

General Guide for Contributors to the *Bulletin of*
Fuji Women's University

I Qualifications

1. Full-time faculty members of Fuji Women's University, including "Tokunin" and "Shokutaku", are eligible to submit a paper to the *Bulletin of the Faculty of Humanities, Fuji Women's University* or *The Bulletin of the Faculty of Human Life Sciences, Fuji Women's University*.

2. When the co-author of a paper is not a FWU faculty member, the full-time FWU faculty member must be the senior co-author.

3. Retired full-time faculty members of FWU may be allowed to submit a paper.

4. Part-time instructors at FWU may be allowed to submit a paper on condition that they have the recommendation of a full-time FWU faculty member.

II Content of the Paper

The paper must be written by the one who submits it and must be deemed worthy of publication in his/her field of study.

III Submission of the Paper

1. The paper must be submitted to a member of the FWU Bulletin Committee.

2. It is up to the author whether he/she submits the paper to *The Bulletin of the Faculty of Humanities, Fuji Women's University* or *The Bulletin of the Faculty of Human Life Sciences, Fuji Women's University*.

IV Receipt of the Paper

1. The submitted papers are received by the Bulletin Committee. The papers must be in finished form. Incomplete or scholastically unsatisfactory papers will be rejected.

The date of the receipt of the paper is the time when the complete paper is submitted to the Bulletin Committee.

2. The deadline for the submission of the paper is at the end of October for *The Bulletin of the Faculty of Humanities, Fuji Women's University* and at the end of November for *The Bulletin of the Faculty of Human Life Sciences, Fuji Women's University*.

V Acceptance of the Paper

In principle, it is the collective decision of the Bulletin Committee whether the paper will be accepted or not. If the entire paper (or papers) cannot be printed as a whole in one issue due to the lack of space, the remainder of the paper (or papers) may be printed in the following issue.

VI Copyright

The copyright of the papers in the *Bulletin* belongs to the authors. However, it is assumed that the authors will have given publication consent to FWU or the institutions to which FWU gives authorization by the time the electronic version of the papers is made available on the Internet.

VII Copies

The author will receive 50 copies of his/her paper free of cost. Further copies will be available at the author's own expense.

VIII Style

The *Bulletin* has no style manual of its own. The author is advised to adhere to the standard style manual or guide of his/her discipline or field of study.

* The Bulletin Committee will decide all matters not specifically mentioned in this general guide.

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