

Essay Writing Guidelines

Essay Contest Judging Committee

Each year, similar format errors and poor technical quality are seen in not a few essays submitted to the essay contest. Essays that lack proper formatting or do not meet technical standards will receive a low score or may be disqualified, even if they have compelling content. Such errors can be avoided with due care. Once you have acquired effective essay writing skills, you will be able to communicate ideas persuasively. Here are some writing techniques that will help you to write better essays. **Please note that an essay only about personal experiences or the explanation of personal/social background, or a book report, or quite short in content is not regarded as eligible and will not be evaluated.**

1. Define your thesis statement in the introductory paragraph, and refer to previous studies as supporting evidence.
 - (1) The thesis statement of your essay should be presented, for example in the form of a question to be answered, in the introductory paragraph (preface, introduction, Chapter I, exordium, prologue, etc.). It is also preferable to provide reasons and backgrounds for the selection of your topic.
 - (2) The body of the essay should consistently support the main idea and develop your argument by answering the question. You cannot write a good essay without defining the thesis statement in the opening.
 - (3) It is crucial to explore relevant previous studies before writing your essay. When you review previous studies to examine what questions were addressed, how they were concluded and what questions are yet to be answered, and borrow information from previous studies in your writing, identify the sources of the information you have cited.
2. At the end of your essay (conclusion, closing remarks, afterword, final chapter, summary, epilogue, etc.), you should summarize your ideas to answer your thesis stated in the introductory paragraph. The conclusion must be consistent with the introduction.
3. If your essay is based on a survey, an overview of the survey must be provided.
 - (1) Whether you conducted the survey individually, or you participated in the survey conducted by the seminar members.
 - (2) The date, place, the number of subjects, response rate, method (personal interview, mail-in questionnaires, etc.) of the survey
 - (3) The questionnaire or other material that show the content of the questionnaire must be attached.
4. When obtaining and collecting data and personal details to be included in your work, the information must be suitably handled and the privacy of the interviewee(s) properly respected.
5. Copying & pasting text from other sources is strictly forbidden.

You are not allowed to reproduce, in full or in part, any text written by somebody else unless properly referenced. If you wish to quote or refer to other sources of literature then they must be accurately accredited according to academic conventions (see point number 6).

6. A table of contents, notes and references must be provided in a proper style.

(1) Each entry must contain a table of contents on Page 1. The essay must start from Page 2 and the subsequent pages must be numbered.

(2) Notes must be numbered consecutively and listed at the end of each chapter or the end of the essay or must be listed as footnotes on each page. Each citation must include the page number of cited material.

(3) In addition to notes, references must be listed at the end of your essay.

Each reference must include the names of all 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.)

7. Get started well in advance and revise your essay.

(1) In general, it is extremely difficult to write a good essay without revising it. It is better to revise your essay as many times as possible until it is finalized.

(2) You should therefore get started well in advance to secure enough time to revise your essay. It is unfortunate to see many essays that fail to fully develop the argument throughout them probably due to a lack of time.

8. In preparation for writing essays, you are advised to keep your reading logs and store your ideas in two types of notebooks (cards). It is impossible to write good essays without organized accumulation of knowledge and ideas.

9. Abstract

The selection of the topic, the analytical method, the development of the argument and the conclusion of your essay must be clearly summarized in approximately 600 characters (40 characters × 15 lines). An abstract is a key to appeal the significance of your essay to judges.

10. There are a number of books that explain how to write essays. Some of them are listed below.

The Hosei University Online Public Access Catalog (OPAC) System available on the University Library's web site and the Pathfinder (guide to subject searching) are also useful tools.

ITASAKA, Hajime. (1973) "*Kangaeru Gijutsu, Kaku Gijutsu* (Critical Thinking and Writing Techniques)" Kodansha Gendai Shinsho (in Japanese)

ITASAKA, Hajime. (1977) "*Kangaeru Gijutsu, Kaku Gijutsu Zoku* (Critical Thinking and Writing Techniques Part II)" Kodansha Gendai Shinsho (in Japanese)

ECO, Umberto. (1991) "*Come si fa una tesi di laurea* (How to Write a Thesis)" Isamu TANIGUCHI (Trans.). Jiritsu Shobo

UMESAO, Tadao. (1969) "*Chiteki Seisan no Gijutsu* (The Art of Intellectual Production)" Iwanami Shinsho (in Japanese)

UNO, Yoshikata; Hiroshi HIDAKA; Haruo NISHIHARA; Otohiko HASUMI. (1978) "*Tanbun Shoronbun no Kakikata* (How To Write Short Sentences and Essays)" Yuhikaku Shinsho (in Japanese)

OGASAWARA, Hiroyasu. (2002) "*Daigakusei no Tameno Report Ronbun Jutsu* (Report and Essay Writing Techniques for College Students)" Kodansha Gendai Shinsho (in Japanese)

- KINOSHITA, Koreo. (1981) "*Rikakei no Sakubun Gijutsu* (The Art of Scientific Writing)" Chuko Shinsho (in Japanese)
- KINOSHITA, Koreo. (1990) "*Report no Kunitate Kata* (How to Structure Reports)" Chikuma Library 36 (in Japanese)
- SAITO, Takasi. (1988) "*Gakujutsu Ronbun no Giho Zouhoban* (Academic Writing Techniques – Enlarged Edition)" Japan Editors School Publishing (in Japanese)
- SAKAI, Satoki. (2006) "*Korekara Ronbun wo Kaku Wakamono no Tameni* (To Help Young People to Write Essays)" Kyoritsu Publishing (in Japanese)
- SAWADA, Akio. (1977) "*Ronbun no Kakikata* (How to Write Essays)" Kodansha Gakujutsu Bunko (in Japanese)
- SAKURAI, Masao. (1998) "*Report Ronbun no Kakikata Jokyū* (How to Write Reports and Essays - Advanced Level)" Keio University Publishing (in Japanese)
- Jiji Kyoiku Kenkyū Kai (Ed.) (2000) "*Ronbun/Report no Kakikata to Sakubun Giho* (How to Write Essays and Reports and the Art of Writing)" Gabundo (in Japanese)
- SHIMIZU, Ikutaro. (1959) "*Ronbun no Kakikata* (How to Write Essays)" Iwanami Shinsho (in Japanese)
- SHIRAI, Toshiaki and Ichiro TAKAHASHI. (2013) "*Yokuwakaru Sotsuron no Kakikata* (How to Write a Thesis) [second edition] ” Yawaraka Academism Wakaru Series. Minerva Shobo (in Japanese)
- SUGIHARA, Shiro; Tadashi INOUE and Takashi ENOMOTO. (1979) "*Kenkyū Report no Susume* (Introduction to Research Reports)" Yuhikaku Shinsho (in Japanese)
- TAKAGI, Takashi. (2000) "*Rikakei no Ronbun Saho* (How to Write Papers in Scientific Fields)" Maruzen (in Japanese)
- TANAKA, Kyoko (Ed.). (2009) "*Yokuwakaru Manabi no Giho* (Introduction to the Art of Learning) Second Edition" Yawaraka Academism Wakaru Series. Minerva Shobo (in Japanese)
- SAKATA, Seiko and Roy Larke. (1998) "*Daremo Oshienakatta Ronbun Report no Kakikata* (How to Write Essays and Reports)" Sogo Horei Publishing (in Japanese)
- MARUYA, Saiichi. (1980) "*Bunshō Dokuhon* (A Book on Writing)" Chuko Bunko (in Japanese)
- WASHIDA, Koyata. (1999) "*Nyūmon Ronbun no Kakikata* (Introduction to Essay Writing)" PHP Institute (in Japanese)