

Graduate School of Economics, Kyoto University  
Discussion Paper Writing Regulations

Graduate School of Economics FD Committee  
Enacted on 16th April, 2015  
Amended on 21st July, 2016

1. Subject discussion papers (DP) are, in principle, written to publish the work of the Kyoto University Graduate School of Economics. They are available on the Graduate School of Economics homepage.
  
2. The author
  - (1) Sole-authored papers  
In principle, a DP may be authored by ① a faculty member, ② a specially appointed faculty member, ③ an honorary professor, ④ a fellow, ⑤ a visiting faculty member, ⑥ an invited researcher, or ⑦ a researcher.  
Provided that, however, when the author is either ④ a fellow, ⑤ a visiting faculty member, ⑥ an invited scholar, or ⑦ a researcher, a member of this faculty who handles cooperative research shall conduct a peer review and submit a recommendation confirmation.
  
  - (2) Collaborative papers  
A collaborative paper submitted by ① a faculty member, ② a specially appointed faculty member, or ③ an honorary professor is considered a DP. A collaborative paper application by ④ a fellow, ⑤ a visiting faculty member, ⑥ an invited researcher, or ⑦ a researcher is only considered a DP if ④, ⑤, ⑥, or ⑦ is the lead author, provided that, however, a member of this faculty who handles cooperative research shall conduct a peer review and submit a recommendation confirmation.
  
- Additional note 1)  
⑦ A researcher indicates a junior researcher, an OD/PD part-time lecturer, a SGU post-doctorate researcher, or an outside research cooperator at the project center.
  
- Additional note 2)  
DPs may only be authored during the respective tenure of above ① to ⑦.
  
- Additional note 3)  
A graduate student may not author a DP individually. However, they may be a co-author with above ①, ②, or ③.
  
3. Language used  
In principle, DP shall be written in English or Japanese. Other languages are possible if necessary.
  
4. Writing application  
After entering the required items in Application for Discussion Paper Publication in Attachment 1 (MS Word), DP writing applications are filed through Graduate School of Economics faculty members. The faculty members are granted a number from the DP Series manager, who then receives the submission of the DP file.
  
5. Publication
  - (1) After receipt of the above numbered application, the applicant is issued registration numbers for both the English and Japanese versions of the DP.

- (2) Both an English and Japanese version of the cover are to be prepared using MS Word.
- (3) For publication, the author will prepare a PDF version and email it as an attachment to the DP Series manager. Papers are published on the Graduate School of Economics homepage.

## 6. Copyrights

The copyrights for works such as the papers published in the DP Series shall revert to the author, and the Graduate School of Economics shall retain an edit copyright. Also, the author shall be able to entrust exercise of the copyright to the Graduate School of Economics. Even such a case shall not interfere with the author exercising the rights.

## 7. Format

### (1) Composition

The composition shall be as below.

#### ①Cover

(page numbers are not assigned, use the prescribed format; attachment 2 for English, attachment 3 for Japanese)

#### ② Page 1 title, subtitle, name of writer, affiliation and status of writer, keywords, summary (about 200 English words, no more than 1000 Japanese characters) writer contact information (email address, etc.)

#### ③ From page 2 main text

### (2) Number of pages

No particular rules

### (3) Format

No particular rules. However, below is a format legend for reference purposes.

#### a. English

For format and noting reference documents, please refer to the contribution rules of the Kyoto Economic Review.

<http://www.econ.kyoto-u.ac.jp/coe/ker/K-ECO-REVIEW.pdf>

#### b. Japanese

For basic format and noting reference documents, please refer to 9-24 of <http://www.econ.kyoto-u.ac.jp/~gakkai/sippitu.pdf>, which is the style sheet of The Economic Review.

## 8. Submit to

Please make submissions to the below.

projectcenter@econ.kyoto-u.ac.jp (Graduate School of Economics Project Center)

Attachment 1

Graduate School of Economics, Kyoto University  
Application for Discussion Paper Writing

A representative of the writer making the discussion paper (DP) application shall fill in the below and submit this form to the DP Series manager through a Graduate School of Economics faculty member. Please also include the address, email address and telephone number of the representative only.

Date of application :	
Name of writer representative :	Affiliation / status :
Title of paper(including subtitle):	
Affiliation and status of the writer(all those other than the representative):	
Year and month of publication :	
Address :	
Email address :	
Telephone number (cell phone is acceptable):	
Name of peer review approving faculty member:	
Date received(※1) :	RePEc researcher registration(※2) not
Paper number	registered / registered

(notes)

※1 This will be filled in by the DP Series manager, so the applicant does not need to fill this in.

Attachment 2  
English Discussion Paper

*Kyoto University,  
Graduate School of Economics Discussion Paper Series*



BBBB:

CCCC

DDDD DDDD

Discussion Paper No. E-XXX

*Graduate School of Economics  
Kyoto University  
Yoshida-Hommachi, Sakyo-ku  
Kyoto City, 606-8501, Japan*

MMMM, 20YY

English version notation guidelines

1. Numbering: After receiving the application, note the number issued by the Planning Strategy and Research Promotion Support Section in XXX.
2. Note the title in BBBB (Times New Roman 16 point font) and the subtitle in CCCC (Times New Roman 14 point font).
3. Note the names of all writers in DDDD (Times New Roman 10.5 point font, the same hereinafter).
4. Note the published month in MMMM, and the two digit year of publication in Y.
5. Page numbers do not begin on the cover. The following page is page 1.
6. Write as below from the following page.

(1) Page 1

Note the title and subtitle (Times New Roman 14 point font only for the title and subtitle, the same hereinafter), writer (affiliation), and abstract. Note contact information in a footnote to the writer representative. Also note affiliation and status, mail address (if necessary) and email address.

(2) From page 2

Main text

End of document

別紙3 ディスカッションペーパー日本版表紙



京都大学大学院経済学研究科 ディスカ  
ッションペーパーシリーズ

ズ

BBBB

-CCCC-

DD DD 京都大学大学院EEEE

No.J- XX

20YY 年 MM 月

〒606-8501

京都市左京区吉田本町 京都大学大学院経済学研究科



## 日本語版表紙記入要領

★なお、このページは、ディスカッションペーパーにはつけない。

1. 番号 申請受理後、企画戦略・研究推進支援室から与えられた番号を **XX** に記入。
2. タイトルを **BBBB** に(フォント **MS ゴシック 24**)、副題を **CCCC** に記入  
(フォント **MS ゴシック 16**)。
3. **DDDD** のところに氏名(フォント **MS ゴシック 12**, 以下同じ)
4. **EEEE** のところに所属・身分を記入。
  - (1) 教員の場合の身分 京都大学経済学研究科・教授
  - (2) 研究員の場合  
京都大学大学院経済学研究科研究員
  - (3) その他の場合  
適宜記入してください。
4. **YY**に発行年の下二桁、**MM**に発行月を記入。
5. ページ番号の開始は、この表紙を含まない。次のページからを第1頁とする。
6. 次の頁以降については次のように書く(フォントは**10.5**ポイント基本)。
  - (1) 第1頁タイトル、サブタイトル、執筆者(所属)、要約(1000字以内)を記入。なお、連絡先については、代表執筆者や執筆者に脚注をつけて、その脚注に記入。所属機関、身分、郵便住所  
(必要があれば)、電子メールアドレスを記入。
  - (2) 第2頁以降本文の開始。

※なお、経済学研究科研究員の場合には、住所は下記とする。

〒606-8501 京都市左京区吉田本町 京都大学大学院経済学研究科

以上