AGLOS Journal of Area-Based Global Studies
Guideline for Submission

1. Eligibility of Submission

Applicants must meet the following qualifications for submission:

1. Must be a current graduate student or alumni of the Graduate School of Global Studies (GSGS).
2. Must be an alumnus of the former Graduate Division of Foreign Studies: International Relations, Area Studies, and Comparative Culture (excluding Linguistics).
*Non-degree students, research students, or visiting students are ineligible.

2. Options for Application

There are two tracks to choose from:

A. Proposal track

The applicant first submits a proposal that outlines the content of an intended paper. Once the proposal is accepted, the student starts writing a paper under the supervision of his/her academic advisor. The entire process for writing may take several months to a year. However, there is a greater possibility that the paper will be accepted for publication. This track helps graduate students acquire the necessary skills to write an academic paper. The student and mentor/advisor must come to a mutual agreement before choosing this track.

B. Paper track

Applicants submit a completed paper. It will go through the reviewing process. Once accepted, the paper will be published in the AGLOS journal.

3. Application Procedures

Download the application forms from the website of Graduate School of Global Studies. http://dept.sophia.ac.jp/g/gs/study_resource/aglos_cat/papersbookreviews/

A. Proposal track

Complete the application form and submit the form to the office of the Graduate School of Global Studies. The application form includes: 1) a working title 2) an English proposal (500 words) or a Japanese proposal (1,300 characters) 3) four keywords 4) the mentor/advisor's name and signature.

Application period: All year round (excluding August, the year-end and the New Year holidays)

B. Paper track

Submit a completed application form and a completed paper written in accordance with the “Style sheet” assigned by the office of the Graduate School of Global Studies.

Application period: All year round (excluding August, the year-end and the New Year holidays)
4. Screening Process
The Editorial Board will conduct a preliminary screening on the proposals. For those who choose the proposal track, only the applicants whose proposals pass the screening process can submit a paper.

5. Submission
1. Paper submission: The paper should address themes, concerns, and problems in the field of global studies and related fields. Each submission should be in English or Japanese and must be an unpublished paper (i.e. the proposed paper should not be under consideration by any other journal).
2. Those who choose the proposal track must have received the academic advisor’s acknowledgement/recommendation by the time of submission. The advisor must guide the author student to writing a paper that will meet the standards required for an academic paper.
3. The paper should be approximately 8,000 words in English and approximately 20,000 characters in Japanese. This includes graphs and charts, notes, bibliography, English and/ or Japanese* abstracts, and 4-10 keywords in English and/or Japanese.*
4. (*If your paper is in Japanese, you must include an English title and abstract with keywords).
5. Follow the “Style Sheet” when formatting your paper.
6. The paper will be published only in the candidate’s name unless otherwise requested. In the case of co-authorship, a clear agreement must be reached amongst the authors.
7. Three hardcopies of the paper should be submitted to the GSGS office. An electronic copy should also be submitted to: aglos.ejournal@gmail.com
8. All published papers in the journal are under the copyright of Sophia University Graduate School of Global Studies.

6. Contact
Sophia University
Office of the Dean, Graduate School of Global Studies
Building 10, Room 435
Tel: 03-3238-4075
E-mail: aglos.ejournal@gmail.com
http://dept.sophia.ac.jp/g/gs/
Office hours: Mon-Fri 9:00-17:00 (closed 11:30-12:30)
AGLOS Schedule

<Proposal Track>
1. Acceptance of proposals: All year round (except August, the year-end and the New Year holidays)
   Applicants will be notified of acceptance within one week.

2. Screening of proposals
   Applicant will be informed of the screening results.

3. Consult with principal advisor to create an environment in which the applicant can proceed with writing the paper.
   Proceed to the writing process

4. Submission

5. Reviewing
   Papers will be judged. Only accepted papers will proceed to the editing process.

6. Proofreading and Editing
   The final check after editing is followed by publication in the online journal AGLOS.

<Paper Track>
1. Acceptance of paper: All year round (except August, the year-end and the New Year holidays)
   Applicants will be notified of acceptance within one week.

2. Preparation for reviewing process

3. Reviewing
   Reviewing process completes in either “Accepted” or “Rejected”. Accepted papers will proceed to the editing process.

4. Proofreading and editing
   The final check after editing is followed by publication in the online journal AGLOS.