

Submission Guidelines

for *Sociological Review of Kyoto Sangyo University*

Submission and Inquiries: Editorial Committee email address

ksu-sociological-review@cc.kyoto-su.ac.jp

a. Deadline and Publication Schedule

- ✓ **Entry Deadline: End of December** (Please send your name, affiliation, and type of manuscript to the editorial committee email address)
- ✓ **Manuscript deadline: End of February**
- ✓ Publication is scheduled for around mid-April.

b. Manuscript Length Guidelines

- (1) **Research Articles:** Approximately 16,000 words for English texts
- (2) **Research Notes:** Approximately 16,000 words for English texts
- (3) **Book Reviews:** Approximately 6,000 words for English texts

c. Research Ethics

For research involving human subjects, we strongly recommend obtaining approval from the research ethics review at the author's affiliated institution before submitting the paper.

d. Copyright

Authors are responsible for appropriately handling copyright issues related to images and other materials used. We may decline publication if copyright issues are deemed problematic.

e. Manuscript Format

Manuscripts must be created using the designated manuscript template. Do not arbitrarily change fonts or other formatting.

f. Language Requirements

When submitting manuscripts (both main text and abstract) written in a language other than the author's native language, native speaker proofreading must be obtained at the author's responsibility.

g. Non-Japanese/English Languages

When writing the main text or abstract in languages other than Japanese or English, authors must consult with the editorial committee in advance and follow their instructions.

h. Page Numbers

Page numbers will be added by the editorial committee, so authors should not add them.

i. Figures and Tables

Insert figures and tables at appropriate locations in the main text with titles and sequential numbers in Times New Roman Bold, formatted as: **Fig. 1: description, Table 1: description.**

j. Footnotes

Use **in-page footnotes**, placing footnotes at the bottom of the respective page. Use "1, 2, 3..." for footnote numbering.

k. Citations and References

Either parenthetical citation system (author–date method) or note citation system is acceptable. We recommend Chicago Style or ASA Style.

l. Submission and Contact Information

Submission and Inquiries: Editorial Committee email address:

ksu-sociological-review@cc.kyoto-su.ac.jp

Submit manuscripts as email attachments. If file size is too large due to figures/tables and cannot be sent as attachments, use file-sharing services such as OneDrive for submission.