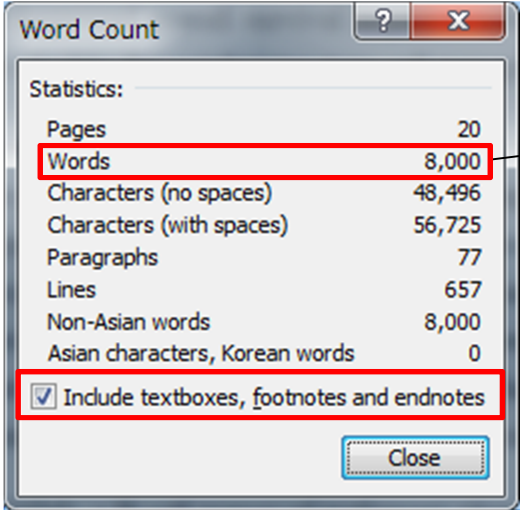


# The 40th (2017) Hosei University Essay Contest Entry Guidelines

<p>■Eligibility</p>	<p>◆<u>Undergraduate students and correspondence course students of Hosei University</u> (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.</p>
<p>■Submission period</p>	<p><b>From Monday, September 25, 2017 to Monday, October 2, 2017.</b>          No entries will be accepted after the deadline (as indicated by the postmark on the envelope).</p>
<p>■Essay topic</p>	<p>No specific topic. Select the essay topic of your interest.</p>
<p>■Language</p>	<p>Japanese or English</p>
<p>■Length of essay, size of the characters</p>	<p>■Japanese essay: Within 24,000 letters / 10.5point / 40 letters x 40 lines          ■English essay: Within 8,000 words / 12point / 30 lines</p> <p>Including the Table of Contents, notes, figures and tables, references, statistical data, etc., but excluding the Cover Sheet.</p> <p>&lt;How to count the number of words&gt;</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>① *In the case of writing your paper in Japanese, see the number for “<u>Characters(no spaces)</u>”.</p> <p>②</p> </div> </div> <p>Use the Word Count tool in your Word document and see the number for “<u>Words</u>” (①)          Be sure to tick the box for “<u>Include text boxes, footnotes and endnotes.</u>” (②)</p>
<p>■Submission procedure</p>	<p>1. Paper format (A4 size paper single sided)          2. Electronic format(CD_ROM or USB)  <b>*The paper version and the electronic version must be identical.</b>  <b>*Essays must be submitted <u>both in paper and electronic forms</u> by the deadline.</b></p>

# Hosei University Essay Contest

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 40th 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. 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

- Essay only about your personal experiences
- The explanation of your personal/social background
- A book report
- Quite short in content

is not regarded as eligible and will not be evaluated.

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>.

## 2. Faculty recommendation and preliminary screening

<Faculty recommendation>

As a rule, each applicant is required to obtain a recommendation from faculty.

Essays submitted by students who for unavoidable reasons, such as not being enrolled in a seminar or being a student in the School of Correspondence Education, do not have a faculty advisor are subject to preliminary screening.

<Selection processes>

Each entry will be evaluated for quality by the Essay Contest Judging Committee in the following two steps ①Preliminary screening and ②Evaluation. The committee may interview applicants if deemed necessary.

<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.

## < Evaluation >

Each entry will be evaluated by judges and the Essay Contest Judging Committee.

### 3. Plagiarism

Submitting as one's own the writings, ideas, work or research of others is plagiarism, and as such will not be tolerated. The student must note source information for all referenced materials. This applies not only to material taken from the Internet and books, but also to research and work shared in a seminar.

Any indication of plagiarism may be reported to the applicant's faculty/department, and likely will result in disciplinary action. If plagiarism is found in an essay that has been awarded a prize, the student is obliged by the University to return that prize.

When used, endnotes and references must be correctly formatted.

### 4. Double-posting and Re-posting

The submission of a previously published paper or a paper with the same or very similar content to one an applicant has presented to an academic society, sent to a journal, etc., whether Hosei University affiliated or not, likely will be judged as a "double posting". The resubmission of a paper sent to the Hosei University Essay Contest in the past, one that does not include new developments concerning the essay's subject matter, likely will be judged as a "re-posting". Papers deemed to be double postings or re-postings may be excluded from consideration for a Hosei University Essay prize.

### 5. Winner announcement

Award winners will be announced around mid-February 2018 on the university's website and on the bulletin boards of the winners' department. An award ceremony will be held on February 26, 2018 at Ichigaya Campus. (Detailed information on the award ceremony will be notified to the winners.)

### 6. Prizes

President's Special Prize	:	300,000 yen
First Prize	:	200,000yen
Second Prize	:	150,000yen
Honorable Mention	:	50,000yen
Selected Works	:	10,000yen

●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 and other prints issued by the university.

●The President's Special Prize, First Prize, and Second Prize winning essays will be deposited in the Hosei University Repository at <http://repo.lib.hosei.ac.jp/>.

# Submission Procedure

<b>■The submitted documents and data (Paper format and Electronic format)</b>
<b>【Paper format】</b> <ol style="list-style-type: none"><li>1.The 40th Hosei University Essay Contest Cover Sheet (Original)</li><li>2.The 40th Hosei University Essay Contest Cover Sheet (Copy)</li><li>3.Abstract &amp; Keywords Submission Form</li><li>4.Essay's Body (including Table of contents)</li></ol>
<b>【Electronic format】</b> <ol style="list-style-type: none"><li>5.Essay Contest Submission Form</li><li>6.Essay's Body (including Table of contents)</li></ol> <p>*Please do not include the data of the 40th Hosei University Essay Contest Cover Sheet (Original &amp; Copy) and the Abstract &amp; Keywords Submission Form in the attachment file.</p> <p>*The above forms (1,2,3 and 5) you need to submit your essay can be downloaded from Hosei University Website. Top Page&gt;Campus Life&gt;Extracurricular Activities&gt;Hosei University Essay Contest <a href="http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html">http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html</a></p>
<b>■Submission format (Paper format and Electronic format)</b>
<b>【Paper format】</b> <p>●<b><u>3 copies (1 original &amp; 2 duplicated copies)</u></b></p> <p>**The 40th Hosei University Essay Contest Cover Sheet (Original)” must be attached to one of the three copies, and “The 40th Hosei University Essay Contest Cover Sheet (Copy)” must be attached to the remaining two copies of the essay to be submitted.</p> <p>●<b>Format: <u>A4 size paper single sided</u></b></p>
<b>【Electronic format】</b> <p>● <b>Save data on <u>one CD-ROM or USB memory stick</u> and submit it in a simple case (or an envelope).</b></p> <p>*Be sure to write your name and student number directly on the surface or the case of the CD-ROM or the USB memory stick to be submitted.</p> <p>* The applicants are strongly advised to back up the data to be submitted because no data will be returned.</p> <p>●<b>File format: <u>Microsoft Office Word (*.doc,*.docx,*.docm)</u> <u>Microsoft Office Excel (*.xls,*.xlsx,*.xlsm)</u></b></p> <p>*An Excel file must be used to present figures, tables and other graphic elements, and a Word file must be used for the text.</p> <p>*Not in PDF format.</p>
<b>■Submission period (Paper format and Electronic format)</b>
<b>From Monday, September 25, 2017 to Monday, October 2, 2017</b>
<b>*No entries will be accepted after the deadline (as indicated by the postmark on the envelope).</b>
<b>■Submission procedure (Paper format and Electronic format)</b>
<b>Accepted only by mail (carried-in entries are invalid)</b>
<p>*Be sure to send by simplified registered mail or other means in which delivery is recorded.</p> <p>* Paper media and electronic media must be mailed together in the same envelope.</p>
<b>■Place of Submission(Paper format and Electronic format)</b>
Hosei University Essay Contest Secretariat (Academic Planning Section, Academic Affairs Department) Fujimizaka Building 5F, Ichigaya Campus Hosei University 2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

# Essay Submission Guidelines

## ■ Paper format ■

«The 40th Hosei University Essay Contest Cover Sheet (Original)/ (Copy)»

- Be sure to fill in all the items while ensuring there are no omissions or errors.
- Ask the faculty staff from whom you have obtained recommendation to sign and seal in the [Faculty Recommendation] section.
- \*Essays without recommendations are subject to preliminary screening (see Faculty recommendation and preliminary screening (p.2)).
- Ensure that all items have been completely filled and then sign in the [Signature by representative applicant] section.

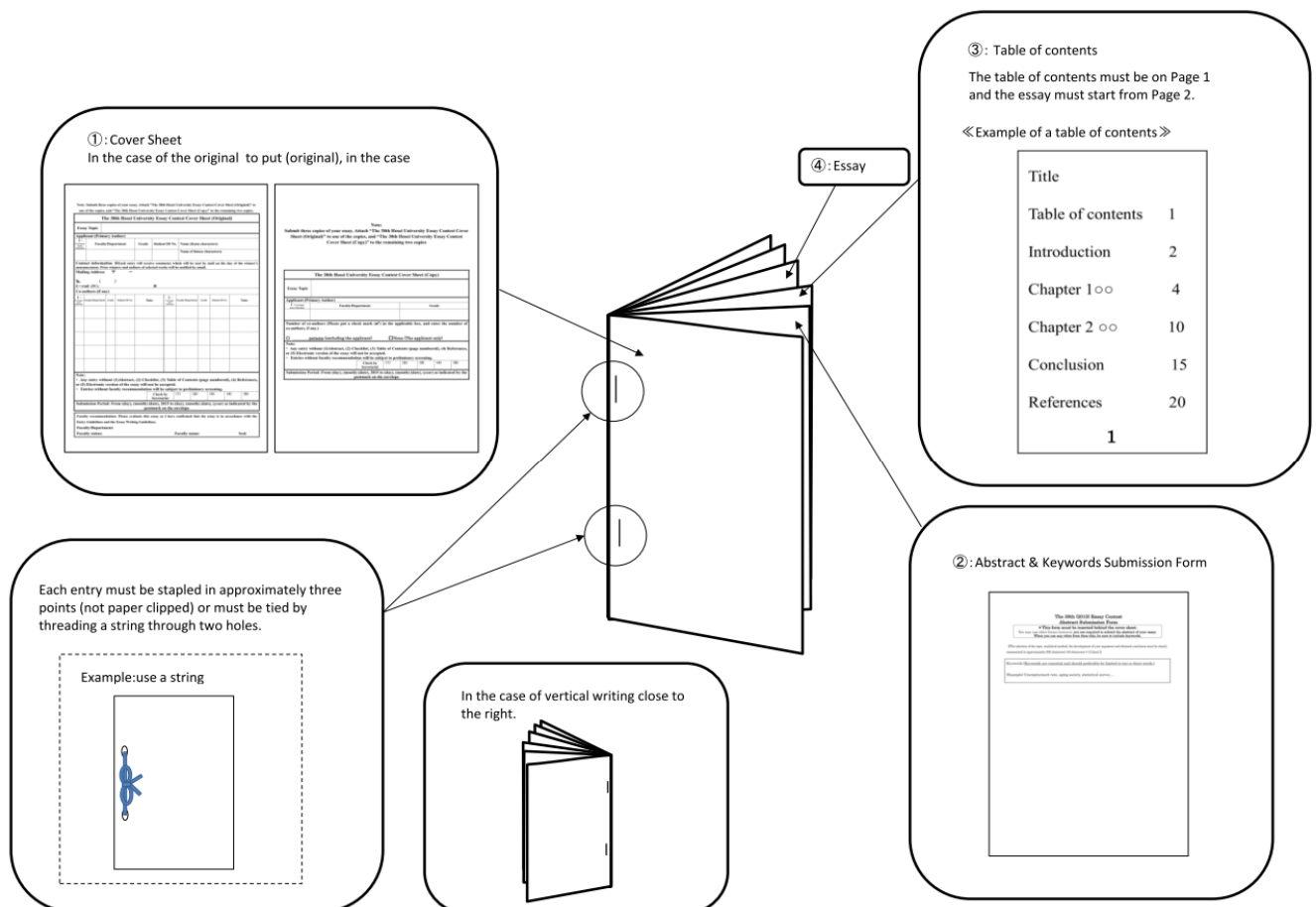
«Abstract & Keywords Submission Form»

- With reference to the designated format, write an abstract of approximately 300 words for your essay.

«How to bind your essay»

- ① Cover Sheet
- ② Abstract & Keywords Submission Form
- ③ Table of Contents
- ④ Essay

- Each entry must be stapled in approximately three points (not paper clipped) or must be tied by threading a string through two holes.
- When the essay is written vertically, staple the right side of the entry.



## ■Electronic format■

« Essay's Body/ Essay Contest Submission Form »

- Ensure that there are no errors in data and submit the CD-ROM or USB memory stick, on which both the Essay's Body and the Essay Contest Submission Form have been saved, in a simple case (or an envelope).
- Be sure to write your name and student number directly on the surface or on the case of the CD-ROM or USB memory stick to be submitted.

## ■Others■

- (1) No acknowledgement may be included in entries; however, winning essays are allowed to add acknowledgement for the publication on the university's website etc.
- (2) 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.
- (3) Any private information provided to us as part of your entry documents shall not be used for any other purposes than the entry and screening of the Hosei University Essay Contest. 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, and other prints issued by the university.
- (4) Should an issue arise concerning a submitted paper, the Essay Contest staff may contact the applicant/the applicant representative by telephone. (03-3264-9076 / 9317)

**\* Essays must be submitted both in paper and electronic forms by the deadline.**

**\* Corrections to submitted essays or replacement of submitted essays are NOT allowed.**

\* Since the Secretariat does not notify the receipt of the submitted entries, be sure to send your entry documents by simplified registered mail or other means in which delivery is recorded. Each applicant should check whether their entries have been delivered to the Hosei University Essay Contest Secretariat without fail.

### **【For inquiries】**

#### **■Secretariat:**

**Hosei University Essay Contest Secretariat  
(Academic Planning Section, Academic Affairs Department)**

#### **■Address:**

**Fujimizaka Building 5F, Ichigaya Campus Hosei University  
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160**

**■TEL: 03-3264-9076**

# Essay Writing Guidelines

Essay Contest Judging Committee

An essay is a discourse that logically and empirically develops a reasonable, lucid argument on ideas/discoveries that are unfound in previous literature.

Essays should be written as something to be read by others, rather than as a collection of the author's notes. To accurately convey the gist of the author to readers, it is important to use conventional essay style. In essay writing, particular attention should be paid to the points outlined below.

## 1. Defining the thesis statement & Referring to previous studies

Define the thesis statement in the introductory paragraph in reference to previous studies as supporting evidence.

- (1) Since an essay is a thesis, it is desirable to clarify at the beginning (Preface, Foreword, Introduction, Prologue, Chapter 1, etc.) your concern with the subject of the paper.
- (2) The essay should be developed centering on this concern, and a consistent argument should be made from the beginning to the end. If the point of the essay is unclear, the reader may not be able to accurately follow its argument.
- (3) It is a basic rule in essay writing to thoroughly examine previous works related to the thesis statement. You should know what existing studies have clarified and to what extent, and have a clear idea of what the paper will demonstrate. It is important to establish a question based on your research of previous literature.

## 2. The end of your essay

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. The survey

In theses based on qualitative or quantitative surveys, the following points should be clarified:

- (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. Academic responsibility

Academic researchers are required to act in a responsible manner as professionals based on social ethics. Specifically, special attention should be paid to privacy protection and to the treatment of individual and corporate information obtained from surveys and interviews. For reference, see Research Ethics Regulation on the Hosei University Research and Development Center website (<http://kenkai.ws.hosei.ac.jp/fuseiboshi.html>).

## 5. Plagiarism

Your own words should be clearly distinguished from those of others. As a basic rule, the thesis should clarify what previous studies have achieved. Essays containing extensively copied text will be deemed plagiaristic and invalid.

Accordingly, direct quotes should be indented to indicate that they are someone else's, and the cited literature should be referenced.

## 6. A table of contents, notes and references

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

(1) 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.

(2) 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. How to write 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 300 words. An abstract is a key to appeal the significance of your essay to judges.

## 8. Essay writing

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.

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. Recommended books

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.

James D. Lester, James D. Lester Jr., *Writing Research Papers: A Complete Guide, 15th Edition*, Pearson, 2014.

Adrian Wallwork, *English for Writing Research Papers (English for Academic Research)*, Second Edition, Springer, 2016.

Stephen Bailey, *Academic Writing: A Handbook for International Students*, Fourth Edition, Routledge, 2014.



Note: Submit three copies of your essay. Attach "The 40th Hosei University Essay Contest Cover Sheet (Original)" to one of the copies, and "The 40th Hosei University Essay Contest Cover Sheet (Copy)" to the remaining two copies.

## The 40th Hosei University Essay Contest Cover Sheet (Original)

<b>Essay Topic</b>	
--------------------	--

**Applicant (Primary Author)**

I · Correspondence Education	<b>Faculty/Department</b>	<b>Grade</b>	<b>Student ID No.</b>	<b>Name (Kana characters)</b>
				<b>Name (Chinese characters)</b>

**Contact information** ※Each entry will receive comments which will be sent by mail on the day of the winner's announcement. Prize winners and authors of selected works will be notified by email.

**Mailing Address** 〒 \_\_\_\_\_

**TEL.** (      ) \_\_\_\_\_

**E-mail (PC):** \_\_\_\_\_ @ \_\_\_\_\_

**Co-authors (if any)**

I · Correspondence Education	Faculty/Department	Grade	Student ID No.	Name	I · Correspondence Education	Faculty/Department	Grade	Student ID No.	Name

**【Signature block of Applicant (Primary Author)】**

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

**I will submit my essay with Abstract & Keyword Submission Form, Table of contents and References.**

**Date: 2017/    /    Name of Applicant (Primary Author): \_\_\_\_\_**

**Note:**

- In the case of faculty recommendation, you are required to obtain a recommendation from faculty.
- Submission Period: From Monday, September 25, 2017 to Monday, October 2, 2017, as indicated by the postmark on the envelope.

**Faculty recommendation:** Please evaluate this essay as I have confirmed that the essay is in accordance with the Entry Guidelines and the Essay Writing Guidelines.

**Faculty/Department:**

**Faculty status:**

**Faculty name:**

**Seal**

**Note:**

**Submit three copies of your essay. Attach “The 40th Hosei University Essay Contest Cover Sheet (Original)” to one of the copies, and “The 40th Hosei University Essay Contest Cover Sheet (Copy)” to the remaining two copies**

<b>The 40th Hosei University Essay Contest Cover Sheet (Copy)</b>		
<b>Essay Topic</b>		
<b>Applicant (Primary Author)</b>		
<b>I • Correspondence Education</b>	<b>Faculty/Department</b>	<b>Grade</b>
<b>Number of co-authors (Please put a check mark (✓) in the applicable box, and enter the number of co-authors, if any.)</b>		
_____ <b>persons (excluding the applicant)</b> <input type="checkbox"/> <b>None (The applicant only)</b>		
<b>【Confirmation block of Applicant (Primary Author)】</b>		
<input checked="" type="radio"/> Before submitting your essay, you are required to confirm whether necessary documents do not have deficiency, using your checklist. After that please put a check mark (✓) in the box.		
<input type="checkbox"/> <b>I will submit my essay with Abstract &amp; Keyword Submission Form, Table of contents and References.</b>		
<b>Submission Period: From Monday, September 25, 2017 to Monday, October 2, 2017, as indicated by the postmark on the envelope</b>		

**The 40th (2017) Essay Contest**  
**Abstract & Keywords Submission Form**

- This form must be inserted behind the cover sheet.
- Keywords are essential and should preferably be limited to two to three words.
- The selection of the topic, analytical method, the development of your argument and obtained conclusion must be clearly summarized in approximately 300 words.

**EXAMPLE**

1. **Keywords** \*Entry is required. Keywords are essential and should preferably be limited to two to three words.

(Example) Unemployment rate, aging society, statistical survey...

<< Please fill out below. >>

2. **Abstract** \*Entry is required. The selection of the topic, analytical method, the development of your argument and obtained conclusion must be clearly summarized in approximately 300 words.

<<Please fill out below. >>

# 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?

Submitting as one’s own the writings, ideas, work or research of others is plagiarism, and as such will not be tolerated. The student must note source information for all referenced materials. This applies not only to material taken from the Internet and books, but also to research and work shared in a seminar.

Any indication of plagiarism may be reported to the applicant’s faculty/department, and likely will result in disciplinary action. If plagiarism is found in an essay that has been awarded a prize, the student is obliged by the University to return that prize.

When used, endnotes and references must be correctly formatted.

**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 and other prints issued by the university. Some of the essays will be deposited in the Hosei University Repository.**

**\* Please also refer to the example of description on Sheet 2**

List of Entries for the 40th (2017) Hosei University Essay Contest					
Essay Topic					
Essay length (Number of words)		Keywords	①	②	③
Full name of seminar instructor			Full name of faculty member who recommended your essay *		
<b>Applicant (Primary Author)</b>					
Faculty	Department		Grade	Student ID number	
Applicant name (Primary author)					
Contact information (Phone number)					
Contact information (PC mail address)					
<b>Co-authors (if any)</b>					
<b>Number of co-authors (excluding the primary author)</b>					
1	Faculty	Department	Grade	Student ID number	Name
2	Faculty	Department	Grade	Student ID number	Name
3	Faculty	Department	Grade	Student ID number	Name
4	Faculty	Department	Grade	Student ID number	Name
5	Faculty	Department	Grade	Student ID number	Name
6	Faculty	Department	Grade	Student ID number	Name
7	Faculty	Department	Grade	Student ID number	Name
8	Faculty	Department	Grade	Student ID number	Name
9	Faculty	Department	Grade	Student ID number	Name
10	Faculty	Department	Grade	Student ID number	Name

\* if you submit the Essay without recommendation by faculty member for unavoidable reasons, such as not being enrolled in a seminar or being a student in the School of Correspondence Education, do not have a faculty advisor, please put "None".

<<Example>>

Enter the number of words in reference to "How to count the number of words" in the "Length of essay, size of the characters" section on Page 1 of the Essay Contest Entry Guidelines

Fill in the same keywords you have indicated in the Abstract & Keywords Submission Form (Paper Format No.2)

\* if you submit the Essay without recommendation by faculty member for unavoidable reasons, such as not being enrolled in a seminar or being a student in the School of Correspondence Education, do not have a faculty advisor, please put "None".

List of Entries for the 39th (2016) Hosei University Essay Contest					
Essay Topic	○○○○				
Essay length (Number of words)	8,000 words	Keywords	① ☆☆☆	② △○□	③ □☆○
Full name of seminar instructor	△△ △△	Full name of faculty member who recommended your essay *	△△ △△		
Applicant (Primary Author)					
Faculty	Department	Grade	Student ID number		
Social Sciences	Law	3	13A9876		
Name	× × × ×				
Contact information (Phone number)	03-3264-9303				
Contact information (PC mail address)	kensho2016@ml.hosei.ac.jp				
Co-authors (if any)					
Number of co-authors (excluding the primary author)	2				
1	Faculty	Department	Grade	Student ID number	Name
	Social Sciences	Law	3	12A9876	× × △△
2	Faculty	Department	Grade	Student ID number	Name
	Economics	Economics	2	11A9876	○○ × ×
3	Faculty	Department	Grade	Student ID number	Name
4	Faculty	Department	Grade	Student ID number	Name
5	Faculty	Department	Grade	Student ID number	Name
6	Faculty	Department	Grade	Student ID number	Name
7	Faculty	Department	Grade	Student ID number	Name
8	Faculty	Department	Grade	Student ID number	Name
9	Faculty	Department	Grade	Student ID number	Name
10	Faculty	Department	Grade	Student ID number	Name

Enter the number of co-authors excluding the primary author