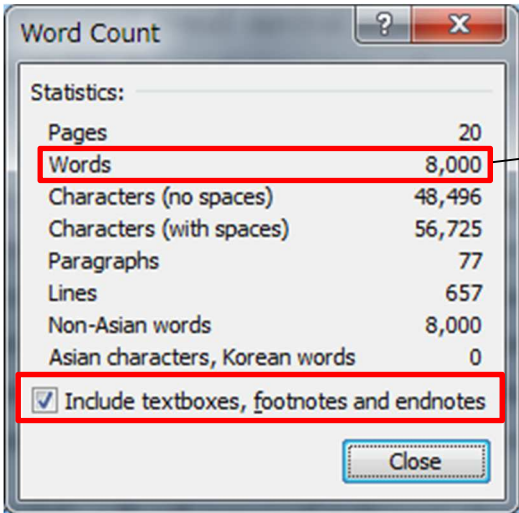


The 41th (2018) Hosei University Essay Contest Entry Guidelines

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|---|--|
| ■Eligibility | <p>◆<u>Undergraduate students and correspondence course students of Hosei University</u> (excluding graduate students and non-degree students)</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> |
| ■Submission period | <p>From Monday, October 1st, 2018 to Monday, October 8, 2018</p> <p>No entries will be accepted after the deadline (as indicated by the postmark on the envelope).</p> |
| ■Essay topic | No specific topic. Select the essay topic of your interest. |
| ■Language | Japanese or English |
| ■Length of essay, size of the characters | <p>■Japanese essay: Within 24,000 letters / 10.5point / 40 letters x 40 lines</p> <p>■English essay: Within 8,000 words / 12point / 30 lines</p> <p>Including the Table of Contents, notes, figures and tables, references, statistical data, etc., but excluding the Cover Sheet.</p> <p><How to count the number of words></p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>*In the case of writing your paper in Japanese, see the number for “<u>Characters(no spaces)</u>”.</p> </div> </div> <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> |
| ■Submission procedure | <p>1. Paper format (A4 size paper single sided)</p> <p>2. Electronic format(CD_ROM or USB)</p> <p>*The paper version and the electronic version must be identical.</p> <p>*Essays must be submitted <u>both in paper and electronic forms</u> by the 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 41th 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

- Essay only about your personal experiences
- The explanation of your personal/social background
- A book report
- Quite short in content

is not regarded as eligible and will not be evaluated.

Past winning essays can be found at the university libraries in each campus and are also posted on the university's website at <http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html>.

2. Faculty recommendation and preliminary screening

< Faculty recommendation >

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

Essays submitted by students who for unavoidable reasons, such as not being enrolled in a seminar or being a student in the School of Correspondence Education, do not have a faculty advisor 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. Winner announcement

Award winners will be announced around mid-February 2019 on the university's website and on the bulletin boards of the winners' department. An award ceremony will be held on February 26, 2018 at Ichigaya Campus. (Detailed information on the award ceremony will be notified to the winners.)

6. Prizes

| | | |
|---------------------------|---|-------------|
| President's Special Prize | : | 300,000 yen |
| First Prize | : | 200,000yen |
| Second Prize | : | 150,000yen |
| Third Prize | : | 50,000yen |
| Honorable Mention | : | 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 coauthors, and 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.

●The President's Special Prize, First Prize, and Second Prize winning essays will be deposited in the Hosei University Repository at <http://repo.lib.hosei.ac.jp/>.

Submission Procedure

■The submitted documents and data (Paper format and Electronic format)

【Paper format】

- 1.The 41th Hosei University Essay Contest Cover Sheet (Original)
- 2.The 41th Hosei University Essay Contest Cover Sheet (Copy)
- 3.Abstract & Keywords Submission Form
- 4.Essay's Body (including Table of contents)

【Electronic format】

- 5.Essay Contest Submission Form

- 6.Essay's Body (including Table of contents)

*Please do not include the data of the 41th Hosei University Essay Contest Cover Sheet (Original & Copy) and the Abstract & Keywords Submission Form in the attachment file.

*The above forms (1,2,3 and 5) you need to submit your essay can be downloaded from Hosei University Website.

Top Page>Campus Life>Extracurricular Activities>Hosei University Essay Contest

<http://www.hosei.ac.jp/campuslife/katsudo/kensho/index.html>

■Submission format (Paper format and Electronic format)

【Paper format】

●3 copies (1 original & 2 duplicated copies)

**The 41th Hosei University Essay Contest Cover Sheet (Original)” must be attached to one of the three copies, and “The 41th Hosei University Essay Contest Cover Sheet (Copy)” must be attached to the remaining two copies of the essay to be submitted.

●Format: A4 size paper single sided

【Electronic format】

● Save data on one CD-ROM or USB memory stick and submit it in a simple case (or an envelope).

*Be sure to write your name and student number directly on the surface or the case of the CD-ROM or the USB memory stick to be submitted.

* The applicants are strongly advised to back up the data to be submitted because no data will be returned.

●File format: Microsoft Office Word (*.doc,*.docx,*.docm)

Microsoft Office Excel (*.xls,*.xlsx,*.xlsm)

*An Excel file must be used to present figures, tables and other graphic elements, and a Word file must be used for the text.

*Not in PDF format.

■Submission period (Paper format and Electronic format)

From Monday, October 1st, 2018 to Monday, October 8, 2018

***No entries will be accepted after the deadline (as indicated by the postmark on the envelope).**

■Submission procedure (Paper format and Electronic format)

Accepted only by mail (carried-in entries are invalid)

*Be sure to send by simplified registered mail or other means in which delivery is recorded.

* Paper media and electronic media must be mailed together in the same envelope.

■Place of Submission(Paper format and Electronic format)

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

Fujimizaka Building 5F, Ichigaya Campus Hosei University

2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

Essay Submission Guidelines

■Paper format■

«The 40th Hosei University Essay Contest Cover Sheet (Original)/ (Copy)»

- Be sure to fill in all the items while ensuring there are no omissions or errors.
- Ask the faculty staff from whom you have obtained recommendation to sign and seal in the [Faculty Recommendation] section.
- *Essays without recommendations are subject to preliminary screening (see Faculty recommendation and preliminary screening (p.2)).
- Ensure that all items have been completely filled and then sign in the [Signature by representative applicant] section.

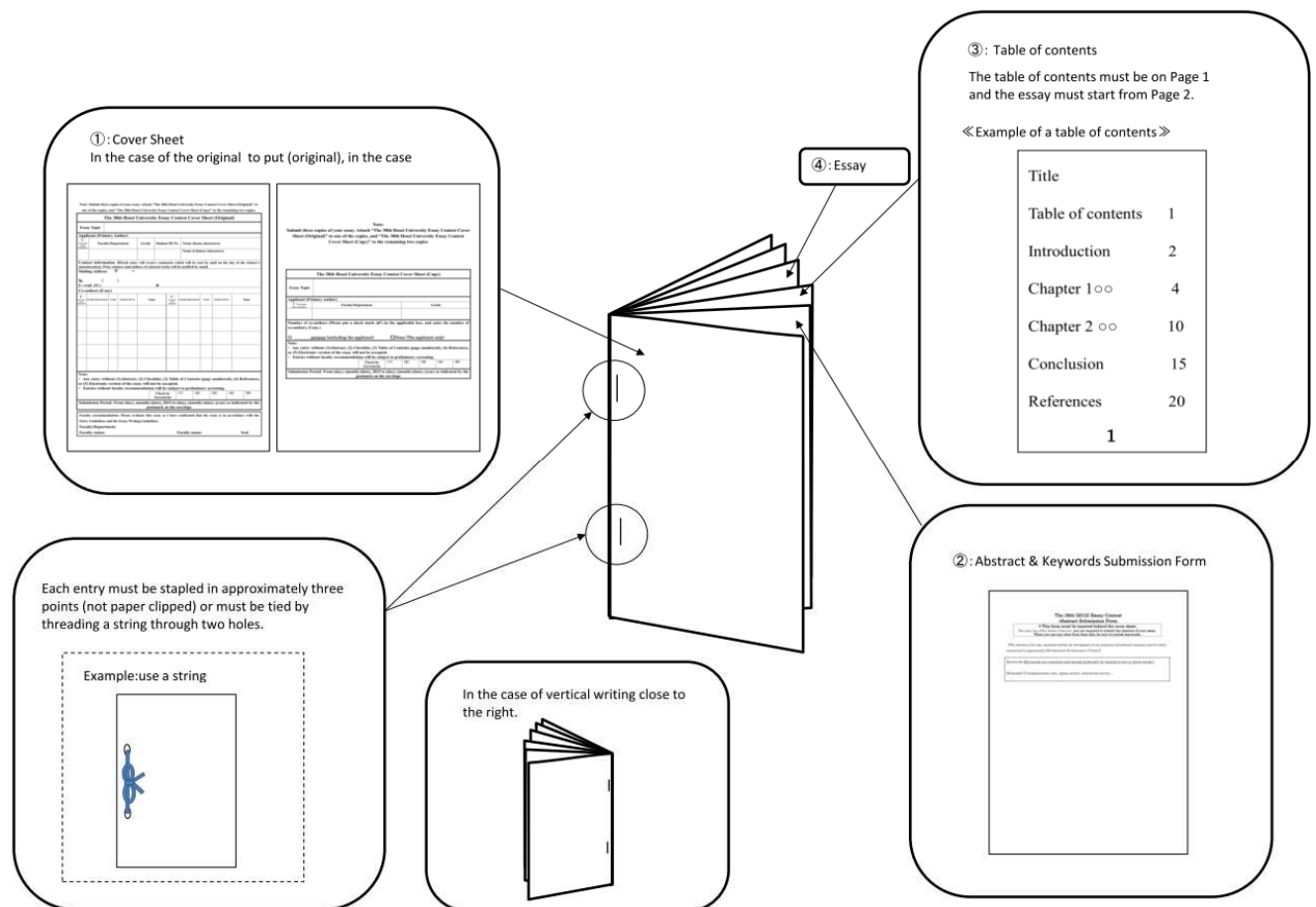
«Abstract & Keywords Submission Form»

- With reference to the designated format, write an abstract of approximately 300 words for your essay.

«How to bind your essay»

- ①Cover Sheet
- ②Abstract & Keywords Submission Form
- ③Table of Contents
- ④Essay

- Each entry must be stapled in approximately three points (not paper clipped) or must be tied by threading a string through two holes.
- When the essay is written vertically, staple the right side of the entry.



■Electronic format■

« Essay's Body/ Essay Contest Submission Form »

- Ensure that there are no errors in data and submit the CD-ROM or USB memory stick, on which both the Essay's Body and the Essay Contest Submission Form have been saved, in a simple case (or an envelope).
- Be sure to write your name and student number directly on the surface or on the case of the CD-ROM or USB memory stick to be submitted.

■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. The applicants are strongly advised to back up the data to be submitted because no data will be returned.
- (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 coauthors, and 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.
- (4) Should an issue arise concerning a submitted paper, the Essay Contest staff may contact the applicant/the applicant representative by telephone. (03-3264-9076 / 9317)

* **Essays must be submitted both in paper and electronic forms by the deadline.**

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

* Since the Secretariat does not notify the receipt of the submitted entries, be sure to send your entry documents by simplified registered mail or other means in which delivery is recorded. Each applicant should check whether their entries have been delivered to the Hosei University Essay Contest Secretariat without fail.

【For inquiries】

■Secretariat:

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

■Address:

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

■TEL: 03-3264-9076