

## *JAAL in JACET Proceedings, Vol. 2*

### **SUBMISSION GUIDELINES**

Manuscripts for the JAAL in JACET Proceedings, Vol. 2 will only be accepted by online submission. Please read the following guidelines carefully.

#### **Important Dates:**

Submission Form Open: December 1, 2019

Submission Deadline: 11:59 PM Japan Standard Time, January 10, 2020

#### **Submission Form:**

[https://jaal.site/2018/proc\\_form/](https://jaal.site/2018/proc_form/)

#### **A. Requirements**

A paper must be based on an oral presentation given at the JAAL in JACET 2019 and the first contributor must be a member of JACET. All other contributors must have also presented the work at JAAL in JACET 2019.

#### **B. Editorial Policy**

1. Proceedings of JAAL in JACET, a refereed, open-access electronic journal, encourages submission of the following:
  - Research Articles on topics related to the applied linguistics and language education
  - Practitioner Reports to share findings and insights
2. Manuscripts submitted to the JAAL in JACET Proceedings 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. The Editorial Board of the JAAL in JACET Proceedings 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.
5. Paper offprints will not be provided.

#### **C. Guidelines**

1. Manuscripts on A4 paper, including abstract, references, figures, tables, and appendix, should be written within 4 to 8 pages for Research Articles and Practitioner Reports.
2. Manuscripts (except for the title, author name(s), abstract and keywords) need to be written in a two-column format.

3. All manuscripts must be in English or Japanese.
4. All submissions to the JAAL in JACET Proceedings must conform to the requirements of the Publication Manual of the American Psychological Association, 6th edition.
  - 4.1 Prepare manuscripts using Microsoft Word (2003 or later).
  - 4.2 Follow the font sizes specified in Table 1. Use Times New Roman.

Table 1. Fonts for Papers

| Font Size | Style   | Text   |
|-----------|---------|--|
| 16pt      | bold    | paper title (max 3 lines) centered   |
| 12pt      |         | authors' names   |
| 10pt      | italics | authors' affiliations, email addresses   |
| 10pt      | bold    | section titles   |
| 10pt      |         | abstract, main text, subheadings   |
| 9pt       |         | table/figure names and captions, notes, acknowledgements, references, appendices |

- 4.3 In formatting your A4-size paper, set top and bottom margins to 30mm, left and right margins to 15mm, and left- and right-justify your columns. Do not put page numbers in your paper.
- 4.4 Include the title, an abstract (no more than 200 words), and keywords (no more than five keywords; a multiple-word key phrase can be counted as one keyword).
- 4.5 Submit your paper in the form of MS-Word (2003 or later) and PDF, saving them under the author's full name as in the following examples: suzukikaoru or smithkerry.

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