a 'Copyright Transfer Agreement' form facilitating transfer of copyright. However, all authors must take ultimate responsibility for the content of their papers.

(1) Duplication rights

Article 21 The author shall have the exclusive right to reproduce his work.

(2) Public transmission rights, etc.

Article 23 (1) The author shall have the exclusive right to effect a public transmission of his work (including, in the case of automatic public transmission, making his work transmittable).

(2) The author shall have the exclusive right to communicate publicly any work of his which has been publicly transmitted, by means of a receiving apparatus receiving such public transmission.

10. Plagiarism Policy

Plagiarism is the unethical act of copying someone's prior ideas, processes, results or words without acknowledgement of the original author and source.

The GRM Journal is strictly against any unethical act of copying or plagiarism in any form. All manuscripts submitted for publication to journal are cross-checked for plagiarism using plagiarism detection tools. If plagiarism is found in manuscripts during initial stages of review, the journal will take serious action.

11. Publication

Papers will be published on the GRM website (<http://grm.doshisha.ac.jp/>) and in Doshisha University Academic Repository (<https://doshisha.repo.nii.ac.jp/>).

12. Address for Submission and Inquiries

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