

Regulations on Paper Contribution

Chapter 1 General Rules

Article 1 (Purpose)

These regulations aim on laying down regulations on paper contributions of journals the Northeast Asian Studies Journal Institute 「J-INSTITUTE」 publishes.

Chapter 2 Registration & Withdrawal

Article 2 (Process)

1. All authors of the paper submission must have completed the membership of the plenary session.
2. Registrations will be made through submitting the manuscript, paper contribution form through email.
3. The registration date will be the date of arrival of paper through email.

Article 3 (Restrictions)

1. Withdrawal of a submitted manuscript must be confirmed by the consent of all the submitted manuscript authors, and will be withdrawn by submitting a statement of reason.
2. However, who have completed the prescribed membership procedures, and membership cannot be withdrawn after the membership procedures.

Chapter 3 Paper Submission Ethics

Article 4 (Statement of informed consent and institutional review board approval)

Copies of written informed consent documents should be kept for studies on human subjects,

which includes identifiable information or sensitive information. For clinical studies of human subjects, a certificate, agreement, or approval by the Institutional Review Board (IRB) of the author's institution is required. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct.

Article 5 (Statement of human and animal right)

Clinical research should be done in accordance of the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Helsinki Declaration of 1975 (revised 2013). Clinical studies that do not meet the Helsinki Declaration will not be considered for publication. Human subjects should not be identifiable, such that patients' names, initials, hospital numbers, dates of birth, or other protected healthcare information should not be disclosed. For animal subjects, research should be performed based on the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals should be maintained. [\[Full Text of Helsinki Declaration\]](#)

Article 6 (Conflict of interest statement)

The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors' interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

Chapter 4 Preparing Manuscripts

Article 7 (Manuscript Composition)

1. Manuscripts should be used in MS-Word, and be written English.
2. The sign system of the table of contents of the manuscript should follow in the order of 1, 2, 3, 4, 5 and in the order of 1.1, 1.2, 1.3 in detail.

Article 8 (Manuscript Editing)

1. Page setting

Margin	Margin	Top	3cm
		Bottom	2.54cm
		Left	2.54cm
		Right	2.54cm

		Gutter margin	0cm
		Position of gutter margin	Left
	Paper orientation	Vertical	
	Page	Basic	
Paper	Size of paper	Sort	A4
		Width	21cm
		Height	29.7cm
Layout	Section	Section start	continue
	Header/Footer	Header	1.3cm
		Footer	0
	Page	Vertical alignment	Top
Number of words/lines	Direction of Text	Direction	Horizontal
		Number of columns	2

2. Body editing

Font			Paragraph		
Font	Font	Calibri	Indent space	Alignment	Both side alignment
	Font style	Normal		Outline level	Body
	Size	11	Indent	Left	0
				Right	0
Advanced	Font stretch	100%		First line	0.43cm
	Space	Wide (0.3pt)	Spacing	Front of paragraph	8pt
	Location	Standard		End of paragraph	0
	Control word-spacing according to the designated number of words from [page settings]			Line Spacing	Fixed
				Price	13pt

3. Chart/Picture

Font			Paragraph		
Font	Font	Calibri	Indent space	Alignment	Center
	Font style	Normal		Outline level	Body
			Indent	Left	0

	Size	10			
				Right	0
	Font stretch	100%		First line	None
	Space	Standard		Front of paragraph	0
	Location	Standard		End of paragraph	0
	Control word-spacing according to the designated number of words from [page settings]			Line Spacing	1 line
				Price	0

Chapter 5 Citation

Article 9 (Citation)

1. Citations should be marked by using numbers in parentheses in the text.
2. Charts or pictures should be numbered on the top.
3. Citations of charts or pictures should be marked by using numbers in parentheses on the right side of the title of the chart or picture.

Chapter 6 References

Article 10 (References)

1. Referenced cited in the text should be written in the order of the numbers in parentheses.
2. References should be composed in the order of journal article, thesis degree, books.

Chapter 7 Other

Article 11 (Fees)

Fees needed for publishing other theses will be in accordance to the internal regulation.

Article 12 (Copyright and Licensing)

1. The Copyright and Licensing of Articles in the Published Journal belong to J-INSTITUTE.
2. Articles of Association (Purpose) Aims to Contribute to the Globalization of Local Researchers by Increasing International Visibility into Academic Achievements of Researchers from Northeast Asia. Therefore, We provide Manuscripts with Open Access.

3. Certify that it is an open access journal from Vol. 1 (No. 1) on June 30, 2016, when it was first published.
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5. Authors may keep copies of their article in an institution of their choice or in other repositories.

Article 13 (Publishing Schedule)

The journal is published.

1. International Journal of Crisis & Safety (Annual: August, 30)
2. Protection Convergence (Semi-Annual: June, 30 / December, 30)
3. International Journal of Martial Arts (Annual: August, 30)
4. Kinesiology (Annual: August, 30)
5. Regulations (Annual: August, 30)
6. International Journal of Terrorism & National Security (Annual: August, 30)
7. International Journal of Military Affairs (Annual: August, 30)
8. International Journal of Human & Disaster (Annual: August, 30)
9. Public Value (Annual: August, 30)
10. Robotics & AI Ethics (Annual: August, 30)

Addendum

Article 1 (Enforcement Date)

These regulations will come into force on June 23, 2015.

These regulations will come into force on January 1, 2021.

These regulations will come into force on March 30, 2021.

These regulations will come into force on November 20, 2021.

These regulations will come into force on June 30, 2022.

These regulations will come into force on January 1, 2023.

January 1, 2023
J-INSTITUTE
