

Submission Guidelines for *Multicultural Relations*

Effective May 15, 2021

Article 1: Purpose

Multicultural Relations aims to publish original research that contributes to the advancement of the study of multicultural relations. The research should also capture the dynamism of multi-faceted relations between and among various cultures.

Article 2: Title

The title of this journal is *Tabunka kankeigaku*. The title in English is *Multicultural Relations*.

Article 3: Contributors

Manuscripts may be submitted by members of the Japan Society for Multicultural Relations.

- 1) The principal author must be a regular or student member of the Japan Society for Multicultural Relations, whose membership status is valid at the time of the Annual Conference of the previous year and who has paid the membership fee for the relevant year at the time of acceptance of the paper.
- 2) Co-authors must be collaborators of members of the Society. At least half the number of co-authors must be members of the Society.
- 3) The Editor-in-Chief may waive conditions 1) and 2) under special circumstances.

Article 4: Contents

Priority will be given to manuscripts that meet the following four requirements:

- 1) Manuscripts that go beyond a simple comparison and contrast of two cultures by engaging in a complex and critical analysis of the dynamics of interactions between two or more cultures. In such cases, the concept of culture need not be limited to the dominant notion of state/national culture.
- 2) Manuscripts should not merely identify trends and features of the cultures under investigation. Rather, they need to focus on the dynamic relationships between and among cultures.
- 3) Manuscripts should not be limited to standard academic disciplines. Rather, they should be interdisciplinary in approach and contribute to the advancement of the study of multicultural relations across a range of disciplines.
- 4) Considering the three points mentioned above, manuscripts should include the impact of the research and findings in contributing to paradigm shifts in all relevant disciplines.

Article 5: Research Ethics

Manuscripts that do not follow the prescribed ethical guidelines will not be considered for publication in *Multicultural Relations*. The guidelines for research ethics are based on *the Guidelines for Responding to Misconduct in Research* (Ministry of Education, Culture, Sports, Science and Technology, 2014 https://www.mext.go.jp/a_menu/jinzai/fusei/index.htm). The author(s) must obtain approval from the research ethics review board of their institution based on the guidelines set by the board. In case a review has not been conducted at the institution and the necessary approval not obtained, the procedures prescribed in the Writing Rules should be followed.

Article 6: Duplicate and Multiple Submission

While submitting a manuscript, author(s) must declare that the work is original, it, has not been published

previously, and is not currently being considered for publication elsewhere. All manuscripts, rejected by *Multicultural Relations* after review, may be submitted elsewhere once the official notice for rejection is provided.

Article 7: Manuscript Categories

The categories and word limits for submissions to this journal are as follows. For details about the categories of submissions, please refer to the Appendix of the Rules. In principle, the number of characters should be set according to the submission template, and unless otherwise stated, all components of the paper, such as figures, tables, notes, references, etc., should be included in the count.

- 1) Original article: cover page plus 11-18 pages (equivalent to 9,000-15,000 words)
- 2) Exploratory research article: cover page plus up to 9 pages (equivalent to 7,500 words)
- 3) Review article: cover page plus up to 18 pages (equivalent to 15,000 words)
- 4) Practical report: cover page plus up to 9 pages (equivalent to 7,500 words)
- 5) Book reviews/video and exhibition reviews: up to 5 pages (equivalent to 4,000 words)

Article 8: Special Feature

The Editorial Board may consider publishing a “Special Issue,” which is consistent with the objectives of the journal. Manuscripts for publication in the special issue should follow the features described in the Appendix to the Rules.

Article 9: Writing a Manuscript

For guidelines on writing the manuscript, please refer to “Instructions for Authors” detailed elsewhere.

Article 10: Manuscript Submission

Manuscripts should be sent as Word file attachments by e-mail to the address below, together with the prescribed application form for submission. If, for any reason, a different submission method is to be used, such as by post, please contact the Editorial Board in advance. In addition to the application form, the following documents should be included in the application form.

- 1) All authors: Name of the university and supervisor of the bachelor's, master's, or doctoral course. This information is necessary to prevent peer review by interested parties and is confidential to the Committee. The academic background and supervisor of the contributor will have no influence on the decision to publish the paper concerned.
- 2) Postgraduate students: Information on oral presentations at the conference (annual conference, and regional research meetings). If the student has not made any such presentation, a supporting letter from the supervisor stating the significance of the research and a prescribed checklist.

Article 11: Publication Frequency

Multicultural Relations is published annually.

Article 12: Submission Deadline

All submissions must be made by May 10 for publication in the upcoming issue of *Multicultural Relations*.

Article 13: Review Process

The Editorial Board will assign two reviewers for each submission. The editorial decision will be based on the reviewers' comments. “Book Reviews/Video and Exhibition Reviews” will be judged by the Editorial Board based on the appropriateness of contents and their relevance to the aims of the Society.

The Editorial Board will not respond to any enquiries regarding the details of the review process. The Editorial Board retains the right to determine the category in which a manuscript will appear. Manuscripts that fail to meet the guidelines mentioned in the “Instructions for the Authors” will not be accepted or assigned to reviewers.

Article 14: Return of a Manuscript

In principle, no copies of the manuscript or of other submitted materials, whether accepted or not, will be returned to the author. If the author wishes to withdraw a submission prior to the final editorial decision, the author should make a formal request to the Editor-in-Chief on a form provided elsewhere.

Article 15: Payment

Except in special cases, there is no payment to be made for manuscripts published in *Multicultural Relations*.

Article 16: Additional Costs for Publication

If graphics, color printing, proofreading, and other special requirements lead to cost overruns for a manuscript, the author(s) will be charged the actual additional costs incurred.

Article 17: Reprints

The principal author of a published manuscript may purchase the reprints of the manuscript (at the increment of 30 copies) for a nominal fee. Co-authors may place the reprint purchase order through the principal author.

Article 18: Copyright and Republication Rights

The copyright of all articles that appear in *Multicultural Relations* belongs to the author. The republication rights belong to *Multicultural Relations*. The author(s) shall also consent to the digitization and publication (including commissioning) of such articles by the Society. Prior approval in writing must be obtained from the Editor-in-Chief for the publication of articles elsewhere in the journal.

Article 19: Publication Formats

The journal is available in two formats: print and electronic. When submitting a manuscript, the author agrees to publish it in both formats.

Article 20: Changes and Amendments

Changes and amendments of these regulations will occur when the Editor-in-Chief makes a formal application to the Board of Directors for such changes. The final decision rests with the Board of Directors.

All enquiries and manuscripts should be sent to the address below:

Email: jsmrsubm@js-mr.org

Momoyo Shibuya, Editor-in-Chief, *Multicultural Relations*

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Appendix

1. Classification of submissions

(a) Original article

Feature: Creative

Description: A paper that makes an original contribution to multicultural studies by conducting research and analysis based on a set of issues raised by previous research and rationally draws conclusions based on the results. This includes secondary analysis based on data and methods that have not been addressed in previous studies.

Length: 11 to 18 pages (equivalent to 9,000 to 15,000 words) or less, including all figures, tables, notes, and references.

(b) Exploratory research article

Feature: Innovative

Description: A paper that raises new academic questions and research methods based on original research and investigation and presents a tentative conclusion, indicating new issues to be addressed in multicultural studies.

Length: Up to 9 pages (equivalent to 7,500 words), including figures, tables, notes, and references.

(c) Review article

Feature: Comprehensive

Description: An overview of the collection of existing research and their trends related to multicultural relations and a discussion of future research directions.

Length: Up to 18 pages (equivalent to 15,000 words) including all figures, tables, notes, and references.

(d) Practical report

Feature: Information sharing

Description: Reports to share information among members on practical activities related to building relationships between diverse cultures or resolving issues arising from encounters of diverse cultures.

Length: Up to 9 pages (7,500 words) including all figures, tables, notes, and references.

(e) Book/film/exhibition reviews

Feature: Critical

Description: A review of a book, film, or exhibition that includes multicultural studies content. The title of the book/film/exhibition should be given at the beginning of the review, followed by its contents and the author's own comments, evaluations, and views.

Length: Up to 5 pages (equivalent to 4,000 words) including all figures, tables, notes, and references.

2. Special Issue Manuscripts

The following types of manuscripts are included under the special issue. Manuscripts other than those marked as "peer-reviewed" will be judged by the Editorial Board based on the appropriateness of the content and its relevance to the purpose of the conference.

- A) Papers in the same category as the submitted paper, based on the "Special Issue" theme (with peer review)
- B) Contributed papers and journal abstracts based on presentations by keynote and symposium presenters at annual conferences, and the like.
- C) Other papers specifically approved for publication by the Editorial Board.

(Approved by the Board of Directors on May 15, 2021)

Article 1: Language

Manuscripts should be written in Japanese or English. Authors whose manuscripts are written in a language that is not their native language must have the manuscripts thoroughly proofread by a native speaker of the said language at their expense prior to submission and submit written certification that such a check has been completed.

Article 2: Manuscript Format

All manuscripts should be typed in MS Word. No handwritten manuscripts will be accepted.

Article 3: Anonymity

To ensure blinded peer review process, the authors' names and affiliations should not be included on any page other than the title page. References to any part of authorial identification, including names of projects and programs involving authors, must be omitted from the manuscript (e.g., “The questionnaire was conducted at XX University.”).

Article 4: Writing Style

The manuscript should be written in an easy-to-understand clear style and should be appropriate for an academic paper.

Article 5: Style

The American Psychological Association (APA) Publication Manual (7th ed.) should be followed when preparing manuscripts. For details, please refer to the following:

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th Ed.). Washington, DC.
(The key points are summarized at <https://apastyle.apa.org/>)

In case authors use any language other than English within the manuscript, both pronunciation and meaning must be indicated. Transcription of non-English words must be consistent throughout and must follow suitable transcription standards or sources that are indicated within the manuscript.

Article 6: Format

Manuscripts should be prepared using the provided template. If a manuscript is not written or formatted properly, the Editorial Board reserves the right not to accept it.

Article 7: Citation of works

When reprinting figures, tables, etc. from other works, the permission of the copyright holder must be obtained before publication. In such cases, the source (author's name, title of book or article, name of journal, year of publication, pages, place of publication) should be indicated at the point of citation.

Article 8: Research Ethics

Experiments and investigations mentioned in the submitted manuscripts should be approved by the ethics committee of the institution to which the author belongs, and this should be indicated in the text or in a footnote on the title page. However, the official name and other information should be withheld when it is stated in the text at the submission stage. (e.g., "This study was conducted with the approval of the Ethics Committee of the University of XX (No. XXX).") If approval has not been obtained, the reasons for not obtaining approval should be provided with as much detail as possible as per the checklist attached to the application form at the time of submission.

Article 9: Elements and Organization

Elements of the manuscript should be arranged as follows:

	In Japanese	In English
Title page (saved in a separate file)	1. Manuscript Category [e.g., original paper, practical report, etc.]. Title of paper (in Japanese) Title of paper (in English) Name(s) of author(s) (in Japanese) Name(s) of author(s) (in English) 2. Japanese abstract (400-600 characters) Keywords (about 5 words) English abstract (100-120 words) Keywords (about 5 words) 3. Contact details (in a footnote) [optional] Acknowledgments (in a footnote)	1. Manuscript Category [e.g., original paper, practical report, etc.]. Title of paper (in English) Name(s) of author(s) (in English) 2. English abstract (100-120 words) Keywords (about 5 words) 3. Contact details (in a footnote) [optional] Acknowledgments (in a footnote)
Text (to be reviewed)	1. Title in Japanese 2. Text 3. List of References 4. Appendices (figures and tables)	1. Title in English 2. Text 3. List of References 4. Appendices (figures and tables)

*All pages should be numbered.

Article 10: Figures, tables, and photographs

Upon acceptance of the manuscript for publication, the author is required to provide high-quality, camera-ready artwork for all figures, tables, and photographs.

Article 11: Notes

Notes in the text should be numbered consecutively and should be in the form of footnotes added at the bottom of the page on which it is discussed.

Article 12: References

Only the works cited or quoted in the text should be included in References.

Article 13: Disclosure of Conflict of Interest

Disclose any conflicts of interest (e.g., funding or employment) that may exert an undue influence on the

content or publication of the research. If there are no conflicts of interest, please add the following statement:

"The author(s) declare no financial conflicts of interest concerning the study": If there is information to be disclosed, for example, involving financial support, please add, "This study was funded by xxx."

Article 14: Proofreading

As a principle, the authors will only proofread the first draft. Corrections should be limited to typographical errors only, and no modifications or additions to content will be accepted. The author(s) may check the second proofs to confirm corrections. Changes to the second or subsequent proofs may be made if deemed necessary by the Editorial Board. In such cases, the Editorial Committee will decide on the content of the revisions.

Article 15: Changes and Amendments

Any changes or amendments to these guidelines require a draft prepared by the Editor-in-Chief and submitted to the Board of Directors for discussion after consideration by the Editorial Board. Final decisions will rest with the Board of Directors.