

**The Guidelines of *Art Research*,**  
**a journal of the Art Research Center (ARC), Ritsumeikan University**

**1. Eligibility for Submission:**

Members of Ritsumeikan University (including graduate students) or not, researchers are eligible, who participate in research projects conducted by the Art Research Center (ARC) and who have been approved by the Editorial Board. Undergraduate students are not allowed to submit manuscripts on their own.

**2. Types of Manuscripts:**

All manuscripts shall be unpublished and written in either Japanese or English.

Submissions shall be limited to Types (1) and (2). Types (3) – (9) shall be requested or planned by the Editorial Board.

(1) Research Papers (peer-reviewed) shall have clear objectives and conclusions and summarize original research results, including new findings.

(2) Research Report (non-peer-reviewed) shall not exceed research papers but rather describe research in progress, results that have been compiled to some extent, or introduce new research methods in the respective research field.

(3) Research Papers upon request (non-peer-reviewed) shall summarize original research findings and be written upon request by the Editorial Board.

(4) Manuscripts of International ARC Seminars shall be written by the speakers of the seminars and summarize their seminar presentations.

(5) An Introduction of Research refers to essays written by information science researchers and young researchers to introduce their research.

(6) The Technical Support Newsletter shall introduce activities and initiatives of the ARC Technical Support Board.

(7) An Introduction of Collection shall be written by young researchers to introduce a collection of the Art Research Center (ARC).

(8) International ARC Seminar Reviews are reviews of International ARC Seminars written by young researchers.

(9) Special Issue refers to a compilation of research papers that have been planned by the Editorial Board and written upon the board's request.

**3. Length of Manuscripts:**

(1) Research Paper: Around 12,000 characters for Japanese manuscripts, or 6,000 words for English manuscripts

(2) Research Report: Around 8,000 characters for Japanese manuscripts, or 4,000 words for English manuscripts

#### **4. Submission of Manuscripts:**

(1) Please submit complete manuscripts.

(2) Please submit manuscripts with the necessary information. Moreover, the manuscripts shall be formatted according to the template provided by the ARC. If a manuscript is significantly incomplete, it may be rejected.

(3) Manuscripts submitted after the deadline shall be considered for publication in the subsequent issue of the journal.

(4) Authors are responsible for completing the necessary procedures for the permission to publish illustrations and other materials they use before publication.

#### **5. Peer Reviews, Revisions, and Acceptance/Rejection:**

The Editorial Board shall decide on the acceptance of submitted research papers based on the results of a peer review by two reviewers. Peer reviews shall be limited to 2 times. When revising a paper manuscript based on the feedback from the peer review, please ensure that the changes are clearly marked. The reviewers and the Editorial Board may recommend changing the type of manuscript from a Research Paper to a Research Report or vice versa.

Concerning Research Reports, the Editorial Board shall decide on the acceptance, and it may request revisions.

#### **6. Proofreading:**

Proofreading by the author shall be limited to 2 times. In principle, proofreading as minor editorial additions and corrections to the text shall be made only during the first round of proofreading. The second proofreading shall be limited to confirming the results of the corrections. If the first proof is not returned after two weeks, or the second proof is not returned after ten days by the author, the Editorial Board shall consider the author's proofreading done.

#### **7. Publications and Reuse:**

Manuscripts accepted for publication by the Editorial Board are published as online journals on the ARC website. They may also be published in other media, such as the Ritsumeikan Academic Achievement Repository (R-Cube). Manuscripts published as online journals will also be published in paper form later. Such publications do not prevent authors from reusing the manuscript if they clearly indicate the source.

#### **8. Others:**

The Editorial Board shall decide on other matters if necessary.