

CSRDA Discussion Paper Series Submission Guidelines

The CSRDA Discussion Paper Series (hereinafter, “DP”) are issued by the Center for Social Research and Data Archives (CSRDA), Institute of Social Science, The University of Tokyo, compiling the results of numerous empirical research studies based on the topic of SDGs for the promotion of empirical social science research. The DP is intended to serve as a place to publish papers efficiently before being published in an academic journal, and aimed at dissemination of research results that include data from the Social Science Japan Data Archive (SSJDA) in Japan, as well as data from overseas archives, primary data, operational data, aggregate data and administrative data.

The content of the DP is the sole responsibility of the author of the manuscript. The Center for Social Research and Data Archives (CSRDA) may provide assistance to the author but is not responsible for the content of the manuscript.

1. Submission Eligibility

Anyone engaged in empirical social science research or research in the areas related to SDGs is eligible to contribute to the DP.

2. Target Fields

All social sciences and related fields (e.g., anthropology, economics, history, law, politics, sociology, public health, social engineering, environmental studies, etc.) are covered in the DP. We welcome the submission of papers that have used data provided by Japanese and/or overseas data archives.

3. Submission Conditions

Papers are expected to have original content and should not have been previously published. However, working papers and discussion papers are considered work-in-progress. Even if a paper has been previously published such as working papers or discussion papers, if it is a paper which has not undergone full-text review content, it could be submitted.

4. Language

English

5. Submission Deadline

Submissions are accepted throughout the year.

6. Copyright

The copyright of the manuscript submitted to the DP lies with the author, and the author is allowed to submit these papers to other academic journals. However, please follow the rules of the journals to which the papers will be submitted.

7. Preparing Manuscript

- Prepare your manuscript in either a TEX or a Word file format.
- The format of your manuscript can follow any layout, but be sure to include (1) the title page (i.e., author's name, affiliation, contact information, abstract and keywords), (2) an introduction, (3) an explanation of the data, (4) the data analysis method, (5) the analysis results, and (6) a summary.
- We will provide the cover page for the manuscript.

8. Submitting Manuscript

Please follow the steps below to make a submission from the submission application page.

【Submission Procedure】

(1) Visit our website from the URL below.

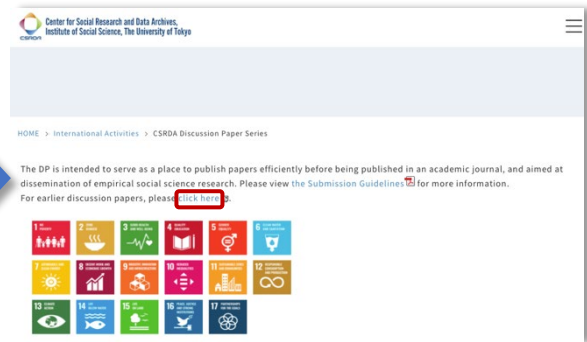
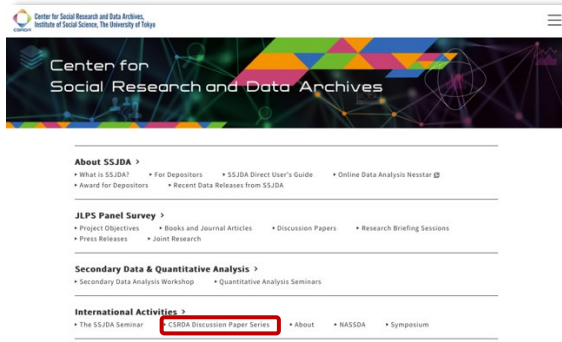
<https://csrda.iss.u-tokyo.ac.jp/english/>

OR

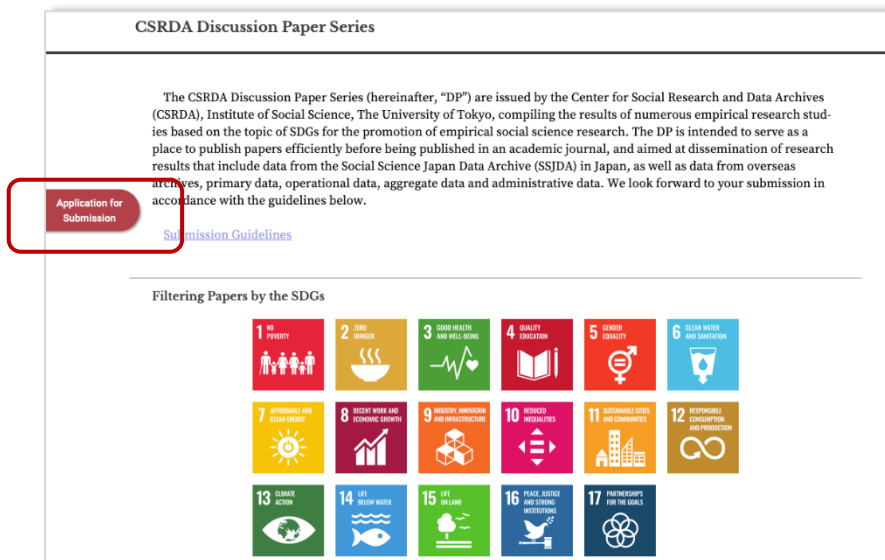
Enter "**csrda english**" in the search engine and find "**Center for Social Research and Data Archives (CSRDA)**", as shown in the figure below, and click on this to go to the top page.



(2) On the top page, click "**CSRDA Discussion Paper Series**" as shown in the left figure below, go to the CSRDA Discussion Paper Series page as shown in the right figure below, and then click "**click here**".



(3) On the CSRDA Discussion Paper Series page, click "**Application for Submission**" as shown in the figure below, enter the information required for submission, and then click the "**SEND FORM**" button to complete your submission.



(4) The CSRDA Discussion Paper Series Editorial Office will contact you at a later date; if you have not heard from the CSRDA Discussion Paper Series Editorial Office after approximately one week, please notify us at the contact information provided at the end of these guidelines.

9. Publishing Manuscript

The submitted manuscript will be checked by the editors to make sure the format and the content are adequate.

10. Editing DP

In the event that changes need to be made to an already-published Discussion Paper, please submit the updated manuscript (electronic file) to the office by e-mail.

If your Discussion Paper manuscript is accepted for publication in another journal, please

also contact us by e-mail with the DOI information assigned to your paper.

11. Contact Information

CSRDA Discussion Paper Series Editorial Office

Email: seminarcsrda@iss.u-tokyo.ac.jp