

# The 47th (2024) 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 47th 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. Eligibility

- (1) Undergraduate students and correspondence education students of Hosei University (excluding graduate students and non-degree students).
- (2) Essays submitted to the contest must not have been previously published.

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.

## 2. Submission period

From Wednesday, September 25th, 2024 to Wednesday, October 2nd, 2024

## 3. Essay topic

No specific topic. Select the essay topic of your interest.

## 4. Language

Japanese or English

## 5. Submission Procedure

### (1) Undergraduate Student

Submit via the Learning Management System (For the submission method, please refer to the attached "Essay Contest Submission Operation Manual").

### (2) Correspondence Education Student

Submit by mail (cannot be submitted at the counter).

Save the documents on a USB memory, put it in an envelope and send it to the following address.

\* Please be sure to send by a method such as "Registered mail" or "Letter pack plus" that keeps a record of delivery.

\* Please write your student ID number and name on the surface of the USB memory or on the case and submit it.

\* The USB memory will not be returned to you, so be sure to make a backup before submitting it.

《Destination》

Hosei University Essay Contest Secretariat  
(Academic Affairs Section, Academic Affairs Department)  
Fujimi Gate 2F, Ichigaya Campus Hosei University  
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

## 6. Submitted documents and data

### (1) Submitted documents and data

Please submit the following documents 1 to 5.

① **47th Hosei University Essay Contest Cover Sheet** File Format: (\* .pdf)

② **Paper Abstract & Keyword Submission Form** File format: (\* .pdf)

③ **Essay's Body (including Table of Contents)**

File format: ① Microsoft Office Word(\*.doc,\*.docx,\*.docm) ②(\*.PDF)

\*Please submit your essay in formats ① and ②. Compress the two files into a compressed file and submit it.

\*Figures should be created using MS Excel, MS Powerpoint, or other image software, and then saved as an image which includes numerical values, legends, etc., and pasted into your text. Tables do not need to be saved as images.

④ **Recommendation Form from a Faculty Member** File format (\* .pdf)

⑤ **Essay Contest Submission Table** File format: Microsoft Office Excel (\* .xls, \* .xlsx, \* .xlsm)

\* Please obtain the required documents from the university website.

<https://www.hosei.ac.jp/campuslife/katsudo/kensho/>

### (2) Submission file names

When submitting the documents 1 to 5 above, please submit with the same name as in the example below. **(Please do not include your name or student ID number in the file name.)**

(Example)

- 01. 47th Hosei University Essay Contest Cover Sheet
- 02. Paper Abstract & Keyword Submission Form
- 03. Essay Title **(Please use your essay title as the file name.)**
- 04. Recommendation Form from a Faculty Member
- 05. Essay Contest Submission Table

## 7. Faculty recommendation and preliminary screening

### (1) Faculty recommendation

As a rule, each applicant is required to obtain a recommendation from a faculty member. It is allowed for the applicant to submit the recommendation from a part-time lecturer. Essays submitted by students who do not have a faculty advisor for unavoidable reasons, such as not being enrolled in a seminar or being a student in the School of Correspondence Education, are subject to preliminary screening.

### (2) Selection processes

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

### (3) 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.

#### (4)Evaluation

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

### 8. Winner announcement

Award winners will be announced around mid-February 2024 on the university's website . An award ceremony will be held on late February 2024 at Ichigaya Campus. (Detailed information on the award ceremony will be notified to the winners.)

### 9. Prizes

If your essay is selected for a prize or honorable mention, you will receive a certificate and the following cash 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

#### 【For inquiries】

##### ■Secretariat:

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

##### ■Address:

Fujimi Gate 2F, Ichigaya Campus Hosei University  
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

##### ■TEL: 03-3264-9303/9317

# Essay Writing Guidelines for Hosei University Essay Contest

Essay Contest Judging Committee

Entries for the Hosei University Essay Contest must follow the prescribed format, and those that do not conform to it will be disqualified, so ensure that your essay is properly formatted.

## Essay writing

### 1. 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.

### 2. 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.

### 3. 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.

## Guidelines

### 1. Language

Japanese or English

### 2. Length of essay, size of the characters

Essays must be written horizontally.

■Japanese essay (A4): Within 24,000 characters/ 10.5-point / 40 letters x 40 lines

■English essay (A4): Within 8,000 words / 12-point Times New Roman / 29 lines

- Your essay will be disqualified if you exceed the number of characters.
- Including the Table of Contents, notes, references.
- Text used on the cover sheet and in figures and tables is excluded from the total character count.

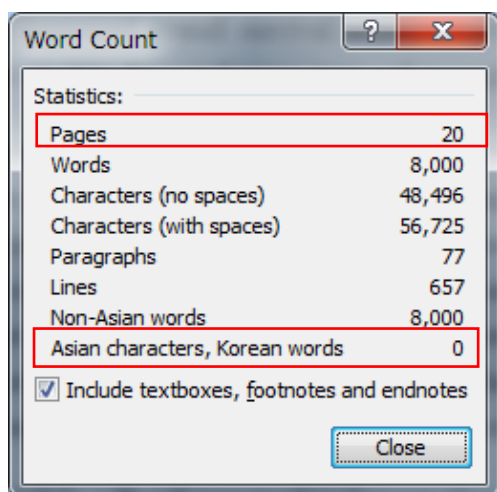
## (1) Setting the number of lines and word count

For Japanese essays, set the number of lines to 40 per page and that of characters to 40 per line in horizontal format on A4 paper. When using word processing software, even when the number of characters per line is set to 40, the actual number may not be exactly 40 due to the mixture of half-width and full-width characters, kerning and hanging settings, the type of font used, etc. Deviations to some extent are permitted. Entries written vertically and/or in multicolumn layouts are invalid and will not be evaluated.

For English essays, set the number of lines to 29 per page (with line spacing 24 points) in horizontal format on A4 paper. Entries written in multicolumn layouts are invalid and will not be evaluated.

## (2) How to count the number of words

Please check your word count excluding figures and tables in advance.



\*In the case of writing your paper in Japanese, see the number for “Characters (no spaces)”.

Use the Word Count tool in your Word document and see the number for “Words” (①)  
Be sure to tick the box for “Include text boxes, footnotes and endnotes.” (②)

## 3. Figures and tables

There is a limit of 20 figures/tables in total.

(Even if you include figures/tables that have been output from statistical software, they will be counted one by one and included in the total number of allowed figures/tables.)

## 4. Table of Contents and pagination

Each essay page should be numbered with the Table of Contents as Page 1.

There are entries without pagination or whose Table of Contents is not numbered as Page 1, so please pay attention to pagination.

## 5. Notes

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.

## 6. Quotation and reproduction of material in essay writing

When quoting or reproducing contents from copyrighted works or productions, you must follow quotation / reproduction rules, or you will be charged with plagiarism, a conduct constituting a violation of copyright law. Plagiarism is strictly prohibited at Hosei University.

There are three types of quotations: 1) direct quotation, 2) indirect quotation and 3) paraphrasing. In any of these, the quoted part should be clearly indicated in the text and numbered to make it referable with the corresponding number to its source in the bibliography or footnotes.

If you include in your essay any figures, tables or photographs which have been made public in copyrighted works, they should be treated as reproductions. Be sure to obtain permission for reproduction from their copyright holders in advance. If you intend to alter original figures or tables for use in your essay, you must also obtain permission to do so. The fact that you have obtained permission for reproduction should be indicated in the relevant figures or tables without fail.

Before writing your essay, be sure to carefully read the rules and specific instructions on quotation and reproduction (click the link below).

[https://www.hosei.ac.jp/application/files/2417/2128/0207/inyou\\_tensai\\_English.pdf](https://www.hosei.ac.jp/application/files/2417/2128/0207/inyou_tensai_English.pdf)

## 7. References

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.)

## 8. Review history

Review history, which has been set up in word processing software, sometimes remains in entries, especially on their cover sheets. Be sure to delete the entire revision history before submission.

## 9. 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.

## 10. 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.

### (1) Submission of graduation theses to the Hosei University Essay Contest

Essays written based on graduation thesis research (limited to the Hosei University graduation thesis) will be accepted and evaluated by the Hosei University Essay Contest Judging Committee. When this applies, you must clearly indicate that you are using graduation thesis research as follows:

- ① Add an appropriate footnote to the first text page in reference to the example below.
- ② List the graduation thesis as a reference.

#### 【Example】

In the footnote of the first text page:

This essay is written based on the graduation research<sup>1)</sup> of the Faculty of... of Hosei University.

In the references section, etc.:

1) HOSEI Taro. “...(thesis topic)....” Graduation Thesis, Faculty of ... of Hosei University, 20XX.

If you are considering submitting an essay written based on your graduation thesis research, you must ask your faculty and thesis advisor in advance about whether or not doing so is permissible and follow their policies and instructions. The Hosei University Essay Contest Judging Committee will assume no responsibility for submitted essays written based on graduation thesis research without obtaining permission from the faculty or thesis advisor, which may affect the evaluation of the relevant graduation thesis in the faculty.

## 11. Surveys

When writing an essay based on surveys of people, whether quantitative or qualitative, you should clarify the following in your essay:

- (1) Whether the survey was conducted by yourself or as part of a seminar project you belong to.
- (2) The date, place, number of subjects, collection rate and method (interview, postal, etc.) of the survey.
- (3) Be sure to include documents that help explain the survey contents, such as a survey slip if it is a questionnaire survey, or the question items if it is a semi-structured interview survey.

## 12. Ethical considerations for research participants

(1) If you need to ask an individual or two or more people to participate in research to be conducted in connection with the contest essay, you must explain the following two points to them and obtain their consent before proceeding with the research or survey:

① Research content

② Your intention to submit an essay summarizing the results of the research to the Hosei University

Essay Contest.

(2) Such consent can be obtained either orally or in writing, and you should choose an appropriate method in accordance with the guidelines, instructions, etc. of the faculty, major or academic society you belong to, your supervisor, or a faculty member who has recommended you. The Essay Contest Judging Committee does not give specific instructions on how to obtain such consent.

(3) Please include in the entry sufficient information on the above-mentioned consent procedures. If the consent procedure is not described in the essay presumably written based on research that requires consent from its participants, that entry may not be accepted.

[Hosei University Research Ethics Regulations]

([https://www.hosei.ac.jp/application/files/3815/7492/5822/kenkyuriri\\_kitei.pdf](https://www.hosei.ac.jp/application/files/3815/7492/5822/kenkyuriri_kitei.pdf))

## 13. Generative AI Tools

Regarding generative AI tools, please handle them with sufficient caution in accordance with your faculty and supervising instructors' guidance, based on our university's "Basic Concepts for Generative AI Tools."

Basic Concepts for Generative AI Tools

[https://www.hoseikyoiku.jp2024kensyo\\_cover/lf/back\\_news/view.php?c=topics\\_view&pk=1687401621](https://www.hoseikyoiku.jp2024kensyo_cover/lf/back_news/view.php?c=topics_view&pk=1687401621)

## Cover Sheet

Use the specified cover sheet and do not type the essay title, student ID number and name in the main body of the essay. Please follow these instructions carefully because, in some entries, the number of coauthors indicated on the cover sheet differs from that shown on the submission table, or the essay topic on the cover sheet and that indicated in the Faculty Recommendation are not the same.

## Abstract & Keywords Submission Form

Please use the designated form

(1) Word count

The selection of the topic, analytical method, the development of your argument and the conclusion you have reached must be clearly summarized in approximately 300 words. The abstract is extremely important to demonstrate the significance of your essay to referees.

(2) Number of keywords.

Two to three keywords should be listed. Some entries have no keywords or list an excessive or insufficient number of them. Please carefully read the instructions on keywords in the "Checklist for necessary documents for essay contest entry."

## Recommendation Form from a Faculty Member



Please use the designated form.

See “7. Faculty Recommendation, Preliminary Screening and Evaluation” in the Entry Guidelines.

## Essay Contest Submission Table

Please use the designated form.

For information on how to check the number of characters or words, see “Guidelines 2. (2) Character / Word limits and how to check the number of characters / words.”

## Others

### 1. 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.

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.).

Bailey, S. (2017). *Academic writing: A handbook for international students* (5th ed.). Routledge.

Lester, J. D., & Lester, J. D. Jr. (2014). *Writing research papers: A complete guide* (15th ed.). Pearson.

Wallwork, A. (2016). *English for writing research papers* (2nd ed.). Springer.

### 2. 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.
- (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 co-authors, the essay topics and keywords of winning/selected essays may be published on the university’s website, the bulletin boards of the web 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. (03-3264-9303/9317)
- (5) Entries failing to meet the requirements were disqualified in the past.
- (6) Corrections to submitted essays or replacement of submitted essays are NOT allowed.

## The 47th Hosei University Essay Contest Cover Sheet

Essay Topic

### Applicant (Primary Author)

Faculty/Department

Grade

Number of co-authors (Please put a check mark (✓) in the applicable box, and enter the number of co-authors, if any.)

\_\_\_\_\_ persons (excluding the applicant)

☐ The applicant only

### 【Confirmation block of Applicant (Primary Author)】

◎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.

☐ I will submit the following five documents.

※In case of unavoidable case (e.g. the applicant does not belong to a seminar), the applicant must submit four documents except ④, the recommendation form from a faculty member.

☐ ①47th Hosei University Essay Contest Cover Sheet File Format: (\* .pdf)

☐ ②Paper Abstract & Keyword Submission Form File format: (\* .pdf)

☐ ③Essay's Body (including Table of Contents)

☐ ④Recommendation Form from a Faculty Member File format (\* .pdf)

☐ ⑤Essay Contest Submission Table File format: Microsoft Office Excel (\* .xls, \* .xlsx, \* .xlsm)

**Submission Period:** From Wednesday, September 25<sup>th</sup>, 2024 to Wednesday, October 2<sup>nd</sup>, 2024

[Undergraduate students] Submission through Learning Management System: 23:59 / [Correspondence education student] Submission by mail: as indicated by the postmark

**Essay Contest**  
**Abstract & Keyword Submission Form**

- 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. **Keyword** \*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. >>

## 第 47 回（2024 年度）法政大学懸賞論文 教員による推薦書

法政大学懸賞論文推薦教員各位

学生の応募論文を推薦される際、以下の項目をご確認ください。教員確認欄にチェックを入れていただき、日付、氏名をご記入ください。

論題			
応募（代表）者			
学生証番号		学生氏名	

チェック項目	教員確認欄
上記は未発表の論文ですか。 <small>（二重投稿は勿論、再投稿とみなされる論文は審査対象外となる場合があります。）</small>	確認 <input type="checkbox"/>
社会的倫理に基づいた研究がなされていますか。	確認 <input type="checkbox"/>
論文の字数・語数は守られていますか。 日本語（A4）：24,000 字以内／10.5 ポイント／40 字×40 行 英語（A4）：8,000 語以内／Times New Roman 12 ポイント／29 行 <small>※目次・註・文献を含む ※表紙、図・表に使われているテキストは字数に含まない</small>	確認 <input type="checkbox"/>
図・表の数は合計 20 点以内ですか。 <small>（統計ソフトから出力した図・表を添付した場合もすべて 1 点ずつ数えて合計に含む）</small>	確認 <input type="checkbox"/>
目次ページを 1 ページ目として、目次・本文にページ付けをしていますか。	確認 <input type="checkbox"/>
論文に相応しい論理展開がなされていますか。 また、然るべき書式に準拠して記述されていますか。	確認 <input type="checkbox"/>
先行文献への十分な言及がありますか。	確認 <input type="checkbox"/>
資料の引用や転載について、規則や記載方法を確認していますか。	確認 <input type="checkbox"/>
論文に剽窃が疑われる箇所はありませんか。 参考：Turnitin へのアクセス <small>(<a href="https://www.hoseikyoiku.jp/lf/project/view.php?c=topics_view&amp;pk=1522628924">https://www.hoseikyoiku.jp/lf/project/view.php?c=topics_view&amp;pk=1522628924</a>)</small>	確認 <input type="checkbox"/>
（総合判断）懸賞論文への応募を推薦しますか。	確認 <input type="checkbox"/>

日付：2024 年 \_\_\_\_ 月 \_\_\_\_ 日

推薦教員：所属学部・学科 \_\_\_\_\_

氏名 \_\_\_\_\_

# 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 Contest Entry Guidelines and other necessary information thoroughly to make sure that your entry will be accepted.

- ☐ Is the “Abstract & Keyword 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?
  - Japanese essay (A4): Within 24,000 letters / 10.5-point / 40 letters x 40 lines
  - English essay (A4): Within 8,000 words / 12-point Times New Roman/ 29 lines
  - ※Including the Table of Contents, notes, references.
  - ※Text used on the cover sheet and in figures and tables is excluded from the total character count.
- ☐ Does the total number of figures and tables amount to 20 or less?
  - (Even if you include figures/tables that have been output from statistical software, they will be counted one by one and included in the total number of allowed figures/tables.)
- ☐ Are there any typos?
- ☐ Did you get faculty recommendation? (An entry without faculty recommendation will be subject to preliminary screening.)
- ☐ (If the above is checked) Is the “Recommendation Form” (in Japanese) attached?
- ☐ Do you understand plagiarism, and if you have used other papers, literatures, or information from sources such as the internet, have you made an appropriate statement in your paper?

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

Essay Contest Submission Table						
Essay length (Number of words)		Number of figures/tables		Full name of the seminar instructor		
Applicant (Primary Author)						
Faculty	Department		Grade	Student ID number		
Applicant name (Primary author)						
Co-authors (if any)						
Number of co-authors (excluding the primary author)						
1	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
2	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
3	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
4	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
5	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
6	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
7	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
8	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
9	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
10	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project

Survey on the Method of Award Ceremony

The award ceremony is scheduled to be held on the morning of February 27, 2025.  
Please circle one of the following options regarding your preferred method of conducting the award ceremony.  
① I prefer to have the award ceremony in person. (The venue is planned to be Ichigaya Campus.)  
② I prefer to have the award ceremony online.

< <Example> >

Essay Contest Submission Table						
Essay length (Number of words)	18,653 words		Number of figures/tables	8	Full name of the seminar instructor	△△ △△
Applicant (Primary Author)						
Faculty		Department		Grade	Student ID number	
Law		Law		3	20A1234	
Name	× × × ×					
Co-authors (if any)						
Number of co-authors (excluding the primary author)			2			
1	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
	Law	Politics	2	21A1234	× × △△	Statistical analysis
2	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
	Law	Global Politics	3	20A5678	× × △△	Chapter **.
3	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	
4	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	
5	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	
6	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	
7	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	
8	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	
9	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	
10	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
					× × △△	

Please describe the parts of the paper you contributed.

Survey on the Method of Award Ceremony

The award ceremony is scheduled to be held on the morning of February 27, 2025.

Please circle one of the following options regarding your preferred method of conducting the award ceremony.

① I prefer to have the award ceremony in person. (The venue is planned to be Ichigaya Campus.)

② I prefer to have the award ceremony online.

# Learning Management System Essay Contest Submission Operation Manual

## 【1】Login to the Class Support System

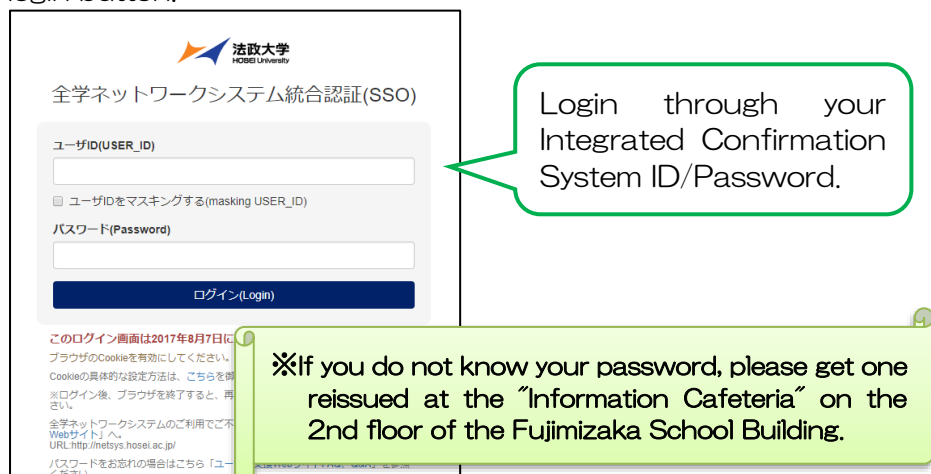
<https://hoppii.hosei.ac.jp/portal>

Open the URL above to access the Learning Management System and login.



### Login

As is shown below, on the 「net2010 Integrated Confirmation System」, enter your user ID (student number)/password, and then click on the login button.



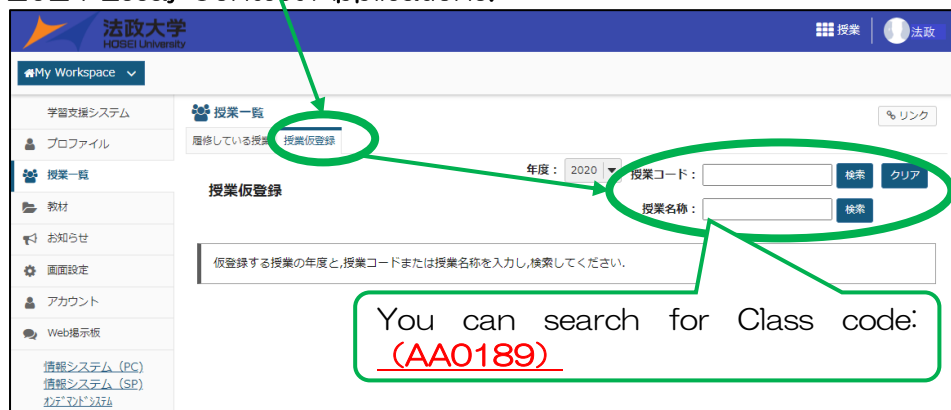
## 【2】Search for Essay Contest (Class code: AA0189)

After successfully logging in, the Class Support System screen will appear. Here, select the 2024 Essay Contest Applications.

### ② Click 「Classes Overview」



② Click on “Temporary Class Registration” and search for the 2024 Essay Contest Applications.



### ③ Register.



## 【3】Submitting your Essay

- ④ Click on your registered “2024 Essay Contest Application” tab. If you have a lot of registered courses and the tab does not appear, select it from the “Class Overview” section.



- ⑤ Click on “Assignments” and upload.

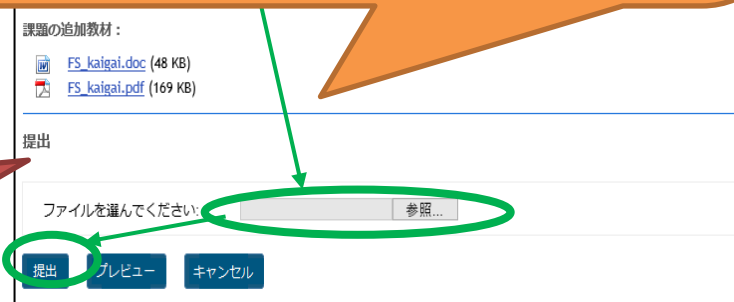


### ◆When uploading your essay◆

Please **DO NOT** include your name or student number  
《File name》

- 01. 47th Hosei University Essay Contest Cover Sheet
- 02. Paper Abstract & Keyword Submission Form
- 03. Essay Title (Please use your essay title as the file name.)
- 04. Recommendation Form from a Faculty Member
- 05. Essay Contest Submission Table

Finalize Submission



## ★Precautions★

◆After finalizing your submission, the Class Support System will send you an “Assignment Submission Notification.”

**Because of that, please make sure to confirm that the Class Support System has your correct email address registered.**

【Confirming/Changing your Email Address】

