

## **Guidelines for ICH-related NGOs on the Submission of Organizational and Publication Information**

### **Background and Purpose**

Since 2013, the International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region (IRCI) has been mapping research information related to safeguarding intangible cultural heritage (ICH). This includes details on experts and organizations in the region, which are published through the IRCI Research Database (<https://www.irci.jp/rdb/>). Initially, IRCI collected literature in collaboration with individual researchers but shifted to institutional cooperation in FY 2019, partnering with universities, museums, and other ICH-related organizations.

From FY 2019 to 2021, our activities have focused primarily on Southeast Asia. The current cycle, launched in FY 2022, targets Central Asia and Small Island Developing States (SIDS), where ICH research remains underrepresented in the database. Notably, the current project partners have been primarily governmental organizations and affiliated research institutions, with limited involvement from ICH-related NGOs.<sup>1</sup>

Despite the significant role played by NGOs in ICH research and safeguarding, their organizational information and activities have not been systematically gathered and integrated into the IRCI Research Database. Furthermore, project reports published by NGOs are often difficult to find and remain unnoticed. To address this gap, IRCI is now cooperating with the ICH NGO Forum. The Persian Garden Institute for Living Heritage—an NGO accredited to the 2003 Convention—acts as the focal point for this project to collect information on NGOs across the Asia-Pacific region and their publications.

This initiative will not only enrich the IRCI Research Database with information on ICH-related NGOs but also provide these organizations with an opportunity to showcase their activities and achievements. By increasing the visibility of NGOs and their research through both the IRCI Research Database and the ICH NGO Forum's platforms, this project is expected to foster greater collaboration among NGOs and other stakeholders, thereby accelerating international cooperation to safeguard ICH in the Asia-Pacific region.

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<sup>1</sup> In Kyrgyzstan and Uzbekistan, collection was conducted in cooperation with NGOs.

## **Submission Details**

Participating NGOs are requested to submit the following information for review and inclusion in the IRCI Research Database. Please provide both organizational details and information about your publications.

### **➤ Organizational Information**

Please submit details about your organization using the IRCI online entry form. You will be asked to provide the following:

- Name of institution/organization (in English and original language)
- Location and address (in English and original language)
- Telephone and Fax number
- Email address
- Website URL and social media links
- Organization's activity areas of ICH safeguarding
- A brief description of the institution including its relevance to ICH safeguarding (in English)

Access the online form using the following link or QR code:

<https://forms.office.com/r/zD1M3pNWy2>



### **➤ Information on Publications**

Please provide information on your research publications for inclusion in the IRCI Research Database. Eligible publications include various publications on research related to ICH safeguarding, such as project reports, activity reports, edited books, journals, and conference proceedings.

For each publication, please provide the bibliographic and additional information (e.g., research focus, relevance to ICH safeguarding, and an English summary of less than 500 words) as specified in Annex 1. IRCI will provide a Data Entry Sheet (Excel format) for this purpose. Please refer to Annex 2 for detailed instructions on how to complete the sheet.

If publications are available online, provide access links. For publications available in PDF, submit these files to IRCI, and indicate whether they can be hosted in the IRCI Research Database, where the files will be made available for download.

Download the Data Entry Sheet using the following link or QR code:

[https://www.irci.jp/wp\\_files/wp-content/uploads/2025/11/DataEntrySheetIRCI.xlsx](https://www.irci.jp/wp_files/wp-content/uploads/2025/11/DataEntrySheetIRCI.xlsx)



Please email the completed Data Entry Sheet and PDF files to IRCI at [irci@nich.go.jp](mailto:irci@nich.go.jp).  
If the file size is too large for email, please contact IRCI for alternative submission methods.

**Submission Deadline**  
**for Organizational and Publication Information**  
**30 January 2026**

*For any questions regarding the target information and submission, please feel free to contact IRCI.*

**Contact**

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## Annex 1: Information to Be Provided in the Data Entry Sheet

<b>1) Basic Bibliographic Information</b>
Title in English, and Original Language
Author/Editor/Translator's Name(s) in English, and Original Language
Journal/Book Title in English, and Original Language
Volume and Issue Numbers
Pages
Total Number of Pages
Written Language
Country
Year of Publication
Publisher
Place of Publication
Publication Category
Publication Format
DOI/ISBN/ISSN
URL
PDF Files and Copyright Clearance
<b>2) Research Focus</b>
Focused ICH Genre
Names of ICH Elements Dealt with in Research
Region/Community/Ethnic Group or Any Other Group of People
Relevance to ICH Safeguarding
Academic Field
<b>3) Summary in English (less than 500 words)</b>

## Annex 2: Instructions for Filling Out the Data Entry Sheet

Please enter information on each publication into the Data Entry Sheet, following the instructions provided below (which are also noted in the sheet).

### Basic Bibliographic Information

#### Title in English and Original Language

Provide the title of the publication in English. If the original title is in a language other than English, provide its English translation in the [*Title in English*] field, and the original title in the [*Title in Original Language*] field.

If the original title is in English, leave the [*Title in Original Language*] field blank.

#### Author's Name in English and Original Language

Provide the authors' names of the publication in English and the original language.

Format in English: Last name, First name Middle name (e.g., *Edison, Thomas Alva*)

Format in original language: Same as above.

When there are more than three authors, list all additional names in the [*Other Authors' Names in English/in Original Language*] fields, separated by semicolons (;). Please do NOT add any space before or after semicolons for consistency in the database.

Example: *Yamada, Taro;Suzuki, Jiro;Sato, Saburo.*

#### Editors' Names in English and Original Language

If it is a section in the edited volume, also provide the book editor's name in English and the original language.

Format: Same as Author's Name.

When there are multiple editors, list all their names separated by semicolons (;). Please do NOT add any space before or after semicolons for consistency in the database.

#### Translator's Name in English

If it is a translated publication, also provide the translator's name in English.

Format: Same as Author's Name.

When there are multiple translators, list all their names separated by semicolons (;). Please do NOT add any space before or after semicolons for consistency in the database.

#### Journal/Book Title in English and Original Language

For journal articles or book sections, provide the title of the journal/book in English.

If the original title is in a language other than English, provide its English translation in the [*Journal/Book Title in English*] field, and the original title in the [*Journal/Book Title in Original Language*] field.

#### Volume Number and Issue Number

If the publication is a journal article, add volume and issue numbers.

When the volume and issue numbers are written together, separate them into the respective fields. For example, if the volume and issue appear as '18(4)', enter '18' in the [*Volume Number*] field and '4' in the [*Issue Number*] field.

### Pages

For journal articles and book sections, always indicate page range (format: xx-xx).  
For entire books, leave this field blank.

### Total Number of Pages

Provide the total number of pages for all publication types, including books.

### Written Language

Indicate the main language in which the publication is written.  
For multilingual publications, list all languages used, separated by semicolons (;).  
Please do NOT add any space before and after semicolons.  
Example: *English;Japanese*.

### Year of Publication, Publisher, and Place of Publication

Add the year of publication, publisher (write the name in English), and place of publication in the respective fields.

### Publication Category

Select from the following in the pull-down menu: book; book section/chapter; project report; journal article; other articles; thesis/dissertation; proceedings; audio-visual material; other.  
If no matching category exists, select 'other' and write a suitable category in the [Other Publication Category] field.

### Publication Format

If the publication is available ONLY in print or ONLY online, specify the available format in the pull-down menu. Leave this field blank if it is available both in print and online, or if you are not sure.

### DOI, ISBN, ISSN

Add the DOI, ISBN, and ISSN in the respective fields, if available.  
When there are multiple ISBN/ISSN numbers for different formats (such as hardcover, paperback, and online), list all of them separated by semicolons (;). Please do NOT add any space before and after semicolons.

### URL

Provide URL links to PDF data, if available. Please ONLY include links to the full text of the publications freely available to the public, and do NOT include links to book-selling websites.

### PDF Files and their Copyright Clearance

Please submit the PDF file of the publication when you have a PDF copy. If the right holder allows it to be posted on the IRCI Research Database for direct download, please select 'Copyright cleared' in the [Copyright Clearance of PDF Files] field.

### **Research Focus**

#### Focused ICH Genre

Select relevant ICH genres focused on in the publication from the following in the pull-down menu: oral tradition; performing arts (general/music/dance/drama/others);

social practices; rituals; festive events; ecological knowledge and practices; worldview; traditional craftsmanship; sports/games; food culture; traditional medicine; ICH in general; other.

At least one genre must be selected (maximum five).

ICH does not always align with the domains defined by UNESCO, and different definitions are accepted. If you would like to apply ICH genres other than those listed in the pull-down menu, select 'other' and write the genre in the [*Other Focused ICH Genre*] field on the right.

If the publication is primarily on the legal frameworks or theories for safeguarding ICH, please indicate what genre of ICH is given as a case or an example. If there is no specific ICH element or genre mentioned in the publication, please select 'ICH in General'.

#### Name(s) of Main/Other ICH Element(s) Dealt in Research

Provide the names of the ICH elements focused on in the publication.

Example: *Batik, Khon, Baul songs, Kabuki performance, Uzbek traditional embroidery, Traditional navigation techniques of the Marshall Islands.*

Do NOT enter general ICH domains and genres (e.g., *craftsmanship, worldview, music, festival, folklore, sports, cuisine, ICH in general*).

#### Region/Community/Ethnic Group or Any Other Group of People

Provide the names of the regions, communities, ethnic groups, or any other groups of people related to the ICH dealt with in the publication.

If the ICH is not related to any region/community, etc., write 'Not specified'.

#### Country

Provide the name of the country in which the research was conducted, NOT the place of publication.

When the publication involves research in multiple countries, list all countries separated by semicolons (;). Please do NOT add any space before and after semicolons.

#### Relevance to ICH Safeguarding

Indicate how the publication is related to ICH Safeguarding. Select from the following safeguarding measures in the pull-down menu: identification; policy making (including heritage law); documentation; promotion; transmission; revitalization; training; definition; education; awareness raising; capacity building; intangible-tangible interface; heritage management; disaster risk reduction (including natural hazards and conflict); other.

Select at least one (maximum five).

If no matching measures exist, select 'other' and write the category in the [*Other ICH Safeguarding Measures*] field.

#### Academic Field

Indicate the academic field(s) in which the research is conducted.

Examples: *anthropology, education, ethnomusicology, ethnochoreology, folklore, geography, heritage management, cultural studies, mythology.*

### Additional Keywords

Provide other keywords that are NOT covered in the fields of [*Focused ICH Genre*], [*Name(s) of Main/Other ICH Element(s) Dealt in Research*], [*Region/Community/Ethnic Group or Any Other Group of People*], [*Relevance to ICH Safeguarding*], and [*Academic Field*].

One keyword per cell (maximum five).

Leave this section blank when there is no additional keyword.

### **Summary in English**

Provide a summary in ENGLISH (less than 500 words) for each publication. Please make sure it is proofread and free of grammatical errors.

Include the following information in the summary if possible: basic research information (location, time, participating researchers/organizations, etc.), objectives, outcomes, etc. Do not include subjective evaluations, reviews, or interpretations of the publication, and avoid first-person pronouns (e.g., *I*, *we*, *my*, *our*). The summary should strictly present factual content.