

Checklist

Before submitting your essay, you are required to confirm whether necessary documents do not have deficiency, using this checklist. It is not necessary to submit this.

Enter a check mark (✓) in each of the following boxes after confirming that your essay meets the corresponding requirement.

Entries failing to meet the requirements or not in a proper format may be disqualified.

Please read the Essay Requirements and other necessary information thoroughly to make sure that your entry will be accepted.

- Is the “Abstract & Keywords Submission Form” attached?
- Are keywords provided? (Keywords are essential and should preferably be approximately 2 – 3 words)
- Is the Table of Contents included?
- Is the Table of Contents listed on Page 1? Are the essay pages numbered?
- Are references listed?
 - Each reference must include the names of authors/editors/translators, book/article title, journal title, year of publishing, publisher and other necessary information. It may be impossible to identify the source of material obtained via the Internet. In such a case, the URL and access date must be added.
 - When material found on the Internet is also available as a book, a journal, a report or other printed form, the printed material must be used as a reference.
- Are the sources of all cited information listed?
- Are notes numbered consecutively and listed at the end of each chapter or at the end of the essay or listed as footnotes on each page? (Each citation must include the page number of cited material.)
- Is the length of your essay appropriate?
- Are there any typos?
- Did you get faculty recommendation? (An entry without faculty recommendation will be subject to preliminary screening.)
- Did you prepare both paper version (three copies) and electronic version of your essay for submission?

Plagiarism (the act of taking someone else’s writing or ideas and passing it off as one’s own without permission) is an unforgivable act that is counter to the obligations of students. If an essay submitted contains any part considered to be plagiarized, it will be disqualified. Any plagiarism discovered will be reported to the faculty/department the applicant belongs to and he/she may be punished. If it is a prize winning essay, the prize will be taken away. References must be clearly listed in a proper style.

Note:

The faculties/departments and the grade levels that the authors and co-authors of winning/selected essays are in, the full names and head-and-shoulders photos of the authors and co-authors, the essay topics and keywords of winning/selected essays may be published on the university’s website, the bulletin boards of each department, the “Hosei University Essay Contest Winning Essay Collection,” and other prints issued by the university. Some of the essays will be deposited in the Hosei University Repository.