

# 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?