

## SUBMISSION GUIDELINES

Manuscripts for the *JACET International Convention Selected Papers (JACET Selected Papers)* will only be accepted by online submission. Please read the following guidelines carefully.

### **Important Dates:**

**Submission Form Open: October 9, 2015**

**Submission Deadline: 11:59 PM Japan Time, January 8, 2016**

### **Submission Form:**

**<http://www.jacet.org/2015convention/spsubmission/submission.html>**

### **A. Requirements**

1. A paper must be based on a presentation (oral or regular poster presentation) given at the JACET 54th International Convention and the first contributor must be a member of JACET. All other contributors must have also presented the work at the JACET 54th International Convention.
2. A paper based on a plenary lecture may be submitted as an Invited Paper (by invitation only).

### **B. Editorial Policy**

1. *JACET Selected Papers*, a refereed, open-access electronic journal, encourages submission of articles on methods, pedagogical research, and topics of significance to teachers of English.
2. Manuscripts submitted to *JACET Selected Papers* must not have been previously published, nor should they be under consideration for publication elsewhere.
3. Manuscripts which do not conform to the guidelines will not be considered for review.
4. Only one paper can be submitted by each contributor.
5. The Editorial Board of *JACET Selected Papers* reserves the right to make editorial changes in any manuscript accepted for publication to enhance clarity or style. The corresponding author will be consulted if the changes are substantial.
6. Paper offprints will not be provided.

### **C. Guidelines**

1. Manuscripts should not exceed 30 pages on A4 paper, including abstract, references, figures, tables, and appendix.
2. All manuscripts must be in English.
3. All submissions to *JACET Selected Papers* must conform to the requirements of the *Publication Manual of the American Psychological Association*, 6th edition.

- 3.1 Prepare manuscripts using Microsoft Word (2003 or later).
- 3.2 Use 12-point Times New Roman font.
- 3.3 Leave margins of 2.5 cm on all sides of every page (A4 size, 210 mm × 297 mm or 8.27 in × 11.7 in). There are 26 lines to a page.
- 3.4 Do not justify right margins.
- 3.5 Do not use running heads.
- 3.6 Create a paper without the author name(s).
- 3.7 Include the title, an abstract in English (no more than 200 words), and key words (no more than five words).
- 3.8 For pagination, use Arabic numerals placed in the upper right-hand corner of each page.
- 3.9 Delete any textual references that refer to the author(s) and substitute with “\*\*\*\*\*.”

#### **D. Submission Procedure**

1. All contributors must complete a submission form on the JACET website, which can be accessed from the Submission Guidelines.
2. Contributors must follow the instructions below.
  - 2.1 Transform the Word file manuscript into PDF format, saving it under the author’s full name as in the following examples: suzukikaoru or smithkerry. Submit the PDF file by clicking “choose file” on the submission form.
  - 2.2 If there are more than four authors, write all authors’ information on a separate file and send to the JACET office by e-mail: Author names, affiliation, membership number, postal code, address, telephone number, and e-mail address.  
(JACET e-mail address: jacet@zb3.so-net.ne.jp)
  - 2.3 Do not include a cover sheet.

#### **E. Contributor’s responsibility**

1. Contributors are responsible for the content of their manuscripts.
2. Contributors are responsible for obtaining permission to reproduce any material such as figures and tables for which they do not own the copyright, and for ensuring that the appropriate acknowledgements are included in their manuscript.

#### **F. Copyright**

1. JACET holds the copyright of the articles published in *JACET Selected Papers*.
2. Anyone, including the author(s), who wishes to reproduce or republish an article, must obtain permission from JACET. Also, it should be clearly stated that JACET holds the copyright.