

Journal of Japan Institute of Tourism Research
The Tourism Studies

* * * * **Submission Guidelines** * * * * *

Contribution

(Contribution Requirements)

1. Contributors must be members of the Institute and have paid the required membership dues up through the fiscal year in which they are submitting material.

1-2. For joint submissions, there must be a maximum of four total authors, and the first author listed should be a member of the Institute (authors other than the first may be non-members).

(Submitted Manuscripts)

2. As a general rule, manuscripts must be previously unpublished. The writing must not infringe on intellectual property rights, such as the copyrights of others through plagiarism, etc.

3. There are five types of manuscript: research articles, research notes/data/investigative report, discussion, book review/literature overview, and editorial.

(Research Articles)

4. Research Articles are creative and beneficial for research in the field of tourism. They are either “Theoretical methodological research” when they deal with the theoretical and methodological outcomes of tourism research or related disciplines or, alternatively, “empirical research” that presents a theoretical model built on an investigation of relevant research results.

4-2. The same research articles cannot simultaneously appear in another peer-reviewed collection of papers, such as that of another organization, or be in the process of being submitted or published elsewhere. Research articles must be independent works that are thorough and complete.

(Research Notes/Data/Investigative Report)

5. Research notes/data/investigative reports include content that presents new interpretations and additional data concerning existing research results related to tourism; content that promptly reports new research methods, measurement methods, distinctive investigations or experiments; or content that presents distinctive planning, design, and construction.

(Discussion)

6. Discussions present questions, comments, and/or responses to existing research articles, research notes/data/investigative reports, etc.

(Book Review/Literature Overview)

7. Book review/literature overviews are not simple introductions of texts. Reviewers are expected to present their perspective and then discuss and comment on the contents of the literature in question in detail.

(Editorial)

8. Editorials are intended to present personal perspectives related to tourism, and while proposing a new point of view, these must consider the merits of a matter logically through the use of personal opinion and insight or present emerging issues that may occur through changes in social and economic environments.

(Acceptance/Rejection of Manuscripts)

9. Research articles will be chosen for publication based on peer review conducted by the academic committee and the members of the Institute.

10. The publication of research notes/data/investigative reports, discussions, book review/literature overviews, and editorials will be determined by the academic committee.

Manuscript Creation

(Writing Format)

The guidelines concerning the writing format are intended for English manuscripts. For Japanese manuscripts, authors should refer to the submission guidelines presented in Japanese.

11. Submitted manuscripts should be prepared following the submission guidelines and the style specified in the writing guidelines, while using the format provided on the Institute's website. Figures, tables, and images can be created in color.

12. Submitted manuscripts shall be in accordance with the following structure.

Research articles: title, author's name, author's affiliation, abstract, keywords, the main text, endnotes, quotations and bibliography

Research notes/data/investigative report or editorial: title, author's name, author's affiliation, abstract, keywords, the main text, endnotes, quotations and bibliography

Discussion: title, author's name, author's affiliation, the main text

Book review/literature overview: reviewer's name, reviewer's affiliation, the main text (clearly presenting the editor/author's name, title, place of publication, publisher, and year of publication)

13. Manuscripts should be either in Japanese or in English.

14. Other details are set out in the writing guidelines.

Contributions

(Number of Manuscript Pages)

15. As a general rule, the page counts for submitted manuscripts should fall within the numbers listed below. For manuscripts longer than the prescribed, they may be accepted provided they meet the maximum number of excess pages.

Type	Required Page Count	Max Excess Page Count
Research Articles	10 pages	4 pages
Research Notes	6 pages	2 pages
Data		
Investigative Report		
Editorial		
Discussion	6 pages	2 pages
Book Review	2 pages	1 page
Literature Overview		

(Submission Form)

16. When submitting a manuscript, fill out the submission form and submit it along with the manuscript. The submission form can be downloaded from the Institute's website.

(Method of Submission and Submission Address)

17. Deadlines for submissions are the end of the months of January, April, July, September, and November.

18. When submitting a manuscript, in addition to mailing paper copies, submit an electronic data file as an email attachment.

18-2. The electronic data file format should, as a general rule, be in MS-WORD.

19. The paper copies and electronic data file are to be submitted to the following:

Japan Institute of Tourism Research Committee Secretariat
Comfort Ikebukuro#106 4-16-19 Nishiikebukuro Toshima-ku Tokyo 171-0021 Japan
Email: sadoku@jitr.jp

20. In general, submitted manuscripts will not be returned.

(Research Articles Submission and Screening)

21. When research articles are submitted, the complete manuscript and manuscripts for peer review are each to be submitted. On the review copies, any information from the completed manuscript that could be used to identify the author(s) should be deleted (author's name, affiliation, acknowledgements, etc.).

21-2. When mailing hard copies of the manuscript, one copy of the completed manuscript and three copies of the manuscript to be peer reviewed should be submitted in color or black and white, in accordance with the submitted manuscript, with single-sided printing.

21-3. When transmitting the electronic data files, one file of the complete manuscript and one to be used for peer review should each be submitted.

22. The academic committee will request selected reviewers to conduct the peer review on submitted manuscripts.

22-2. The academic committee, on the basis of the assessment report from the peer review, will determine the possibility of publishing the manuscript and any necessary corrections, etc., and convey this information to the contributor.

22-3. If a manuscript is judged suitable for publication, a PDF file of the said research article, along with all bibliographic information and related data, must be submitted to the secretariat by the predetermined deadline.

(Research notes/Data/Investigative Report, Discussion, Book Review/Literature Overview, and Editorial Submissions)

23. When a manuscript (research notes/data/investigative reports, discussion, book review/literature overview, or editorial) is intended for contribution, three paper copies of the manuscript and an electronic data file are to be submitted.

Submission and Acceptance of Contributions

(Date of Submission)

24. The date that the academic committee secretariat receives the paper manuscript will be the date of submission. However, if the submission and writing guidelines are not followed, then as a general rule, the manuscript will not be considered to have been submitted.

(Date of Acceptance)

25. The day that the academic committee recognizes a manuscript for publication is its date of acceptance.

Proofreading and Publishing

(Proofreading)

26. In the proofreading stage after a manuscript is accepted for publication, any corrections other than to fix misprints are generally not accepted. However, if the academic committee deems it necessary, this general rule does not apply.

When a manuscript has figures, tables, or images in color, the Institute will convert these into black and white before asking the author(s) to proofread it.

(Publication)

27. Accepted manuscripts will be published in *the Tourism Studies* and made public on the Japan Science and Technology Information Aggregator, Electronic (J-STAGE). When a manuscript has figures, tables, or images in color, the manuscript will be published in black and white in *the Tourism Studies* and in color on J-STAGE.

(Excess Page Charges)

28. A publishing fee of JPY 12,000 will be imposed on the author(s) on acceptance of manuscripts in

addition to a fee of JPY 3,000 per excess page.

(Concerning Copyrights)

29. The copyrights of submitted manuscripts are separately determined according to the copyright regulations of *The Tourism Studies*.

(Separate Prints)

30. As a general rule, the author will be sent three copies of the issue in which his or her manuscript appears. If the author wishes for additional copies, he or she must bear their cost.

(Publication in Electronic Libraries)

31. The Submission Guidelines above do not apply to contributors who have received a writing request from the editorial board.

32. The Submission Guidelines shall come into effect from the day of revising the guidelines.

March 31, 2001 Decided

November 6, 2013 Revised

December 6, 2014 Revised

July 31, 2015 Revised

April 1, 2017 Revised