**[16pt] Title―Subtitle―**

[12pt] First Author Name (e.g., SUZUKI, Kaoru)\* and Second Author Name (e.g., SMITH, Kerry)\*\*

*[10pt] \*First Author University*

*email@address*

*\*\*Second Author University*

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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 2021 Proceedings*. The paper must be sent in the form of a Microsoft Word (2003 or later) and a PDF on the JAAL in JACET 20201 website. **The deadline is Friday, January 7, 2022 (11:59 PM Japan Standard Time).** Whatever the reason, we will not be able to accept your paper after this time. The proceedings will be provided on the website.

**2. How to Format the Page**

 Manuscripts should be written using this template, carefully following the guidelines provided by the Editorial Board.

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 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.

2.2 Fonts

 Follow the font sizes specified in Table 1. Use Times New Roman.

**[9pt] Table 1**

*Fonts for Papers*

|  |  |  |
| --- | --- | --- |
| Font Size | Style | Text |
| 16pt | bold | paper title (max 3 lines) centered  |
| 12pt |  | authors’ names (FAMYLY NAME, Given Name) |
| 10pt | italics | authors’ affiliations, email addresses |
| 10pt | bold | section titles |
| 10pt |  | abstract, main text, subheadings |
| 9pt | italics | table titles, figure titles |
| 9pt |  | tables, figures, notes, acknowledgements, references, appendices |

*Note.* Any notes can be added here.

**3. Tables and Figures**

 Avoid placing tables and figures before their first mention in the text.

**[9pt] Figure 1**

*Sample Figure*



*Note.* Any notes can be added here.

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**[9pt] 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 *Publication Manual of the American Psychological Association, 7th edition***. Refer to the *Publication Manual* if you cannot find what you want to see below. [Please do not actually categorize references as in the following examples such as (Authored book) or (Edited book), but list all the references in alphabetical order.]

**(Authored book)**

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). 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.* The Kaiser Family Foundation.

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

**(Edited book)**

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

**(Journal article)**

Benson, P. (2006). Autonomy in language teaching and learning. *Language Teaching, 40*(1), 20–40. <https://doi.org/10.1017/S0261444806003958>

Galloway, N., & Rose, H. (in press). English medium instruction and the English language practitioner. *ELT Journal.* Advance online publication. <https://doi.org/10.1093/elt/ccaa063>

**(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). 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). Wiley.

**(Works in another language)**

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

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

Add an appendix [appendices] section if necessary.

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