

Guidelines of Manuscript Submission for Monograph

1. Summary

- a) We solicit single-authored or multi-authored monographs that are generally 100 pages or more in length.
- b) We accept monographs at any time, with no specific submission deadline.
- c) The content should be unpublished original research concerning any language(s) spoken anywhere in the world, and desirably it meets the following conditions:
 - Research using linguistic maps
 - Research containing illustrations in which specific linguistic features are indicated by symbols that discriminate them
 - Research in which formative processes of specific linguistic features are discussed in terms of their geographical distributions

If the paper meets these conditions, it can include any other topic related to geolinguistics.
- d) In addition, collections of papers by individual or multiple authors, translations, and valuable primary language materials contributing to geolinguistics, Grant-in-Aid reports, etc., may be accepted in the same manner as previously published monographs.
- e) When submitting a monograph, a separate file with the author's name, affiliation, abstract, and keywords in English should be attached.
- f) Whether or not the manuscript is accepted is decided by the Society management committee, which may give its opinion on the improvement of the manuscript.

2. Qualification of manuscript submission

- a) Anyone residing in Japan can submit a manuscript.
- b) Those residing overseas need an introducer residing in Japan. In the event that any issues arise, the introducer shall cooperate with the author to solve the problem.

3. Regulations and Research ethics

- a) Contributors are required to strictly adhere to the Japan copyright act and research norms (cf. Copyright Act – Japanese Law Translation Database System (<https://www.japaneselawtranslation.go.jp/ja/laws/view/2506>)).
The Society may cancel the acceptance in the event of material breach.
- b) Submission of a manuscript means that the contributor has granted to this Society

the right of reproduction and the right of public transmission.

- c) In the event that any trouble ensues, the contributor shall be responsible for all events. The Society shall not take any other responsibilities but cancel the acceptance.

4. Language to be used

- a) In principle, the language used should be Japanese or English, but other languages may be accepted in accordance with previously published monographs.
- b) Writing undertaken in a non-native language must undergo proofreading and checking by a native speaker who understands the specific contents of the given paper.

5. Type of publication

- a) In addition to the electronic publication, a hard-copy version can be printed from MyISBN (<https://myisbn.jp/>) at the authors' own expense, should the author wish to do this.
- b) For electronic publications only, both B5 and A5 can include color illustrations.
- c) If the author wishes to publish a printed version, then only black-and-white illustrations are available for A4. If color illustrations are to be included, then the size should be B5.
- d) There is no limitation on the number of pages, but the page space should be used reasonably, and the description should be sufficient to meet the needs. If the volume is large, it should be divided into separate volumes as appropriate. If the volume exceeds 500 pages, then it must be divided into separate volumes.

6. Format

- a) Manuscripts should use the template of our journal, *Studies in Geolinguistics*.
- b) However, an appropriate format may be adopted depending on the contents. In addition, scans of valuable materials that contribute to geolinguistics (including handwritten materials) may be accepted.
- c) A uniform format for the cover and the colophon will be prescribed, but the rest of the manuscript will be published as is. Therefore, completed manuscripts should be submitted. There is no proofreading process after submission.

7. How to submit and where to send manuscripts

- a) Manuscripts should be sent in PDF format. A notice of receipt will be sent

automatically when it is received.

- b) Mailing address: gsjhenshu [at] yahoo.com (change [at] to @).
- c) Acceptance or rejection will be decided by the Society management committee and notification will be sent within 3 months of submission.

8. Release date and its procedure

- a) The PDF version of the Journal containing ISSN will be uploaded on the universal research data repository, Zenodo, with the endowment of DOI, within 3 months of acceptance. Its link will be open to the public on the Society's website, so that anyone can download the PDF free of charge.
- b) Zenodo complies with Creative Commons Ver. 4, so that the submission of a manuscript automatically means the acceptance of the copyright regulations prescribed in it.
- c) If the author(s) wish to publish a printed version, it is the responsibility of the author(s) to commission the publication to MyISBN (<https://myisbn.jp/help>) and pay the prescribed fee. The royalties shall belong to the author(s). The treatment of co-authors is at the discretion of the representative who has applied for MyISBN. The monograph will be marked on the front cover and at the back of the book to indicate that it is a monograph of the Society.

9. Amendments

These guidelines may be revised based on the decision of the Society management committee. Please check from time to time the updated version cited on the Society's website.