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## “NINJAL Research Papers” Manuscript Submission Cover Letter

Date of completion of this form: \_\_\_\_\_  
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### 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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**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.

	<b>Eligibility requirements for submission</b>	<b>Date retired or term of post ended (if applicable)</b>
	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	
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	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
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	※ Please complete the section below if applicable.	
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	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.

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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 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.
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Project Name	
Name of Project Leader	

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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)	
Date of presentation	
Title of presentation	
Name of presenter	

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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.

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

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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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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).	
4		Keywords have been included in both languages (for manuscripts in Japanese and for those in English).	
5		If the manuscript is based on a presentation made in the past by the author(s): That fact is made clear in the manuscript. [cf. “5. Presentations related to the contents of the submitted manuscript”]	
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15	An outline of relevant data has been included in both languages (Japanese and English).			
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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.

Name			
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If contact is within NINJAL	Research Division/Center	Room no.	Tel. ext.
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