

# 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.