

## The Regulations of Posting Essays

### 1. The regulations of posting essays

All of the below must be satisfied.

- (1) The eligible applicants are the faculty (including part-time lecturer), graduate and undergraduate students who belong to Tokyo Institute of Technology. Non-submission papers (invited papers that are not subject to assessment, essays, etc.) are authored by faculty members affiliated with Tokyo Institute of Technology.
- (2) The manuscript must not be posted to other magazines and under the process of assessment as an original essay.
- (3) The manuscript must not be published or planned to be published on other magazines as an original essay.
- (4) The language used in the essay must be either Japanese or English.
- (5) It must be in accordance with the ethical guideline. The ethical guideline is provided in the "Ethical Regulations."

### 2. Number of pages

The number of words is not limited, although by principle, it should be within 8,000 words. In the event that the number of pages increases during the process of assessment, the excess might be permitted by the essay committee.

### 3. Reception of the essay

The date of the reception of the manuscript is the date the essay is posted (the day the author receives an e-mail stating the posting is completed.)

### 4. Submitting documents after acceptance

When the acceptance is finalized, the author must submit the documents below.

- (1) The final manuscript of the essay
- (2) the letter of copyright assignment
- (3) the written pledge concerning the ethics

As for the letter of copyright assignment and the written pledge concerning the ethics, the original papers must be submitted for acceptance. As for the final manuscript, an electronic file of the essay is required. For details, the guidance

from the secretariat must be followed. As for the excess of the length of the essay, the author must inquire the committee. As for the form of the essay, the author must comply with the "Writing Guidelines." The publication might be denied when the final manuscript of the essay differs significantly from the designated form.

5. Copyright of the essay

The copyrights of the accepted essays shall be governed by the *Commons* Copyright Regulations and belong to the Future of Humanity Research Center.

6. Copyright and image rights on quotations

As for the copyrights and image rights on quotations from other publications, the author owes the responsibility to acquire necessary permission.

7. Complying with the ethical guideline

In the event of possibilities of violations of the ethical guideline on the submitted essay, the essay committee shall establish an inquiry committee and investigate facts. During the process, the committee might exchange information with related academic conferences or organizations about the content of the essay. If necessary, penalties would be applied according to the results of the inquiry.

8. Statement of exception

In the event there are issues about the process of assessment, the committee shall accept the statement of exception with written reasons. However, the committee shall not undertake reassessment except for the reason of procedural inadequacy.

9. Withdrawal of the written submission

The author can propose withdrawal of the essay with written reasons.

Withdrawal is not permitted after the acceptance of the essay.