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“NINJAL Research Papers” Manuscript Submission Cover Letter

Date of completion of this form: _____ Year/Month/Day

Name of person completing this form:

1. Title of paper (both Japanese and English required)

	Title of paper (including subtitle, if used)
Japanese	
English	

2. Authors' name(s), affiliation(s), and titles(s) (both Japanese and English required) ※Enter the data in the order of authors to appear in the front matter of the manuscript.

【Japanese】

Name	Affiliation	Title/Post	※Please list any NINJAL-related posts not already listed on the left

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3. Eligibility of principle Author (name on first line of table 2 above)

- Enter a circle ○ in the box for each applicable description.
- In the event of retirement or end of term of post, please indicate [the date up to which your employment/participation/residence] continued.
- In the “Guidelines for Manuscript Submission for the Journal ‘NINJAL Research Papers,’” it is stipulated that “In the case of Adjunct Researchers and Postdoctoral Research Fellows, submission should be done after consultation with the leader of the collaborative research project in which you are participating. In the case of Project Collaborators who submit, submission should be done after consultation with the Leader (or Coordinator if you are the research representative of the project selected via open recruitment) of the project in which you are participating (including joint resource-use projects). In the case of Visiting Researchers who submit, submission should be done after consultation with your Host Academic. In the case of students at the Graduate University for Advanced Studies [SOKENDAI] Japanese Language Sciences Course who submit manuscripts, submission should be done after consulting with your academic advisor. For contributors to whom this applies, please write whether you have secured the permission of your Host Academic, the Leader of the project in which you are participating, etc.

○	Qualifications for eligibility to submit	Date retired or term of post ended (if applicable)
	Research and Academic Staff at NINJAL	Employed until mo./yr.
	Adjunct Researcher	Holding status until mo./yr.
	Name of Project Leader	
	※Submission has been done after consultation with my Project Leader.	
	Postdoctoral Research Fellow	Holding status until mo./yr.
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	① Presently (or previously) a Project Collaborator participating in a Collaborative Research Project	Participating until mo./yr.
	Name of Project	
	Name of Project Leader Coordinator (※if submitted by Leader selected via open recruitment)	
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	※Please complete the section below if applicable.	
	② Presently (or previously) a Project Collaborator participating in a Collaborative Research Project	Participating until mo./yr.
	Name of Project and Sub-project	
	Name of Project Leader and Sub-leader	
	※Submission has been done after consultation with my Project Leader and Sub-leader.	
	Invited Scholar	Holding status until mo./yr.
	Visiting Researcher	Holding status until mo./yr.
	Name of research project during period of residence	
	Host Academic at NINJAL	
	※Submission has been done after consultation with my Host Academic.	
	Student of the Graduate University for Advanced Studies [SOKENDAI] Japanese Language Sciences Course	Holding status until mo./yr.
	Academic advisor	

	※Submission has been done after consultation with my academic advisor.
	Professor Emeritus
	Other

※Please refer to <https://www.ninjal.ac.jp/research/cr-project/> for information on Collaborative Research Projects.

※If a current (or former) participant in more than one Project, prioritize as entry ① above the Project which is more strongly related to manuscript submitted (as that Project's content or research results). If necessary, fill out entry ② as well.

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4. If submitting a manuscript as the Contents or research results of a Collaborative Research Project

- If submitting a manuscript as the contents or research results of a Collaborative Research Project (acknowledgements and citations required), indicate which Project's content or research results are being represented in the manuscript.
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Name of Project	
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	NINJAL Salon
	Collaborative Project Research Meeting
	Meeting of the academic society or research group (in detail)
	Other (in detail)
Date of presentation	
Title of presentation	
Name of presenter	

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Enter a circle ○ for each applicable item and provide information about volume, version no., etc.

Size of the manuscript	pages (including tables, figures, references and abstract, etc.)			
Language used (body of the text)	Japanese		English	
Operating system used in creation	Mac OS	Ver.:	Windows	Ver.:
Software used in creation	Microsoft Word	Ver.:		
	Other (in detail):			

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Name				
E-mail				
If contact is within NINJAL	Research Division/Center		Room no.	Tel. ext.
If contact is other than within NINJAL	Postal code, Prefecture, City, Ward, etc. Building			
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