Overview of the Specialists Data Entry Form

When you enter your username and password you will be taken to a page with instructions and asked if you are ready to begin your entry. If you say yes, you then go to the first page of the data entry form. If you logout of the website and later return, this page will tell you where you left off and offer the option of going to the next page or going back to the instructions page, from which you can then page through the form to the page you want to work on. If you save or submit a page, the data should be there when you return. It may be helpful to have a copy of your cv open so you can cut and paste some information into the form rather than typing it in by hand.

Directory Entry Form
The responses you provide in the directory entry portion will appear in your personal directory entry when it is published on the Japan Foundation website. There are a number of detailed lists in the form and you can check as many categories as you like. This information will be used in the display website so users can search for specialists who have certain kinds of expertise. For all parts of the directory entry form, your data entry form will display whatever information you provided for the previous directory, if you participated in it. You may change and update any of the information, and add any new information. The Directory Entry section should take 15-30 minutes to complete, depending on whether you have participated in previous directories.

Basic Who’s Who Information
The first page will already have your name and other basic information, and you may fill in the rest of your affiliation, contact information, birth and citizenship. At the end of that page you select one response to indicate the nature of your professional work on Japan and submit the page. At the end of each page you must submit the page in order to move on to the next one.

The next page asks about languages you are able to use to participate in academic discussion or read for research purposes. English, French, and Japanese are displayed when the page opens, and other languages can be accessed by clicking on the region for that language. The following page asks about periods when you have been in Japan, your primary and secondary disciplines, a brief description of your research interests, and the historical periods of your specialization in Japan.

You are then asked to select your specific subjects of specialization. The page displays a list of general subject domains, ranging from anthropology to science and technology, and clicking on one of them opens up a very detailed list. You may enter as many as you wish, in as many subject domains as you wish. If you do not find what you want in one domain, please check whether it exists under some other domain. There is also the opportunity to add a new subject at the end of each domain. The current list reflects topics that specialists have added in previous studies. We review the new ones that are added to help identify emerging areas of interest.

The following page asks for your geographic areas of specialization. Click on Japan to see a more detailed list of regions, and click on a region to see specific prefectures. The listing also includes other geographic
areas throughout the world, which is useful for identifying people who have expertise on Japan and some other country or region.

The next few pages ask you to list your post-secondary education and academic degrees, up to five previous professional positions, and up to five academic or learned associations to which you belong. You are asked to list all of the major post-doctoral fellowships, awards, and research grants you have received, with the year of the award. There is a drop-down list that contains most of the ones that Japan specialists are likely to have had, plus another section where you can list ones that are not included on the list. A separate list asks you to list other professional experience that you want to have included in your directory entry, followed by a place to enter up to five publications with full bibliographic citations.

**Doctoral Candidates**
We collect information on doctoral candidates from both Japanese Studies programs and Japan specialists, and we then combine the information to produce lists of doctoral candidates that are published with the program entries and also as a list attached to the specialists directory. This information does not go into your personal directory entry, but we have found that Japan specialists provide the most complete and reliable information about doctoral candidates working on topics related to Japan.

You are first asked if you have supervised any doctoral candidates writing a dissertation on Japan during the past ten years, or are doing so now. If you check YES, you will then see a series of questions regarding your doctoral students. If you check no, you will bypass this section, but we will ask you to verify that this is correct before moving on to the Survey Form.

The doctoral candidates section is interactive, so we ask you to provide certain information on one page, and then you will see another page that changes based on what you have reported. If you checked YES to the question about doctoral students, the next page will display any doctoral candidates that you listed in your 2006 entry with the name, department and dissertation topic and a field to indicate whether you’ve updated the information, or if the student is no longer in the program. You will also be able to click on ADD NEW to add any new doctoral students that do not already appear on your list. These are already pre-coded as NEW. When you submit this page, another page will open up containing only those that you have indicated are current doctoral students. You will be asked to provide the department, dissertation advisor, and gender of each student on the list.

When you submit the current doctoral candidates’ page, you will be asked about the “gap group” of doctoral candidates who were not on your original list from 2006 or your current list, but have entered and left the program since 2006. You may use the Add New button to fill in the basic information about these students. Once you have submitted that page, you will be asked for follow-up information on former doctoral candidates. There is a verification check on this page, after which the form displays all the former doctoral candidates you have reported, with space to fill in whatever information you have about their current status and location. This information is particularly important to us for tracking what happens to doctoral candidates in Japan-related fields, and also to locate those who should now be invited to participate in the Specialists directory.

**Survey Entry Form**
This part of the data collection form is blank for everyone. We ask about a range of aspects of your life as a Japan specialist. We use the information to analyze the nature and state of the field of Japanese Studies,
to identify problems that affect the field, and to specify areas where more can be done to support the work of Japan specialists. This information is used only for aggregate analyses and will not be associated with your name. We ask quite detailed questions about various aspects of your activities as a Japan specialist, and of course all participation is voluntary. It should take 15 to 30 minutes to complete the survey.

**Time Allocation**
We ask about the amount of time you spend on Japan-related activities and how much time you spend in Japan. We then ask about your Japanese language skills and proficiency, how you learned Japanese, and how you maintain or improve your Japanese language proficiency.

**Professional Communications and Networks**
We ask about professional meetings you attend, your contacts with other professionals, what you read, and how you use computers and the internet as a Japan specialist. This area has been changing rapidly, and we are able to track these changes over time from the information you provide in these periodic surveys.

**Research Activity**
We ask about the nature of your current research and how you disseminate it. We ask about how you obtain the necessary materials for your research and how satisfied you are with materials you obtain from various sources. This information is used to help improve access to research materials. Still other questions ask about the products of your research. We ask for a count of your publications about Japan in various formats, and also about work published in Japanese and non-print forms of work.

**Teaching**
We ask specifically about courses you have taught over the past two years, other forms of teaching, and more generally about the kinds of materials you use in your teaching and the kinds of students who take your courses.

**Funding and Support**
We ask a series of questions that help us gauge why people are entering and leaving the field. This section also asks for your opinion about funding priorities for Japanese Studies, and about whether you have experienced pressure to engage in fundraising or any pressure concerning your research on Japan.

**Assessment and Impact**
The final section asks for your opinion about several issues related to Japanese Studies and our role as Japan specialists. A final question asks about what impact the 2011 Great Tohoku Earthquake, Tsunami, and Fukushima nuclear accident have had on your activities as a Japan specialist.

Thank you very much for participating in the study. Remember that you can logout and return to the place you left off, or go back and add information that you did not have available initially.