

# Ritsumeikan Center for Asia Pacific Studies (RCAPS) Journal Publishing Guidelines

## About the Journal

The RCAPS Journal is an annual peer reviewed journal of the Asia Pacific (AP) Conference and the Ritsumeikan Center for Asia Pacific Studies. Established in 1998, it aims to publish high quality theoretical, empirical, and other research relating to the societies, cultures and institutions of the Asia Pacific region. The journal release date is every March, the end of our academic calendar year.

## Editorial Policies

In line with the objectives of the RCAPS Journals, we invite the following research work for submission and peer review:

*Theoretical research* are studies that define, validate or falsify theories and provide deeper insights on theory building.

*Empirical research* are studies that reexamine empirical works using alternative theorization or a different approach in data processing and new methodologies, pioneering empirical research, experimental designs and other mixed methods of exploratory research.

*Case studies* illustrate single best practices, cross-comparative, and or multiple case studies that test or set theoretical propositions.

*Policy research* involves development studies for communities, economies, countries, and regions.

*Methodological research* presents new approaches to analyze modern day research problems.

*Review articles* critically revisit articles, journals, books, academic theories, and other pertinent academic literature with value adding contributions that qualify as research.

With general themes on the Asia Pacific region, the RCAPS Journal accepts multi-disciplinary works as well as multiple and mixed research methods that support hypotheses. Working papers, critiques, short notes, or comments on previously published articles and consequently rejoinders from the authors of these articles are also acceptable. Short articles which are not full-length research papers, but the contents of which adds new insights into or knowledge to their respective fields, may be considered.

## Peer Review Process

Our double blind peer-review process is composed of faculty members from Ritsumeikan Asia Pacific University, Japan, presenters from the AP Conference, the academic networks of the editors, and members of the RCAPS Steering Committee. The editors determine the peer reviewers based on their expertise on the topic.

Papers are initially presented in the AP Conference. Direct submissions are accepted on a case by case basis from within the Ritsumeikan academic network.

Presented papers at the AP Conference are evaluated by the review panel composed of members of the RCAPS Steering Committee, the Managing Editor, and the Editor-in-Chief. Outstanding papers may be invited for submission to the peer review process.

Papers are initially reviewed by the editors. Short listed works are then sent to peer reviewers who are experts in their fields of research. These are graded as clean pass, moderate pass with minor revisions, resubmit after major revisions, or cannot be published in its current form. Authors will be notified in writing of the status and decision on the paper submitted.

## Manuscript Submission

Submitted manuscript should have never been published or accepted for publication in other journals. The editorial board will perform quality checks for academic writing integrity. Authors may e-mail their works to the editor at [rjaps@apu.ac.jp](mailto:rjaps@apu.ac.jp).

Send manuscripts in MS Word format, A4 sized document, double-spaced and APA style compliant. Include all figures and tables in gray scale, a 300 word abstract and 4 to 6 keywords. Papers should be written in English. As a general guide, the manuscript must be around 8,000 words in length. Please prepare your manuscript in a concise manner. Footnotes should be kept to a minimum and observe and use a sequential order with superscript numbers at the bottom of the page. Only cited works should be completely included in the references section.

Authors are responsible for preparing any figures, diagrams, tables, etc. in a form that is ready to be printed. Non-native English writers are required to have their work professionally edited before submission. We also publish a limited number of Japanese works.

After the peer review and upon acceptance of the manuscript that is ready for publication, we will document the publishing agreement and copyright permission.

## Publishing Agreement

A publishing agreement will be signed and submitted by the authors with the following salient provisions:

- The RCAPS Journal reserves the right to make editorial changes suitable to publication.
- One complimentary copy shall be sent by the RCAPS Journal to the author(s).
- The author(s) attest to the originality of their work and take full responsibility for inquiries, complaints or disputes. Multiple co-authorships, contributors and research assistants are clarified in the order of contributions (first author, co-authors, and the research assistants in the acknowledgement)