

JACET JOURNAL No. 61 accepts manuscripts only online.

Please read the following guidelines carefully.

***JACET JOURNAL* No. 61 (Deadline: 23:59 Japan Time, May 9, 2016)**

SUBMISSION GUIDELINES

A. Requirements

1. Contributors and co-authors must be members of JACET.

B. Editorial Policy

1. *JACET Journal*, a refereed 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 the guidelines will not be considered for review.
4. Only one paper can be submitted by a contributor.
5. 20 offprints are provided.

C. Guidelines

1. Full-length manuscripts should not exceed 30 pages on A4 paper, including abstract, references, figures, tables, and appendix. Research notes should not exceed 3000 words, and book reviews should be 500 – 1000 words.
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*, 6th edition.
 - 3.1 Contributors must prepare manuscripts 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 right margins.
 - 3.5 No running heads.
 - 3.6 Create a paper without author's name.
 - 3.7 A manuscript should include the title, abstract in English (no more than 200 words), and key words (no more than 5 words).
 - 3.8 For pagination, use Arabic numerals placed in the upper right-hand corner of each page.
 - 3.9 Any textual references that refer to the author(s) should be deleted and substituted with “*****”.

D. Submission Procedure

1. All contributors must complete a submission form on the JACET website, <http://jacet.org/journal/mail/sub/index.php>.
2. Contributors who wish to send manuscripts online must follow the instruction below.
 - 2.1 Transform the Word file manuscript into PDF format, saving it under your full name as in the following example: suzukimasao, and then 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 No., postal code, address, telephone number, and e-mail address.
(JACET e-mail address: jacet@zb3.so-net.ne.jp)
 - 2.3 A cover sheet is not necessary.

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日本語論文執筆要項

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