

## **Instructions for Authors**

### **Article 1: Language**

Manuscripts should normally be written in English or Japanese. Authors whose manuscripts are written in the language that is not their mother tongue should have the manuscripts proofread by a native speaker prior to submission.

### **Article 2: Manuscript format**

All manuscripts should be horizontally typed from left to right, regardless of the working language. No handwritten manuscripts will be accepted.

### **Article 3: Anonymity**

To facilitate blind peer review, no hint of authorial identification (e.g., the author's name or affiliation) should appear in any part of the manuscript except for the title page. References to any part of authorial identification must be covered and internal identifications in the manuscript must be avoided. (e.g., "The questionnaire was administrated at X University.")

### **Article 4: Writing Style**

- 1) All notes must be grouped together at the end of the work.
- 2) Quotations from English should be quoted as they appear in the original.
- 3) Original names of non-Japanese persons, locations, and book titles should be spelled the way they appear first in the manuscript.
- 4) Citations must be made clearly and accurately when referring to other works or when using the data collected by a researcher who is not the author of the manuscript. Fabrication (making up data or research results, etc.), falsification (manipulating research materials, equipment, or process to change data or results obtained from research activities), plagiarism (appropriating the ideas, analyses, analytical methods, data, research results, research paper(s), or words of other researchers without obtaining the permission of the researchers or giving appropriate credit), and other misconducts shall not be made. (Cf. "Guidelines for Responding to Misconduct in Research" by Ministry of Education, Culture, Sports, Science and Technology)
- 5) For other details, authors should refer to the latest edition of The MLA Handbook for Writers of Research Papers or The APA Publication Manual. The headings should be enumerated with Arabic numbers and decimal points (ex.: 1. Introduction / 1.1. The Purpose of this Study / 1.1.1. .... etc.)

### **Article 5: Size**

Manuscript should be printed on A4-size paper.

- 1) The margins of the paper are 25 mm for the left and right sides, 20 mm for the upper portion, and 30 mm for lower portion.
- 2) The amount of information per page, it written in Japanese, must be limited to about 38 lines with 11-point letters, and if written in English, double spaced and limited to about 25 lines.
- 3) Page number should be printed in the center of the lower margin.

- 4) The total volume must be limited to 20 pages for a Japanese manuscript and 30 pages for an English manuscript including photos, figures, tables, and a list of references. A special article exceeding this volume approved by the Editorial Board, however, does not necessarily have to conform to this regulation.
- 5) The article should consist of a title, affiliation, name(s) of the author(s), abstract, text, notes, references, and appendices. The abstract must be written within 300 words in English. The title of a Japanese article has to be written both in Japanese and English.

#### **Article 6: Copyrights**

The author must provide copyright clearance for any copyrighted material prior to publication. The complete citation (the author's name, title of the article, title of a book or journal, date of publication, page numbers, publisher and place of publication) should be clearly indicated in the text.

#### **Article 7: References**

Only the works cited or quoted in the text should be included in References.

#### **Article 8: Proofreading**

No modifications or additions will be accepted in the galley proofs except when correcting typographical errors. The author is responsible for the first and second proof; the Editorial Board takes responsibility for the subsequent proofs. All the instructions to the printing company regarding corrections on the proof must be given in the Japanese language.

#### **Article 9: Changes and Amendments**

Changes and amendments of these regulations will occur when the Editor-in-Chief makes formal application to the Board of Directors for such changes after the approval of the Editorial Board. Final decisions will rest with the Board of Directors.