

# Publication Proposal Guidelines

University of Tsukuba Press

The University of Tsukuba Press offers comprehensive academic publishing services in line with the following policy and accepts publication proposals at all times. If you wish to publish a manuscript, please submit the "Publication Proposal" form first to the University Press coordinators at the Office of Planning.

## 1. Publishing policy

We offer comprehensive academic publishing services, including the publication of academic books, textbooks, manuals, and other educational literature.

We do not, however, handle the publication of handouts, reports, or manuscripts in languages other than Japanese or English. Manuscripts written in Japanese or English are acceptable.

## 2. "Publication Proposal" Guidelines

### ● Documents for submission

- "Publication Proposal" form (attached to this guidelines)
- Other materials that could prove useful in understanding the contents of the "Publication Proposal" form. (Photocopies of the materials are acceptable.)

If you wish us to return the submitted materials, please specify that in the "Publication Proposal" form.

Examples of the materials: complete (or incomplete) manuscripts, paper drafts, data, etc.

※ If you do not submit any reference material, please describe the layout (i.e. table of contents or outline) as concretely as possible.

### ● Please submit the above items via one of the following ways.

- Attach to an E-mail and send to the University Press coordinators.
- Bring directly or mail to the University Press coordinators. (If you wish to bring the documents directly, please notify us beforehand.)

[Submission] University of Tsukuba Press

Address: 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577

(University Press, University of Tsukuba Library)

E-mail: [info@press.tsukuba.ac.jp](mailto:info@press.tsukuba.ac.jp)

## 3. Procedure after submitting a "Publication Proposal" form

- ① The editorial board will evaluate the possibility of publication based on the "Publication Proposal" form and attached materials.

We might inquire for more details via email, telephone or by other means.

- ② Once the editorial board approves the proposal, the complete manuscript is subjected to a peer review process by the referees for the final decision to be made.

## 4. Submission period

The University Press accepts publication proposals at all times.

The editorial board meeting is held roughly once a month.

Prior to the evaluation by the editorial board, the proposals are confirmed by the chief

editor. Therefore, the proposals that are submitted just before (roughly within a week prior to) a board meeting will not be deliberated on the next meeting.

Please note that there is no need to have a complete manuscript when the "Publication Proposal" form is submitted.

(Caution) Please note that the final decision on publishing will only be made after a peer review of the complete manuscript.

The books published by the University of Tsukuba Press are consigned to Maruzen Publishing Co. Ltd., which distributes the publications to book stores throughout Japan as well as online bookstores.