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(Version 11/2025)

“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’ names, affiliations, and titles (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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【English】

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**3. Eligibility of principal author** (name on first line of Table 2 above)

- Please mark the corresponding item with a check mark.
- In the event of retirement or end of term of post, please indicate [the date up to which your employment/participation/residence] continued.
- The “Guidelines for Manuscript Submission for the Journal ‘NINJAL Research Papers’” stipulate that:
  - For Adjunct Researchers and Postdoctoral Research Fellows, submission should be made after consulting with the leader of the collaborative research project in which you are participating.
  - For Project Collaborators who submit, submissions should be made after consulting 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).
  - For Visiting Researchers who submit, submission should be made after consulting with your Host Academic.
  - For students in the Japanese Language Sciences Course at the Graduate University for Advanced Studies [SOKENDAI] submitting manuscripts, submissions should be made after consulting with your academic advisor.

For contributors to whom this applies, please indicate whether you have obtained permission from your Host Academic, the Leader of the project in which you are participating, etc.

Eligibility requirements for submission		Date retired or term of post ended (if applicable)
Research and Academic Staff at NINJAL		Employed until month/year.
Adjunct Researcher		Holding status until month/year.
Name of Project Leader		
※ Submission has been completed after consultation with my Project Leader.		Yes/No
(i) Is the Principal Author a graduate student (excluding students in the Japanese Language Sciences Course at SOKENDAI)?		Yes/No
(ii) Is the Project Representative the Academic Advisor?		Yes/No
Postdoctoral Research Fellow		Holding status until month/year.
Name of Project Leader		
※ Submission has been completed after consultation with my Project Leader. : Yes/No		
① Currently (or previously) a Project Collaborator participating in a Collaborative Research Project		Participating until month/year
Project Name		
Name of Project Leader Coordinator (※if submitted by Leader selected via open recruitment)		
※ Submission has been completed after consultation with my Project Leader.		Yes/No
(i) Is the Principal Author a graduate student (excluding students in the Japanese Language Sciences Course at SOKENDAI)?		Yes/No
(ii) Is the Project Representative the Academic Advisor?		Yes/No
※ Please complete the section below if applicable.		
② Currently (or previously) a Project Collaborator participating in a Collaborative Research Project		Participating until month/year
Project Name		
Name of Project Leader		
※ Submission has been completed following consultation with my (Sub-)Project Leader		Yes/No
(i) Is the Principal Author a graduate student (excluding students in the Japanese Language Sciences Course at SOKENDAI)?		Yes/No
(ii) Is the Project Representative the Academic Advisor?		Yes/No

	Invited Scholar	Holding status until month/year.
	Visiting Researcher	Holding status until month/year.
	Name of research project during period of residence	
	Host Academic at NINJAL	
	※Submission has been completed after consultation with my Host Academic.	Yes/No
	Graduate Student, Graduate University for Advanced Studies [SOKENDAI] Japanese Language Sciences Course	Holding status until month/year.
	Academic advisor	
	※Submission has been completed after consultation with my academic advisor.	Yes/No
	Professor Emeritus	
	Other	

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

※If you are currently (or were previously) involved in more than one Project, prioritize the Project most closely related to the submitted manuscript (in terms of content or research results) as entry ① above. If necessary, also complete entry ②.

※If you are participating in a sub-project of a collaborative research project (and submitting part of the content or results of that sub-project), please enter the names of the sub-project and its representative. The approval of the Sub-Project Representative is mandatory for submissions, but that of the Project Representative is optional. If necessary, please also enter the names of the project and its representative in the same field.

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

- If submitting a manuscript as the content 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.
- However, if this information is already entered in section 3 above, it is not necessary to complete the table below.

<b>Project Name</b>	
<b>Name of Project Leader</b>	

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#### 5. Presentations related to the contents of the submitted manuscript

Please check the applicable item and enter the corresponding information.

	NINJAL Salon
	Collaborative Project Research Meeting
	Meeting of the academic society or research group (in detail)
	Other (in detail)
<b>Date of presentation</b>	
<b>Title of presentation</b>	
<b>Name of presenter</b>	

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## 6. Manuscript size, operating system used in creation, etc.

Please enter the manuscript length and mark the corresponding item with a check mark.

Size of the manuscript	pages (including tables, figures, references, and abstract, etc.)		
Language used (body of the text)	<input type="checkbox"/> Japanese	<input type="checkbox"/>	<input type="checkbox"/> English
Operating system used in creation	<input type="checkbox"/> Mac OS	<input type="checkbox"/>	<input type="checkbox"/> Windows
Software used in creation	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/> Other (in detail):

## 7. Manuscript Format

Before submission, please review the manuscript and check either “Applicable/Implemented” or “Not Applicable” for each item. Please note that you cannot place a check mark in fields that contain a diagonal line.

	Applicable/Implemented	
	Not Applicable	
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		If submitting by email: Both a Word file and a PDF file are included.
		If unable to submit by email (both Word and PDF): I have consulted with the Editorial Board beforehand and have followed their instructions.
2		The names and affiliations of all authors have been included in both languages in the manuscript.
3		An abstract has been included in both languages (for manuscripts in Japanese and for those in English).
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If you are submitting the data used or described in the manuscript together with the manuscript as relevant data, please also provide the following information. [The file name of the related data may be changed to a uniform name at the Editorial Board's discretion at the time of repository registration.]				
15		An outline of relevant data has been included in both languages (Japanese and English).		
16		file format	number of files	file size
		text file		
		Microsoft Excel file (without macros)		
		PDF file		

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## 8. Author's contact information

For co-authored submissions, the editorial board will contact the person listed below. Please enter the contact information of **one** representative. It may be a person other than the Principal Author.

<b>Name</b>			
<b>Email</b>			
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		Room no.	
<b>If contact is other than within NINJAL</b>	Postal code, Prefecture, City, Ward, etc. Building		
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※Please enter an email address you use regularly. If you have entered your NINJAL email address, please monitor the inbox periodically for communication from the editorial committee.

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