

## **Journal of English Language Education and Research**

### **Manuscript Submission Guidelines**

These are the submission rules for the Journal of English Language Education and Research .

Title of the journal

1. The Journal of English Language Education and Research is published annually as a peer-reviewed collection of articles.

Purpose

1. The purpose of this journal is to provide an opportunity to present the results of research related to English teaching at Chiba University and to promote the exchange of research information among faculty members, thereby improving the quality of research activities of English teachers at Chiba University and contributing to the revitalization of their regular teaching activities.

Contributor qualifications

The authors must be the following. In the case of co-authored papers, authors other than 1 through 4 may be included as co-authors.

1. Full-time faculty member at Chiba University
2. Instructor of English courses for General English Education at Chiba University
3. Professor emeritus at Chiba University
4. Faculty members approved by the Editorial Board of the journal

Categories of paper and content

1. Upon submission, authors are required to select one of the categories listed below for their contribution. Appropriateness of the selected category will be reviewed by the Journal Committee and you may be requested to change the submission category, if necessary.
  - (1) Research Articles:
  - (2) Practical Reports:
2. Research should be in the fields of English education, applied linguistics, language acquisition, etc.

Language

1. In order to effectively share knowledge and research activity among instructors, we accept manuscripts written in either English or Japanese.

Manuscript

1. Work submitted to the journal should not have been previously published and should not be under

consideration for potential publication by other journals.

#### Copyright

1. Copyright is owned by the Center for English Language Education, Chiba University. No article published in this journal may be reproduced or reprinted by any means without the permission of the Center, whether it is the author's article or not.

#### Formatting Guidelines

1. Authors should send manuscripts prepared in Microsoft Word as e-mail attachments to the Journal's Editor-in-Chief.
2. For details on the structure and format of the paper and how to prepare figures and tables, follow the format of the latest edition of the *APA Publication Manual*, published by the American Psychological Association.
3. Both Japanese and English papers should be written horizontally on A4 paper, with 3 cm margins on the top, bottom, left, and right. The font should be "Mincho" for Japanese and "Times (Times New Roman)" for English. The font size should be 10.5 point for Japanese and 12 point for English, and the number of lines per page should be 35 for English and 40 characters per line for Japanese. The maximum number of manuscript pages for submission should be 10. Manuscripts should be written horizontally and should include all materials, figures, tables, notes, references, etc. within the limit.
4. Other formatting in the paper should be written according to the template.
5. Manuscripts should be arranged in the following order: title, name and affiliation, abstract (with an abstract of no more than 200 words in English, regardless of the language used in the text), keywords (no more than 5 in English, regardless of the language used in the text), text, notes, bibliography, and appendices.
6. The layout of the Journal is the responsibility of the Journal Editorial Board.

#### Peer Review and Proofreading

1. Manuscripts submitted for publication will be reviewed by the Journal Editorial Board or by peer reviewers consisting of Chiba University English faculty members, and the Editorial Board will decide whether or not to accept the manuscript for publication.
2. The Editorial Board may ask authors to revise their manuscripts based on the results of the peer review.
3. If revisions are requested by the Editorial Board, or if the manuscript is deemed to be under review again, the revised manuscript must be submitted by the specified deadline. A response to the reviewer's comments should be submitted with the revised manuscript (in any format).

#### Others

1. No manuscript fees will be paid.
2. Manuscripts submitted for publication will be registered in the Chiba University Repository and made publicly available on the web after publication. The submitter agrees to this upon submission.
3. If plagiarism or other misconduct is discovered after publication, the paper will be removed from the journal.

Effective March 1, 2023