

# Rules for Submission to *Acta Slavica Iaponica*

## Scope

*Acta Slavica Iaponica* (hereafter, ASI) is an international and interdisciplinary journal devoted to the study of Russia, Eastern Europe, the Caucasus, and Central Asia, as well as the comparison of these regions with other regions of the world.

## Language

ASI accepts manuscripts written in English or Russian. If the manuscript is written in English, in principle, ASI requests the transliteration of words or phrases from languages that do not use the Latin alphabet. However, the final decision is trusted to the author within the technical limits for publication. The transliteration should be performed according to the style of the Library of Congress. The manuscript is expected to adhere to the stylistic and bibliographic requirements outlined in the Stylesheet.

## Categories (with length)

ASI accepts manuscripts categorized as “article,” “source study,” “review article,” and “book review.” The expected length for each category is: 6000–9000 words for an article, 3000–6000 words for a source study, 2000–4000 words for a review article, and 500–1000 words for a book review. The body of articles should be divided into sections with subtitles.

## Submission

The authors should submit manuscripts by e-mail to the following address: [actaslavicaiaaponica@gmail.com](mailto:actaslavicaiaaponica@gmail.com). The nearest deadline of submission is publicized on the website of the Slavic-Eurasian Research Center.

## Ethical Statement

**The author is obliged to attach a Statement of Intent to the submission to clarify that the manuscript has not been published anywhere, that s/he will not submit it to other journals until s/he receives the editorial committee’s decision of its status, and that the manuscript is not part of a book-length publication expected to be published within a year.**

**Given the widespread practice of posting preprints for a broader audience, the authors must disclose the existence of such preprints in the Statement of Intent. If you have shared an earlier version on a preprint server, please be aware that anonymity cannot be guaranteed.**

## Review Process

ASI applies a double-blind review process in which neither the authors’ nor the reviewers’ identities are revealed.

Before ASI sends the manuscript out for external peer review, it is assessed internally by the editorial committee to determine whether it meets the basic standards for academic publishing in terms of sources, citations, and arguments. If the manuscript fails in any of these regards, it will be rejected without undergoing external peer review.

If the committee decides to proceed with an external peer review, at least two readers will evaluate the submission on a double-anonymous basis. ASI categorically refuses all requests to reveal the identities of the reviewers. The journal also maintains the right to add or change reviewers at any stage during the peer-review process as circumstances dictate.

It generally takes approximately three months for a manuscript to receive its first set of reviewers' reports. Occasionally, this can take longer if it proves difficult to find two willing readers whose expertise falls within the requisite areas or when a reviewer who has previously agreed to report on a manuscript fails to do so.

### **Book Reviews**

The editorial committee organizes book reviews but also accepts reviews written at the reviewers' initiative.

### **Publication**

If the manuscript is accepted for publication, the author should resubmit the final manuscript with revisions in consideration of the remarks of the reviewers and editorial committee. The committee notifies the author of the deadline for this resubmission.

### **License to Publish**

The copyright of the ASI articles belongs to Hokkaido University, the Slavic-Eurasian Research Center, which uploads them to its website. The editorial committee requests that the author confirm if s/he intends to republish the article in other media or include it in his/her own book-length publication.

Editorial Commission of *Acta Slavica Iaponica*

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