

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.

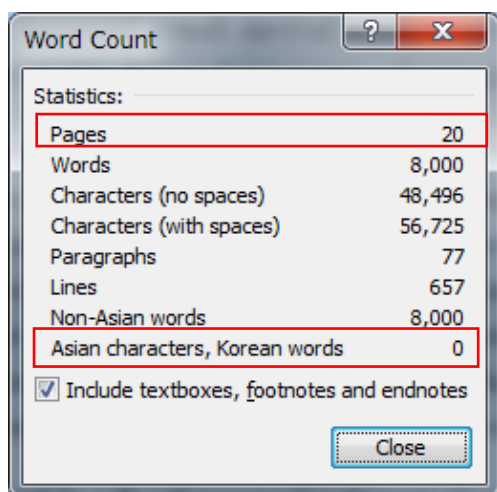
(1) Setting the number of lines and word count

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/7017/8400/6596/02-02-01.quotation_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 research¹⁾ 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 the research or investigation conducted in connection with a paper submitted to the Essay Contest constitutes research involving human participants,* and requires the participation of one or more individuals, you must prepare a Research Plan using the university's designated form and submit it to your recommending faculty member (academic supervisor) before commencing the research. The research may only begin after obtaining the approval of the recommending faculty member (academic supervisor). If you have already begun the research, you must immediately prepare and submit a Research Plan and obtain your recommending faculty member's (academic supervisor's) approval. If you do not have a recommending faculty member (academic supervisor), the Essay Contest Review Committee will review your Research Plan. In this case, please submit the Research Plan via the following Google Form by the end of July.

Submission Form: <https://forms.gle/V3MFh1afn9Gbaf2S6>

* Research involving human participants refers to clinical or field-based research and experiments across all academic disciplines—including the natural sciences, humanities, and social sciences—that involve collecting or obtaining information or data concerning the behavior, physical or mental condition, or environment of individuals or groups.

For further details, please refer to the following regulation:

Hosei University Regulations on Research Ethics for Research Involving Human Participants

https://www.hosei.ac.jp/application/files/6415/7492/5821/hito_kenkyurimri_kitei.pdf

* If you have already prepared your own research plan for the proposed investigation or research and obtained approval from your recommending faculty member (academic supervisor), you may submit that research plan in place of the university's designated Research Plan, provided that it includes all of the items required in the designated form (Section I. Overview of the Research Plan, Items 1–7).

* If the proposed investigation or research has already been approved by the ethics committee of your affiliated faculty or other academic unit, you may submit the complete set of materials that were submitted for ethics review, together with the official notification of the review results, to your recommending faculty member (academic supervisor) for confirmation. This may be submitted in place of the university's designated Research Plan. If you do not have a recommending faculty member (academic supervisor), the Essay Contest Review Committee will review the submitted documents in the same manner as it reviews the Research Plan. Please submit the relevant documents using the same Google Form provided above for the submission of the Research Plan.

(2) There are two methods for obtaining informed consent from research participants: written consent and oral consent. Please select the method that is appropriate for your research in accordance with the requirements or guidance of your faculty, academic discipline, relevant academic society guidelines, and your academic supervisor or recommending faculty member. The Essay Contest Review Committee does not prescribe or require any particular method of obtaining informed consent. A sample Consent Form for Participation in Research is available on the University's website. If you obtain informed consent in writing, please refer to this sample as a guide.

In addition, if the nature of your research or the characteristics of the data make it appropriate to use an opt-out approach (i.e., a method in which participants' direct consent is not obtained, but information about the research is provided or publicly disclosed and participants are given the opportunity to decline participation), you must follow the requirements or guidance of your faculty, academic discipline, relevant academic society guidelines, and your academic supervisor or recommending faculty member. Appropriate procedures should be implemented, such as publicly disclosing information about the research on a website and establishing a contact point for inquiries and requests to opt out.

(3) Please include in your submitted paper sufficient information regarding the procedures used to obtain informed consent, as described above.

If an opt-out approach was adopted, you must also clearly state this in the paper and describe the specific measures taken to inform potential research participants about the study and to ensure that they were given an opportunity to decline participation.

(4) Papers reporting research that requires ethical consideration for research participants will not be accepted if any of the following apply:

- The paper does not include a description of the relevant ethical procedures;

- Approval to conduct the research was not obtained in advance from the recommending faculty member (academic supervisor) or, where applicable, the Essay Contest Review Committee through the submission of a Research Plan; or
- Although the research has been approved by the ethics committee of your affiliated faculty or other academic unit, the complete set of ethics review materials and the official notification of the review results were not submitted to, and confirmed by, the recommending faculty member (academic supervisor) or, where applicable, the Essay Contest Review Committee.

For further details, please refer to the Hosei University Research Ethics Regulations:

https://www.hosei.ac.jp/application/files/2017/8270/6652/kensyo_regulations.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://info.hosei-kyoiku.jp/生成ai ツールに対する基本的考え方/](https://info.hosei-kyoiku.jp/生成aiツールに対する基本的考え方/)

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 year of study 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.