

Editorial Committee Regulations for *South Asian Affairs*

(Enforcement Date: December 1, 2025)

Article 1 (Purpose)

Article 2 (Jurisdiction)

The Committee shall be responsible for the following matters:

1. Formulation of the editorial policy for the Journal.
2. Receipt, peer review, and publication decisions for submitted manuscripts.
3. Selection and management of reviewers, including at least one external reviewer.
4. Enactment and revision of the Internal Code of Ethics, Internal Regulations on Copyright, Instructions for Authors, Review Regulations, and Guidelines for Manuscript Preparation.
5. Publication preparation, proofreading, and electronic publication, including J-STAGE registration.
6. Investigation and response to ethical concerns regarding manuscripts, including the option to establish a review committee with external experts.
7. Conclusion and management of MoUs with domestic and international institutions regarding academic collaboration and submissions.
8. Ensuring and improving the academic quality of the Journal.
9. Maintenance and bilingual publication (Japanese/English) of all relevant regulations, codes, and guidelines.

Article 3 (Composition of Committee Members)

The Committee shall consist of:

- Chairperson (1)
- Vice Chairperson (1, selected from among the members)
- Editorial Committee Members (several)
- External Committee Members (a few specialists)

The Chairperson and Committee Members shall be appointed by the Director of the Center. External Members shall be appointed from academic professionals, including retired researchers, affiliated with domestic or international universities or research institutions.

The Vice Chairperson shall assist and act on behalf of the Chairperson when necessary, and shall oversee practical tasks such as documentation, liaison with university offices, and meeting minutes.

Article 4 (Term)

The term of office shall be two years. Reappointment is permitted. Replacements shall serve the remainder of the predecessor's term.

Article 5 (Duties of the Chairperson)

The Chairperson shall oversee the editorial policy and represent the Committee. If the Chairperson is unable to serve, the Vice Chairperson or a designated member shall assume responsibilities.

Article 6 (Meetings)

The Chairperson shall convene the Committee at least once a year. Emergency meetings may be

called as needed.

A quorum is a majority of members, and decisions require a majority vote of attendees.

Article 7 (Confidentiality and Duty of Care)

Members must not disclose information obtained through editing or review, even after their term.

Members must perform their duties with due care.

The Committee shall not disclose personal or unpublished information unless legally obligated.

Article 8 (Revisions)

These regulations may be revised by the Committee and approved by the Director of the Center.

Supplementary Provisions

These regulations take effect on December 1, 2025.

These regulations define the organization and operation of the Editorial Committee (hereinafter “the Committee”) established to perform editorial and publication duties for the journal **South Asian Affairs** (hereinafter “the Journal”) published by the Center for South Asian Studies, Gifu Women’s University (hereinafter “the Center”).

Internal Code of Ethics for *South Asian Affairs*

(Enforcement Date: December 1, 2025)

Article 1 (Purpose)Gakuen School Corporation.

Article 2 (Scope)

Applies to:

- All authors submitting to the Journal
- All reviewers (internal/external)
- Editorial Committee members and administrative staff

Article 3 (Author Ethics)

Authors must not:

- Fabricate or falsify data.
- Plagiarize or submit duplicate work.
- Include inappropriate authors or exclude contributors.
- Violate privacy or human rights.
- Conceal misconduct or obstruct investigations.
- Commit other serious ethical violations.

Article 4 (Reviewer Ethics)

Reviewers must:

- Maintain confidentiality and not use information for other purposes.
- Be impartial and disclose any conflicts of interest.
- Follow the ethics rules of the Center and the University.

Article 5 (Committee Ethics)

The Committee shall:

- Maintain confidentiality and make fair decisions.

- Include at least one external reviewer.
- Investigate and act on suspected misconduct.

Article 6 (Responses to Violations)

Violations may result in:

- Rejection or retraction of publication.
- Notification to the author's institution.
- Suspension of future submissions.

Article 7 (Dissemination and Consent)

This code will be publicly distributed in Japanese and English.

Consent is assumed upon submission (authors) or reviewer acceptance (reviewers).

Article 8 (Revisions)

Revisions require Committee approval and the Director's authorization.

Supplementary Provisions

This code takes effect on December 1, 2025.

This code defines research and publishing ethics for all individuals involved in the Journal **South Asian Affairs**, ensuring academic integrity and social responsibility. All parties must also follow the ethical standards of Gifu Women's University and the Kayo

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Internal Regulations on Copyright and Secondary Use for *South Asian Affairs*

(Enforcement Date: December 1, 2025)

Article 1 (Purpose)

Article 2 (Attribution of Copyright)

Authors retain copyright.

The Center receives a non-exclusive, royalty-free right to publish in print or electronic form.

Article 3 (Scope of Center's Rights)

The Center may:

1. Print and distribute the Journal (including PDFs)
2. Digitize and publish online (e.g., J-STAGE, repositories)
3. Archive the Journal
4. Evaluate third-party reuse requests
5. Distribute via J-STAGE for academic access

Article 4 (Secondary Use by Authors)

Authors may reuse their own works if they acknowledge first publication in the Journal.

Substantial revisions, translations, or reposting require prior approval.

Article 5 (Use of Third-Party Works)

Authors must obtain permission for any third-party material and clearly state sources.

Unauthorized use may lead to rejection or correction.

Article 6 (Prohibited Uses)

No commercial use or discrediting of the Journal without mutual consent.

Article 7 (Liability)

The Center and University are not responsible for article content; authors bear all responsibility.

Article 8 (Relation to Other Rules)

Established under the Editorial Committee Regulations and aligned with university IP rules.

Article 9 (Revisions)

Revisions must be approved by the Committee and Director.

Supplementary Provisions

These regulations take effect on December 1, 2025.

These regulations clarify copyright handling and secondary use policy for works published in **South Asian Affairs**, guaranteeing proper dissemination and reuse.

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Instructions for Authors for *South Asian Affairs*

(Enforcement Date: December 1, 2025)

Article 1 (Purpose)

Article 2 (Eligibility for Submission)

Submissions are open to those conducting academic or practical work related to South Asia. Co-authored submissions require approval from all contributors.

Article 3 (Types of Manuscripts)

1. Research Papers (peer-reviewed)
2. Research Notes (peer-reviewed)
3. Book Reviews, Translations, Material Introductions (editorial discretion)

Article 4 (Language and Word Count)

Manuscripts may be in Japanese or English. Japanese: ~24,000 characters; English: ~7,000 words.

Article 5 (Formatting)

Submit in Word format (A4, horizontal). English manuscripts must follow **The Chicago Manual of Style**. Captions must be included for figures/tables/photos.

Article 6 (Peer Review)

Double-blind review for Research Papers and Notes. Final decision rests with the Editorial Committee.

Article 7 (Copyright)

Authors retain copyright but grant a non-exclusive right to the Center. Authors must indicate initial publication in the Journal when republishing.

Article 8 (No Return or Fees)

Manuscripts are not returned. No fees charged (except for special issues).

Article 9 (Ethics and Privacy)

Submissions imply agreement with all journal and university ethics codes. Personal data must be handled with care.

Article 10 (Journal Policy)

Responsibility for content lies with the author. DOI will be assigned on J-STAGE. The Journal may partner with other institutions.

Article 11 (Revisions)

Amendments require Committee deliberation and Director approval.

Supplementary Provisions

Effective December 1, 2025.

These instructions set forth the submission requirements, procedures, and copyright handling for contributions to the journal **South Asian Affairs**.

Guidelines for Manuscript Preparation for *South Asian Affairs*

(Enforcement Date: December 1, 2025)

Article 1 (Indication of Manuscript Type)

Clearly mark manuscripts as "Journal Manuscript" with their category.

Article 2 (Submission Format)

Submit in Word format (A4, horizontal). PDF-compatible layout recommended.

Article 3 (Title and Author Info)

Provide a separate cover sheet with names and affiliations. No identifying info in the main text.

Article 4 (Figures and Photos)

Include captions and indicate insertion points. 300dpi resolution recommended.

Article 5 (Special Symbols)

Attach a list for any special characters used.

Article 6 (Abstract and Keywords)

- Japanese manuscripts: English abstract (≤500 words) + keywords in both languages.

- English manuscripts: English abstract + English keywords.

Article 7 (Structure, Notes, References)

Use chapters and a table of contents. Endnotes only. References in alphabetical order or by language.

Article 8 (Citation Examples)

Provide monographs, journal articles, and anthology citation formats.

Article 9 (Book Review Info)

Include full bibliographic details of reviewed works.

Article 10 (Proofreading)

Only one round of author proofreading. Only minor edits allowed.

Article 11 (Inquiries)

Contact the Editorial Committee with any questions.

Supplementary Provisions

Effective December 1, 2025.

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Review Regulations for *South Asian Affairs*

(Enforcement Date: December 1, 2025)

Article 1 (Purpose)

Defines procedures and reviewer responsibilities to ensure academic quality and integrity.

Article 2 (Scope)

Applies to:

1. Research Papers
2. Research Notes
3. Book Reviews, Translations, Material Introductions (editorial discretion)

Article 3 (Method)

Double-blind review. Two reviewers per manuscript; three if needed. At least one external reviewer required.

Article 4 (Criteria)

Originality, methodology, clarity, relevance, and completeness.

Article 5 (Outcomes)

1. Accept
2. Accept with minor revisions
3. Major revision and re-review
4. Reject

Article 6 (Reports)

Submit within one month using the specified format, including detailed feedback.

Article 7 (Final Decision)

Made by the Editorial Committee. Tied reviews may trigger a third review.

Article 8 (Author Notification)

Chairperson informs author. Revisions must be submitted within one month.

Article 9 (Ethics)

Reviewers must remain impartial and disclose conflicts of interest. Confidentiality is mandatory.

Article 10 (Misconduct)

Report serious ethical concerns to the Committee. External experts may be involved.

Article 11 (Honorarium)

No honorarium for Center members. Others per university rules.

Article 12 (Revisions)

Amendments require Committee deliberation and Director approval.

Supplementary Provisions

Effective December 1, 2025.