

Leave **margins of 2.5 cm** on all sides. Each page should be **26 lines long**. Manuscripts should not exceed **30 pages** for Research Articles, **20 pages** for Symposium Papers, and **15 pages** for Practitioner Reports on A4 paper, including abstract, references, figures, tables, and appendices.

1

The Title Should be 14-point Times New Roman, Boldface, Centered:

Please Follow the Capitalization Rules of APA 6th Edition

Without the author name(s) [There must be one blank line here.]

Abstract

12-point Times New Roman font (excluding the paper title)

Write an abstract of no more than 200 words in order to provide readers with an overview of the research. In this abstract section, background, methods, results, and conclusion should be described concisely, though not all articles will follow this particular structure.

Centered

[There must be one blank line here.]

Keywords: no, more, than, five words

A multiple-word key phrase can be counted as one keyword.

[There must be one blank line here.]

Put an indent with five spaces.

Introduction

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→ All submissions to *JACET Selected Papers* must conform to the requirements of the *Publication Manual of the American Psychological Association*, 6th edition.

In the introduction section, state the purpose or motivation of the study, often with reference to previous studies.

Do not justify right margins.

It is important to describe the research background, review previous studies, define key terms, and state the importance of the research (*****, 2014).

Delete any textual references that refer to you, the author(s), and substitute with “*****” as in the citation example above.

[There must be one blank line here.]

Heading level 1

Methods

Headings should not be numbered.

In the methods section, describe where, when, and how the study was conducted so that potential readers can replicate the study if necessary. This section can be divided into subsections such as participants, materials, procedures, and data analyses, if that is convenient for your description.¹

[There must be one blank line here.]

Heading level 2

Materials and Procedure

Flush Left, Boldface

Materials used in this study included two different kinds of speaking tasks and a questionnaire . . .

Indented (five spaces), boldface, ending with a period

Speaking tasks. Two sets of speaking tasks were prepared . . . [There is no blank line here.]

Heading level 3

Questionnaire. Further material used in this research was a questionnaire, which consisted of six multiple-choice questions and . . .

[There must be one blank line here.]

Heading level 1

Results

In the results section, outcomes of the study must be written clearly. Only the facts should be described here; opinions and induction must be placed in the next discussion section, though it would be possible to combine these two sections when necessary.

Tables and figures should be fully utilized to make the outcomes visually accessible to the readers.

[There must be one blank line here.]

Table 1

Descriptive Statistics for the Speaking Tests

Italicize and capitalize the first letter of each word following the capitalization rules of APA 6th edition.

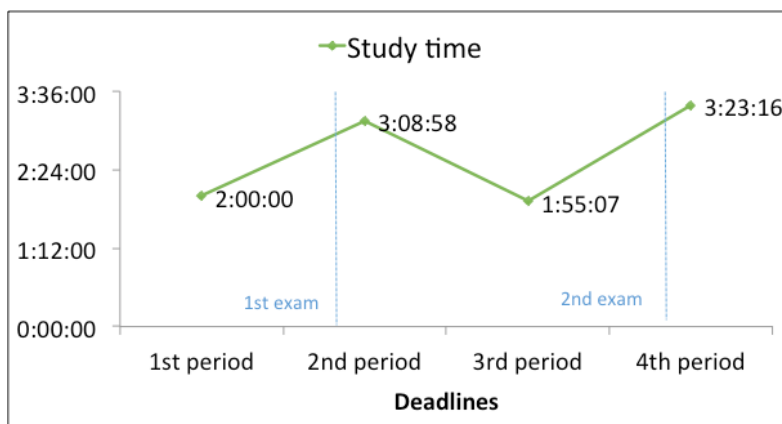
Group	Pre-test		Post-test	
	<i>n</i>	<i>M (SD)</i>	<i>N</i>	<i>M (SD)</i>
Group 1	30	50.56 (12.31)	29	60.82 (15.30)
Group 2	28	48.00 (11.62)	28	51.75 (11.89)

Note. *M* = mean; *SD* = standard deviation. Table captions should be above the tables.

[There must be one blank line here.]

Concerning decimal values, “carry all comparable values to the same number of decimal places” (American Psychological Association, 2010, p. 137). Regarding *JACET Selected Papers*, figures and tables should be left-justified. Figures and/or tables should be numbered consecutively and all of them should be referred to in the text.²

[There must be one blank line here.]



Italicize only figure numbers, eg., *Figure X*. The figure captions end with a period. If you use any republished tables and figures, you should acknowledge the original sources.

Figure 1. Average study time during 2014 spring semester. Figure captions should be below the figures. Adapted from “Title of Article,” by A. A. Author and B. B. Author, year, *Title of Journal*, volume, p. xx. Copyright year by the Name of Copyright Holder.

[There must be one blank line here.]

Permission must be obtained to reproduce any material such as figures and tables for which you do not own the copyright, and for ensuring that the appropriate acknowledgements are included in your manuscript as described above.

[There must be one blank line here.]

Heading level 1 **Discussion**

In the discussion section, it is necessary to rationally argue your points based on the obtained results. You can describe limitations of the study if necessary.

[There must be one blank line here.]

Heading level 1 **Conclusion**

In the conclusion section, important findings should be summarized briefly. Implications from your study or the expectations of further studies may be added.

Acknowledgement should not be included at the time of submission. **(Acknowledgement)**

[There must be one blank line here.]

Notes

¹ Notes may be added here if necessary.

2 ...

[There must be one blank line here.]

References

[List all the quoted studies in alphabetical order. The following reference examples are based on the APA 6th edition. Refer to this if you cannot find what you want to see below.]

(Authored book)

American Psychological Association. (2010). *Publication manual of the American*

Put an indent with five spaces.

Psychological Association (6th ed.). Washington, DC: American Psychological Association.

Huston, A. C., Wartella, E., Donnerstein, E., Scantlin, R., & Kotler, J. (1998). *Measuring the effects of sexual content in the media: A report to the Kaiser Family Foundation*. Oakland, CA: The Kaiser Family Foundation.

Karmiloff-Smith, A. (1992). *Beyond modularity: A developmental perspective on cognitive science*. Cambridge, MA: MIT Press.

(Edited book)

Duck, S. (Ed.). (1988). *Handbook of personal relationships: Theory, research, and interventions*. Chichester, UK: Wiley.

(Journal article)

Benson, P. (2006). Autonomy in language teaching and learning. *Language Teaching*, 40, 20–40. doi:10.1017/S026144806003958

Substitute your name(s) and your publication information with “*****.”

****. (2014). *****.

(Chapter in an edited book)

Berndt, T. J., & Savin-Williams, R. C. (1993). Peer relations and friendships. In P. H. Tolan, & B. J. Kohler (Eds.), *Handbook of clinical research and practice with adolescents* (pp. 203–219). Oxford, England: Wiley.

Reis, H. T., & Shaver, P. (1988). Intimacy as an interpersonal process. In S. Duck (Ed.), *Handbook of personal relationships: Theory, research, and interventions* (pp. 367–389). Chichester, UK: Wiley.

(Translated work)

Uzawa, H. (1998). *Nihon no kyoiku wo kangaeru* [Thinking about Japanese education]. Tokyo: Iwanami Shoten.

[There must be one blank line here.]

Appendix A: The Title of Appendix A

Add an appendix [appendices] section if necessary.

Appendix B: The Title of Appendix B