

## Research Paper Guidelines, Academic Year 2014

Students who intend to write a Research Paper must adhere to the following guidelines.

### 1. Number of copies, submission location and deadlines

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|--------------------------|----------|--|
| ① Title Report           | 1 copy   | 27 <sup>th</sup> Oct., 2014 (Mon) ~ 31 <sup>st</sup> (Fri)   |
| ② Research Paper         | 3 copies | } by <b>4 o'clock</b> p.m. 11 <sup>th</sup> Dec., 2014 (Thu) |
| ③ Research Paper Outline | 3 copies |  |

All documents are to be submitted to the Graduate School Office at GraSPP.

### 2. Title Report, Research Paper and Research Paper Outline Guidelines

#### (1) Title Report:

- ① To be submitted with the seal of your academic advisor and by the stipulated deadline.
- ② Please inform the administration office before the Research Paper submission deadline if you cannot submit your Research Paper or have decided to change your title after the submission of the Title Report.

#### (2) Research Paper:

- ① The Research Paper is to be no longer than 12,000 characters (Japanese) or 4,200 words (English). Students must gain permission in advance from their academic advisor if they believe that their Research Paper will exceed these limits.
- ② To be written using word processing software. It must be written on A4 size paper with each page containing no more than 1400 characters (Japanese) or 490 words (English).
- ③ The Research Paper must include a contents page that specifies page numbers.
- ④ Submission must include a cover page with the Research Paper Annex attached to it.
- ⑤ Each separate copy of the Research Paper must have a cover page with the

Research Paper Annex attached to it.

- ⑥ Each separate copy of the Research Paper must be stapled.  
Bulldog and other clips are not to be used. Simple binding is permitted.

(3) Research Paper Outline:

- ① The Research Paper Outline is to be no longer than 3000 characters (Japanese) or 1,050 words (English).
- ② The same guidelines apply in regards to drafting as written in (2) ②.
- ③ Must have a cover page with the Research Paper Outline Annex attached to it.

3. Things to note:

- ① Students who have gained the prior approval of their academic advisor may not be required to follow the aforementioned format for the Research Paper and the Research Paper Outline.
- ② Plagiarism is strictly prohibited. Plagiarism is a serious offence. If it is discovered that it has occurred, students may have credits cancelled or their degree revoked. This also applies to degrees that have already been conferred.

April 2014

Graduate School of Public Policy