

## ***Global Communication Studies*** **Submission Guidelines**

Revised in May 2021

1. Authorship Criteria: Both full-time and part-time teachers at Kanda University of International Studies can apply. The steering committee of the Institute can also grant an approval to individuals who are not included in the afore-mentioned to submit a manuscript.
2. Language : Japanese or English
3. Content of the manuscript: Submissions are limited to unpublished and completed manuscripts that are suitable as academic papers. They must concern themes that are in line with the below-mentioned. *Global Communication Studies* consists of featured and independent (freely submitted) articles. Featured articles are by authors commissioned by the Institute. Independent papers are freely submitted, and the manuscripts are limited to either research papers or book reviews.  

Studies in the field of humanities and social sciences or of communications that are related to changes in society associated with globalization.
4. Submission Deadline: The author must submit the manuscript by no later than the end of October. For a featured paper, the author will be asked to submit the theme and abstract of it before the manuscript submission. If it is an independent paper, the theme and abstract must be sent by E-mail to the Institute by the end of July.
5. Form of submission: The manuscript must be sent to the Institute by E-mail.
6. Review Process: There are no external peer review, but following the above Clause 3, the editorial committee of the Institute will review the manuscript. The results will be sent to the author by the end of November.
7. Proofreading: The author is allowed to check the first proof. On this occasion, the author can only fix typographical errors. The rest will be by the editorial committee.
8. The author will be presented with 3 copies of the Bulletin. If it is a co-authored paper, the copies will be sent to the lead author.
9. Please be sure to refer the attached Style Guidelines.
10. Copyright Regulations: The copyright of the papers in *Global Communication Studies* belongs to Global Communication Institute, and the Institute has the right to distribute the carried manuscripts by electric means. When the author publishes or distributes the carried manuscript by electric means, the author must indicate that it has been published in *Global Communication Studies*. In that case, the author must inform the Institute immediately.

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