The extract of the guidelines for contribution

1. The contributors to our journals, *Chiba Shodai Ronso* and *Chiba Shodai Kiyo*, must be either of:
     1) Full-time faculty member at CUC
     2) Part-time lecturer at CUC
     3) Ph.D. student at the Graduate School of Science of Policy, CUC
     4) Anyone given special permission
2. The contributors must submit to the reception 1st in the Kenkyu-kan building the final version of their manuscript together with their synopsis and a cover sheet (available at the reception desk) by the deadline.
3. The kinds of submissions and the layout
     Full-length article: no more than 20,000 words
     Research notes: no more than 16,000 words
     In case of a word processed document, the text should be on A4 paper with 40 lines on each page. The floppy disk must also be submitted.
4. Those manuscripts submitted by other than full-time faculty are reviewed by a member of the faculty in the related discipline, and the adoption for publication is later decided by the editor in chief.
5. Proofreading
     No more than two proofreadings will be permitted. The manuscript once submitted and in printing can not be later replaced with another one. The expenses incurred by proofreading more than twice and/or the replacement of the paper in printing will be paid by the contributor.
6. Authors are provided with five copies of the journal and a maximum of 100 reprints of full-length articles and research notes.

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