

*JACET JOURNAL No. 69* accepts manuscripts only by online submission.

Please carefully read and follow these guidelines.

***JACET JOURNAL No. 69 (Deadline: 23:59 Japan Time, May 15, 2024)***

## **SUBMISSION GUIDELINES**

### **A. Requirements**

1. Contributors and co-authors must be JACET members at the time of submission.

### **B. Editorial Policy**

1. *JACET Journal*, a peer-reviewed journal, encourages submission of the following:
  - full-length articles on methods, pedagogical research, and topics of significance to English teachers
  - book reviews in relevant areas
  - research notes of a practical nature to share findings and insights
2. Manuscripts submitted to *JACET Journal* must not have been previously published nor should they be under consideration for publication elsewhere.
3. Manuscripts which do not conform to these guidelines will not be considered for review.
4. Only one paper can be submitted by a contributor.
5. Twenty offprints are provided.

### **C. Guidelines**

1. Full-length manuscripts should not exceed 8000 words (or 20,000 Japanese characters for articles written in Japanese), including abstract, references, figures, tables, and appendices. Research notes should not exceed 5000 words (or 10,000 Japanese characters for articles written in Japanese), and book reviews should be 1500–2000 words (or not exceed 4000 Japanese characters for articles written in Japanese).
2. All manuscripts must be in English or Japanese.
3. All submissions to *JACET Journal* should conform to the requirements of the *Publication Manual of the American Psychological Association*, 7th edition.
  - 3.1 Prepare the manuscript in Microsoft Word (2003 or later).
  - 3.2 Use 12-point Times New Roman.
  - 3.3 Leave margins of 2.5 cm on all sides of every page. There are 26 lines to a page.
  - 3.4 Do not justify the right margin.
  - 3.5 Do not include running heads.
  - 3.6 Create the manuscript without the name(s) of the author(s).
  - 3.7 Include the title, abstract in English (no more than 200 words), and keywords (no more than 5 words) for a full-length article or research note.
  - 3.8 Add page numbers in Arabic numerals at 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. Contributors must complete a submission form, which can be accessed from the submission guidelines on the JACET website, [https://www.jacet.org/journal\\_submission\\_no69/](https://www.jacet.org/journal_submission_no69/).

2. Contributors should follow the instructions below.
  - 2.1 Transform the Word file manuscript into PDF format, saving it under your full name as in the following example (in the case of a person named Masao Suzuki): suzukimasao. Submit both Word and PDF files.
  - 2.2 If there are more than four authors, write all authors' information on a separate file and send it 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](mailto:jacet@zb3.so-net.ne.jp))
  - 2.3 No cover sheet is necessary.

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