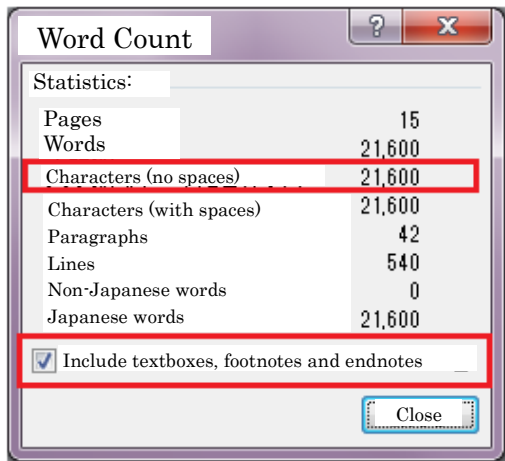


The 38th (2015) Hosei University Essay Contest

Entry Guidelines

The purpose of the Hosei University Essay Contest is to encourage the university's students to pursue their academic goals while improving their logical writing skills as well as to publicize outstanding essays widely to society. This year's contest marks its 38th year. Unlike simply turning in papers, applicants for this essay contest are required to follow some rules, such as they must thoroughly review previous studies before actually writing an essay. For this purpose, applicants should make continuous efforts to improve their skills in seminars and through other academic activities. Once students have developed essay writing skills, they will be able to communicate persuasively. We look forward to original and quality essays being submitted by many students.

1. Entry Guidelines

Eligibility	Undergraduate students and correspondence course students of Hosei University (excluding graduate students and non-degree students) Applicants can be individuals or groups; however, collaborations with undergraduate or graduate students of other universities, or with graduate students or graduates of Hosei University, who are not eligible for the essay contest, are not allowed.
Essay topic	No specific topic. Select the essay topic of your interest.
Language	Japanese or English
Format	A4 size paper single sided ※NO handwriting
File format (No other formats are acceptable.)	Microsoft Office Word (*.doc,*.docx,*.docm) Microsoft Office Excel (*.xls,*.xlsx,*.xlsm) ※An Excel file must be used to present figures, tables and other graphic elements, and a Word file must be used for the text.
Length of essay, size of the characters	• Japanese essay: No more than 24,000 characters (approx. 15 pages in A4 size paper, with 40 characters × 40 lines in each page) ,10.5 point • English essay: No more than 12,000 words,10.5point Including the Table of Contents, notes, figures and tables, references, statistical data, etc., but excluding the Cover Sheet. How to count the number of characters/words: Use the Word Count tool in your Word document and see the number for “<u>Characters (no spaces).</u>” Be sure to tick the box for “<u>Include text boxes, footnotes and endnotes.</u>” 
Submission period	From Friday, October 2, 2015 to Friday, October 9, 2015 (as indicated by the postmark on the envelope) No entries will be accepted after the deadline

Submission procedure	<u>Essays must be submitted both in paper and electronic forms by the deadline.</u> <u>The paper version and the electronic version must be identical. Corrections to submitted essays or replacement of submitted essays are NOT allowed.</u> Paper format 3 copies (which can be photocopied as long as figures, tables and other graphic elements are clearly shown) of the essay must be submitted to the following address <u>by simplified registered mail or other forms of recorded delivery.</u> ◆ “The 38th Hosei University Essay Contest Cover Sheet (Original)” must be attached to one of the three copies, and “The 38th Hosei University Essay Contest Cover Sheet (Copy)” must be attached to the remaining two copies of the essay to be submitted. ◆ <u>Do not turn in essays directly to the Secretariat. Even students at Ichigaya Campus must send essays by mail by the deadline as indicated by the postmark on the envelope.</u> <u>Essay in paper form must be mailed to:</u> Hosei University Essay Contest Secretariat (Academic Planning Section, Academic Affairs Department) Fujimizaka Building 5F (Last Updated:29 September 2015) 58th Building 2F, Ichigaya Campus Hosei University 2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160 Tel.: 03-3264-9303 Fax: 03-3264-9876 ----- Essay in electronic format The electronic version of the essay (in Word and Excel format, not in PDF format) along with completed “Essay Contest Submission Form” must be submitted by email attachment to the following address: ◆ Name the files as follows: Student ID number (in one-byte characters)_(underscore)Your Full Name_(underscore)Essay Topic Example: 13A9876_Taro Hosei_Relationship Between Yourself And Others In Modern Society ◆ Send the essay (including the table of contents, notes, figures and tables, references, data, etc.) ONLY. Do not attach the cover sheet, checklist, and abstract submission form. ◆ Fill in the subject line as follows: 2015 HoseiUniversity Essay Contest_(underscore)Student ID number (in one-byte characters) Example: 2015 Hosei University Essay Contest_13A9876 <u>Essay in electronic form must be emailed to:</u> Essay Contest Secretariat, Academic Planning Section, Academic Affairs Department, Hosei University at kensho2015@ml.hosei.ac.jp <u>Caution! Be sure to send the essay to the correct address!</u> Upon receiving an essay entry, the Secretariat will send an email to the applicant to confirm that the essay has been accepted. If you do not receive a return email from the Secretariat within 24 business hours after the submission of your essay via email, please contact us at the phone number on the next page in case your essay has not been received.
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Faculty recommendation and preliminary screening	As a rule, all entries must be recommended by a faculty member (see the Recommendation Form Guidelines); however, essays without recommendations are also acceptable but they are subject to preliminary screening (see the Recommendation Form Guidelines).
Download of application forms	All the forms you need to submit your essay can be downloaded from Hosei University Website Top Page>Campus Life>Extracurricular Activities>Hosei University Essay Contest at http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html .
Other requirements	Only unpublished essays are eligible. Essays must be written and submitted according to the Entry Guidelines and Essay Writing Guidelines.
For inquiries: (Secretariat)	Academic Planning Staff, Academic Planning Section, Academic Affairs Department Tel.: 03-3264-9303

2. Evaluation and Winner Announcement

Selection processes	Each entry will be evaluated for quality by the Essay Contest Judging Committee in the following two steps ① and ②. The committee may interview applicants if deemed necessary. ① Preliminary screening : Only essays without a faculty recommendation will be assessed for style and format based on the Entry Guidelines and Essay Writing Guidelines. The content of the essays will not be evaluated in preliminary screening. The essays that have passed preliminary screening will be evaluated by the committee. ② Evaluation : Each entry will be evaluated by judges and the Essay Contest Judging Committee.
Winner announcement	Award winners will be announced around mid-February 2016 on the university's website and on the bulletin boards of the winners' department. An award ceremony will be held on Tuesday, March 1, 2016 at Ichigaya Campus. (Detailed information on the award ceremony will be notified to the winners.)
Prizes	President's Special Prize : 300,000 yen First Prize : 200,000 yen Second Prize : 150,000 yen Honorable Mention : 50,000 yen Selected Works : 10,000 yen

3. Handling of Essays Submitted

The copyright of essays submitted will be held by the university and no essays will be returned to the applicants. The essays submitted will be handled in accordance with the university's personal information protection rules. The applicants are strongly advised to back up the data to be submitted because no data will be returned.

4. Others

- (1) If there is any inconsistency between the paper and the electronic versions of an essay submitted, the paper version shall prevail for evaluation.
- (2) Past winning essays can be found at the university libraries in each campus and are also posted on the university's website at <http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html>.
- (3) The President's Special Prize, First Prize, and Second Prize winning essays will be published in "Hosei University Essay Contest Winning Essay Collection" and will be deposited in the Hosei University Repository at <http://repo.lib.hosei.ac.jp/>.
- (4) 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 coauthors, and 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.
- (5) No acknowledgement may be included in entries; however, winning essays are allowed to add acknowledgement for the publication in the "Hosei University Essay Contest Winning Essay Collection."

The Entry Guidelines and forms needed for entry are available from the University website.
Hosei University Top Page > Campus Life > Extracurricular Activities > Hosei University Essay Contest
<http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html>

Essay Submission Guidelines

1. Necessary documents

Be sure to prepare and submit every one of the required documents as follows. The paper version and electronic version of your essay must be submitted on the same day. Please note that submitted essays cannot be corrected or exchanged.

※The necessary documents are available from the university's website at <http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html>

①Cover sheet (2 types)	(1) Use the designated form and provide correct information. (2) “The 38th Hosei University Essay Contest Cover Sheet (Original)” must be attached on the front of one of the three copies of your essay, and “The 38th Hosei University Essay Contest Cover Sheet (Copy)” must be attached on the front of the remaining two of the three copies of your essay for submission. (3) For co-authored essays, the names of the primary author and co-authors along with their departments must be provided in the cover sheets.
②Abstract & Keywords Submission Form	With reference to the designated format, write an abstract of approximately 600 characters (40 characters × 15 lines) for your essay. Do not forget to include keywords. Please note that essays without an abstract and keywords are not eligible.
③Essay • Table of contents • Body	Each essay must have a table of contents. The table of contents must be on Page 1 and the essay must start from Page 2. Read thoroughly the “Essay Requirements” and “Notes on writing essays” to fully understand the essay format and provide all necessary information.

In addition to the paper version as explained above, the electronic version (The essay data and a completed Essay Contest Entry Sheet) must be submitted.

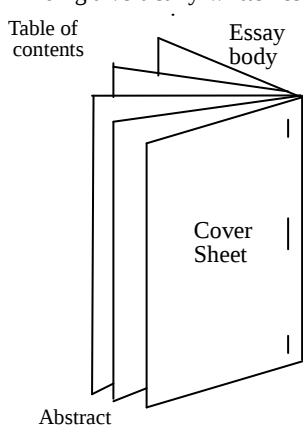
How to bind your essay

- (1) For submitting your essay, **①Cover Sheet, ②Abstract & Keywords Submission Form and ③Essay must be put together in this order in the following manner.**
- (2) Each entry must be stapled in approximately three points (not paper clipped) or must be tied by threading a string through two holes.
- (3) Use cardboard or other materials to keep a thick manuscript neat. In such a case, attach a designated cover sheet on the cardboard.

Example of a table of contents

Title	
Table of contents	1
Introduction	2
Chapter 1○○	4
Chapter 2 ○○	10
Conclusion	15
References	20
	1

Binding a vertically-written essay



Binding a laterally-written essay

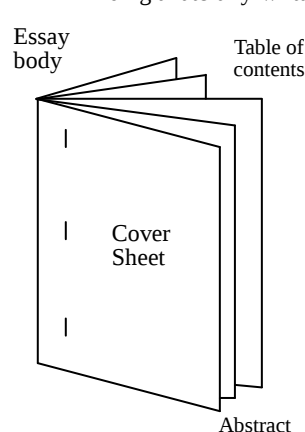


Table of contents must be listed on Page 1 and the essay must start from Page 2 and the subsequent pages must be numbered.

2 . How to write an essay for the contest

Before writing your essay, please read the “Entry Guidelines” and the “Essay Writing Guidelines.” Please note that an essay only about your personal experiences or the explanation of your personal/social background, or a book report, or is quite short in content is not regarded as eligible and will not be evaluated.

3 . Faculty recommendation and preliminary screening

Before submitting your essay, you are required to consult your academic supervisor on how to write and structure your essay. As a rule, each applicant is required to obtain a recommendation from faculty. Entries without faculty recommendation are also accepted; however, they are subject to preliminary screening.

< Faculty recommendation >

Before submission, the format and structure of your essay need to be checked by your seminar instructor or other faculty member who provided you with advice on essay writing, and you must obtain the signature and seal of the instructor/faculty advisor in the column “Faculty Recommendation” on the Cover Sheet. Only faculty members of Hosei University are allowed to sign and seal on the cover sheet. Essays recommended by faculty will be evaluated without going through preliminary screening.

< Preliminary screening >

Entries without faculty recommendation will be subject to preliminary screening by the Essay Contest Judging Committee to be checked for inadequacies in the format and for plagiarism. The objective of preliminary screening is to make sure that each essay is written in the proper format in accordance with the Entry Guidelines and the Essay Writing Guidelines, and then the content of the essay will be evaluated.

※Essays without a faculty recommendation due to unavoidable reasons, such as applicants do not enroll in a seminar or they are in correspondence education courses, will also be subject to preliminary screening.

4 . Plagiarism

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 an awarded essay, the prize will be taken away. **References, if any, must be clearly listed in a proper style using notes or a reference list.**

5. Checklist

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