

**JACET Kansai Journal**  
**Submission Guidelines**

Revised June 5, 2011

1. Qualifications for manuscript submission

Papers can be submitted by Kansai Chapter members in good standing who have paid their dues for the current year. Each member can submit only one paper as a first author for each issue. If the first author is a Kansai Chapter member, coauthors can be JACET members of other chapters. All papers must be original and not have been published elsewhere nor be under consideration for publication (including overseas journals). If the research has been presented orally or as a poster and this is so indicated, the paper can be considered for publication.

2. Papers accepted for submission

Papers should be related to research on college/university English education or relevant areas. Two types of papers will be accepted for submission:

1) A paper that reports the content of an oral or poster presentation at a JACET Kansai Chapter Convention or a JACET National Convention

2) A paper submitted by a Kansai Chapter member

A paper based on a JACET presentation (oral or poster) can be submitted if the presentation was made within one year prior to the submission deadline.

3. Language, format, style and length

Papers should be written in English or Japanese. All manuscripts should be prepared using the current template prepared by the JACET Kansai Journal (JKJ) Editorial Committee. The reference format should conform to the most recent edition of the Publication Manual of the American Psychological Association (APA). Papers must be no more than 12 printed pages, including the title, references, figures and other material.

4. Manuscripts should be submitted by e-mail to the JKJ Editorial Committee. Prepare the manuscript without the author name(s) or affiliation(s) or information in the Acknowledgments that can reveal the author(s) but leave the equivalent amount of space to allow the information to be added. Send the manuscript as an MS Word® document to the JKJ Editorial Committee. Use the following subject line template for the e-mail message: Paper submission to JACET Kansai Journal: Corresponding author name (corresponding author affiliation). The e-mail cover message should include the following information: (1) Author name(s), (2) author affiliation(s) and position(s), (3) type of submission [conference-presentation paper (give conference name and date) or submitted paper], (4) type of paper (research article, application report, research note), and (5) three to five keywords in the language used for the paper. If the manuscript is accepted for publication, a complete manuscript, including the author name(s) and affiliation(s), and a final camera-ready copy should be sent as an e-mail attachment to the JKJ Executive Committee office with the Attention note "JACET Kansai Journal manuscript."

## 5. Copyright

If the manuscript is accepted for publication in JACET Kansai Journal:

- (1) The copyright and publication rights will be transferred by the author(s) to JACET Kansai Chapter
- (2) Kansai Chapter will have the right to publish and redistribute the paper in the form in which it appears in the JACET Kansai Journal in paper and electronic forms (e.g., allowing access via the Chapter home page or inclusion in a CD-ROM). The English abstract will be accessible via the Kansai Chapter home page.
- (3) The author(s) can request permission from the Kansai Chapter to republish their paper in paper or electronic form.

6. Amendment of these Submission Guidelines (Japanese version) made by the Kansai Chapter Editorial Committee will be subject to approval by the Kansai Chapter Executive Committee. The English version will conform to the Japanese version.