

The 46th (2023) Hosei University Essay Contest Entry Guidelines

<p>■ Eligibility</p>	<p>◆ <u>Undergraduate students and correspondence education students of Hosei University</u> (excluding graduate students and non-degree students)</p> <p>◆ <u>Essays submitted to the contest must not have been previously published.</u></p> <p>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>From Monday, September 25th, 2023 to Monday, October 2nd, 2023</p> <p>[Undergraduate students] Submission via Learning Management System: 23:59 / [Correspondence education student] Submission by mail: as indicated by the postmark</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 (A4): Within 24,000 characters/ 10.5-point / 40 letters x 40 lines</p> <p>■ English essay (A4): Within 8,000 words / 12-point Times New Roman / 29 lines</p> <p><u>Your essay will be disqualified if you exceed the number of characters.</u> Including the Table of Contents, notes, references. <u>Text used on the cover sheet and in figures and tables is excluded from the total character count.</u> <u>There is a limit of 20 figures/tables in total.</u> <u>(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.)</u></p> <p><How to count the number of words> Please check your word count excluding figures and tables in advance.</p> <div data-bbox="432 1339 951 1850"> <table border="1"> <thead> <tr> <th colspan="2">Statistics:</th> </tr> </thead> <tbody> <tr> <td>Pages</td> <td>20</td> </tr> <tr> <td>Words</td> <td>8,000</td> </tr> <tr> <td>Characters (no spaces)</td> <td>48,496</td> </tr> <tr> <td>Characters (with spaces)</td> <td>56,725</td> </tr> <tr> <td>Paragraphs</td> <td>77</td> </tr> <tr> <td>Lines</td> <td>657</td> </tr> <tr> <td>Non-Asian words</td> <td>8,000</td> </tr> <tr> <td>Asian characters, Korean words</td> <td>0</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Include textboxes, footnotes and endnotes</p> <p>Close</p> </div> <p>*In the case of writing your paper in Japanese, see the number for “<u>Characters (no spaces)</u>”.</p> <p>①</p> <p>②</p> <p>Use the Word Count tool in your Word document and see the number for “<u>Words</u>” (①)</p> <p>Be sure to tick the box for “<u>Include text boxes, footnotes and endnotes.</u>” (②)</p>	Statistics:		Pages	20	Words	8,000	Characters (no spaces)	48,496	Characters (with spaces)	56,725	Paragraphs	77	Lines	657	Non-Asian words	8,000	Asian characters, Korean words	0
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<p>Submission procedure</p>	<p>Please confirm the submission procedure on page 4, and submit by the submission deadline.</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 46th 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 the following submissions are not eligible.

- Essay only about your personal experiences
- The explanation of your personal/social background
- A book report
- Text with excessively limited word count.

Past winning essays (until 2016) can be read at the university libraries in each campus and are also posted on the university's website at <https://www.hosei.ac.jp/campuslife/katsudo/kensho/>.

2. Faculty recommendation and preliminary screening

< Faculty recommendation >

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

< 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. Ethical Considerations

When collecting materials such as survey's, tests, or questionnaires using personal information or data, you must obtain the consent of the study subject in advance. In addition, please check the corresponding column of the check box on the cover of the Hosei University Essay Contest Cover Sheet. In the essay, double underline the places where consent has been obtained and the procedure for consent is described. The Hosei University Essay Contest Judging Committee will not accept essays that include personal information or data collected using a questionnaire etc. that has been obtained without consent (even if the corresponding check box has been filled in). "Essays for which consent has not been obtained from the research subject" and "essays for which consent has not been clearly stated in the treatise" are judged to have been submitted as a false application and are not subject to review in principle.

Hosei University Research Ethics Policy:

https://www.hosei.ac.jp/application/files/3815/7492/5822/kenkyuriri_kitei.pdfHosei University Regulations on 'Research Ethics for Research Involving Human Subjects':

https://www.hosei.ac.jp/application/files/8115/7362/7209/hito_kenkyuririri_kitei.pdf

6. 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.)

7. 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 co-authors, and the essay topics and keywords of winning/selected essays may be published on the university's website, , and other prints issued by the university.

Submission Procedure

■Submitted documents and data

Please submit the following documents 1 to 5.

1. **46th 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: ①Microsoft 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.
Student Life / Sports → Extracurricular Activities → Hosei University Essay Contest →
Documents for Application to Essay Contest
<https://www.hosei.ac.jp/campuslife/katsudo/kensho/>

■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. 46th 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

■Submission procedure

[Undergraduate Student]

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

[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:

《Destination》

Hosei University Essay Contest Secretariat
(Academic Affairs Section, Academic Affairs Department)
Fujimizaka Building 5F, Ichigaya Campus Hosei University
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

- * 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.

■ Submission period

From Monday, September 25th to Monday, October 2nd, 2023

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

■ 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.

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

【For inquiries】

■Secretariat:

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

■Address:

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

■TEL: 03-3264-9303/9317