**Title: Subtitle**

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**Abstract**

Write a brief (max 200 word) synopsis of your paper in order to provide a quick outline of your presentation, giving the reader an overview of the research.

**Keywords:** no, more, than, five, words

1. **Introduction**

The following are the guidelines for preparing your paper for the JAAL in JACET Proceedings. Please note that this document can also serve as a template. The paper must be sent in the form of MS-Word (2003 or later) and PDF on the JAAL in JACET website. **The deadline is 23:59:59, January 10, 2020, Japan time.** Whatever the reason, we will not be able to accept your paper after this time. The proceedings will be provided on the website.

1. **How to Format the Page**

The JAAL in JACET Proceedings, 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
  1. Formats

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. The manuscript (except for the title, author name(s), abstract and keywords) needs to be written in a two-column format.

* 1. Fonts

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 |

1. **Tables and Figures**

Table captions should be above the tables, and figure captions should be below the figures. Avoid placing tables and figures before their first mention in the text.



Figure 1. This is a sample figure.

1. **Contact**

This file can be used as a template. If you have a question, read this document carefully first. You may find its answer. If you cannot find the answer here, e-mail us at jaal\_in\_jacet@naito-lab.net. Because it takes some time to reply, questions will be accepted only until January 5, 2020, Japan time. Beyond this time, no further questions will be accepted.

**Notes**

1 Notes may be added here if necessary.

2 . . .

**Acknowledgements**

Add an acknowledgements section if necessary.

**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 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

**(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.

**Appendix A: The Title of Appendix A**

Add an appendix [appendices] section if necessary.

**Appendix B: The Title of Appendix B**