

Submission Guidelines for *Multicultural Relations*

Effective August 28, 2018

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

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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. The principal author needs to be a registered member as of the time of the Society’s annual meeting of the preceding year, and to have paid the membership fee by the time the manuscript is accepted for publication.
- 2) Coauthors must be collaborators of members of the Society. At least half of the coauthors need to be registered members of the Society.
- 3) The Editor-in-Chief may waive requirements 1) and 2) under special circumstances.

Article 4: Contents

Manuscripts that satisfy the following four conditions will be given priority:

- 1) Manuscripts 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 this case, the concept of culture need not be limited to the dominant notion of state/national culture.
- 2) Manuscripts do not merely identify trends and features of cultures under investigation. Rather, they focus on 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) In consideration of the three points above, manuscripts should include a consideration of the impact of the research and findings on contributing to paradigm shifts in all relevant disciplines.

Article 5: Research Ethics

Manuscripts with ethical problems will not be published in *Multicultural Relations*. For guidance on ethical matters, please refer to *Ethical Principles of Psychologists and Code of Conduct* published by the American Psychological Association (in English) or by the Japan Psychological Association (in Japanese). The Society highly recommends that the author(s) obtain approval from the research ethics committee of the institution with which they are affiliated.

Article 6: Duplicate and Multiple Submissions

Submission of a manuscript requires the assurance that the manuscript is an original work of the author(s) which has not been published previously and is not currently being considered for publication elsewhere. All manuscripts, reviewed and rejected by *Multicultural Relations*, can be submitted elsewhere once official notice is given.

Article 7: Manuscript Categories

Manuscripts may be submitted in either of the following categories

Category	Research / Content	Page length
Paper	Original research findings with new insights based on the analysis of quantitative or qualitative data will be given priority.	22,000 characters or less (in Japanese) 11,000 words or less (in English)
Research Note	Short manuscripts that need to be published in a timely fashion, including case studies, preliminary findings, and reports on on-going research. Surveys and overviews of a body of literature or trends in relevant disciplines can also be included in this category.	12,000 characters or less (in Japanese) 6,000 words or less (in English)

Notes:

1. Each table or chart half a page or smaller in size will be counted as 400 characters or 200 words, and each exceeding this size will be counted as 800 characters or 400 words.
2. The Abstract(title, abstract text, keywords) and the reference list should be included in the total number of words.
3. Regarding page length, the Editorial Board retains the right to allow exceptions.
4. The Editorial Board reserves the right, with the author's consent, to change the manuscript category.

Article 8: Writing a Manuscript

When writing a manuscript, please refer to "Instructions for Authors" detailed elsewhere.

Article 9: Manuscript Submission

One hard copy of the manuscript, as well as an email attachment, should be submitted to the Editor-in-Chief at the address below. On a separate sheet, the author(s) should submit the following information: a) at which institutions the authors' bachelor's, master's and doctorate degrees were earned; and b) names of the author(s)' academic advisors at each of these institutions. This information is used strictly for matching in the blind review process and remains confidential. It does not affect the review results in any way.

For submissions where the principal author is a graduate student, the author should provide evidence of having done an oral presentation at a Society meeting (annual meeting, regional meeting, or integrated regional meeting) or submit a supporting letter and completed checklist from the author's academic supervisor (the checklist form is available on the Society's homepage).

Article 10: Publication Frequency

Multicultural Relations is published annually.

Article 11: Submission Deadline

Submission is due on April 30 for publication in the upcoming issue of *Multicultural Relations*.

Article 12: Review Process

The Editorial Board will assign two reviewers to each submission. The editorial decision will be based on the reviewers' comments. The Editorial Board retains the right to determine in which category a manuscript will appear. No manuscripts that fail to meet the "Instructions for the Authors" will be accepted or assigned to reviewers.

Article 13: 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 of the Editor-in-Chief on a form provided elsewhere.

Article 14: Payment

In principle, there is no payment for manuscripts published in *Multicultural Relations*.

Article 15: Special Costs

If, due to graphics, color printing, and other special requirements, there are cost overruns for a manuscript, the author will be charged the actual additional costs incurred.

Article 16: 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. Coauthors may place the reprint purchase order through the principal author.

Article 17: 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*. If the author wishes a published article to appear elsewhere, written application to the Editor-in-Chief is required.

Article 18: Publication Formats

Authors should agree to have their manuscript published through both paper and on-line forms of *Multicultural Relations*.

Article 19: Changes and Amendments

Changes and amendments of these regulations will occur when the Editor-in-Chief makes formal application to the Board of Directors for such changes. Final decisions will rest with the Board of Directors.

All information and manuscripts should be sent to:

email: jsmrsubm@js-mr.org

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