

# J-INSTITUTE

Northeast Asian Studies Journal Institute

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## 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 Submission & Withdrawal

#### Article 2 (Submission)

1. All authors of papers submitted must have submitted an application for membership. (However, the admission fee is paid upon confirmation of publication)
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.
4. If a manuscript published in a Northeast Asian language (e.g., Korean, Japanese, Chinese, etc.) is submitted for the purpose of republication, the procedures outlined in Chapter 7, Article 13 (Regulations for Submission of English Extended Version Manuscripts) must be followed.

#### Article 3 (Withdrawal)

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of a submitted manuscript must be confirmed by the consent of all the submitted manuscript authors, and will be withdrawn by submitting a statement of reason.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 However, who have completed the prescribed membership procedures, and membership cannot be withdrawn after the membership procedures.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
Number of words/lines	Page	Vertical alignment	Top
	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		Left	0
Advanced	Font stretch	100%	Indent	Right	0
	Space	Wide (0.3pt)		First line	0.43cm
	Location	Standard		Front of paragraph	8pt
	Control word-spacing according to the designated number of words from [page settings]			End of paragraph	0
			Spacing	Line Spacing	Fixed
				Price	13pt

## 3. Chart/Picture

Font			Paragraph		
Font	Font	Calibri	Indent space	Alignment	Center

				Outline level	Body
	Font style	Normal			
	Size	10	Indent	Left	0
	Font stretch	100%		Right	0
Advanced	Space	Standard		First line	None
	Location	Standard		Front of paragraph	0
	Control word-spacing according to the designated number of words from [page settings]			End of paragraph	0
			Spacing	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. References cited in the text follow Romanized Citation conventions.
2. References should be composed in the order of Journal article, Thesis degree, Books, Additional references.

## 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 Northeast Asian Studies Journal Institute (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 (Regulations for Submission of English Extended Version Manuscripts)**

### **1. Scope and Requirements**

This regulation applies when a manuscript originally published in a Northeast Asian language (e.g., Korean, Japanese, Chinese, etc.) is to be expanded and republished in English for the purpose of enhancing international visibility.

- ① An English extended version must not be a simple English translation; it must be an expanded version based on the original manuscript, offering an international perspective.
- ② The manuscript may include existing data (such as research methods and results), but must include additional scholarly contributions, such as new analyses and discussions.
- ③ For the English extended version, in accordance with Article 9 of the 「Regulations of Article Editing」 (Review-Form Reflection Review), authors must submit a statement detailing revisions made in response. This statement will be reviewed and retained by the editorial office.
- ④ If the paper is submitted merely as a translation with the same structure as the original, written consent from the original publishing society must be obtained; without such

consent, it shall be regarded as duplicate publication.

## 2. Submission Procedure

- ① In the designated section of the submission application form, authors must clearly state the purpose for republishing a manuscript originally published in a Northeast Asian language (e.g., Korean, Japanese, Chinese, etc.) in English.
- ② When submitting, it must be submitted together with the previously published original paper.

## 3. Editorial Board Review

- ① The submission of English manuscripts based on a manuscript published in a Northeast Asian language (e.g., Korean, Japanese, Chinese, etc.) shall be determined through review by the Editorial Board.
- ② The review shall be communicated to all members of the Editorial Board via email, and the submission shall be rejected if more than half of the Board members oppose it.
- ③ The review period shall be at least three days, and all opposing opinions must be submitted in writing and retained in the records.

## 4. Acknowledgment

The following should be included in a footnote at the bottom of the first page of the manuscript.

“This article is an expanded and revised English version of an article originally published in [Journal Title, Volume (No.), Year of Publication] in a Northeast Asian language (e.g., Korean, Japanese, Chinese, etc.). This English version has undergone review by the Editorial Board and Double-Blind Peer Review to enhance its international visibility.”

## **Article 14 (Publishing Schedule)**

The journal is published.

1. International Journal of Crisis & Safety (Annual: December, 30)
2. Protection Convergence (Semi-Annual: June, 30 / December, 30)
3. International Journal of Martial Arts (Annual: December, 30)
4. Kinesiology (Annual: December, 30)
5. Regulations (Annual: December, 30)
6. International Journal of Terrorism & National Security (Annual: December, 30)
7. International Journal of Military Affairs (Annual: December, 30)

8. International Journal of Human & Disaster (Annual: December, 30)
9. Public Value (Annual: December, 30)
10. Robotics & AI Ethics (Annual: December, 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.  
These regulations will come into force on January 1, 2025.  
These regulations will come into force on November 14, 2025.  
These regulations will come into force on January 15, 2026.

January 15, 2026  
**J-INSTITUTE**  
