

JACET-KANTO JOURNAL SUBMISSION GUIDELINES

A. Requirements

1. Contributors and co-authors must be JACET members at the time of submission, with at least one of them being a member of JACET Kanto Chapter.
2. A paper based on a lecture or workshop given at JACET Kanto Chapter events may be submitted as an Invited Paper (by invitation only).

B. Editorial Policy

1. *JACET-KANTO Journal*, a refereed journal, encourages submission of the following:
 - full-length articles on topics of significance to all English teachers
 - research notes of a practical nature to share findings and insights
 - practical reports on English language teaching in classroom settings.
2. Manuscripts submitted to *JACET-KANTO Journal* must not have been previously published and should not be under consideration for publication elsewhere. Countermeasures may be taken if these conditions are breached.
3. During the peer review process, manuscripts submitted to *JACET-KANTO Journal* must not be withdrawn or used for publication elsewhere without any consultation with the committee.
4. Manuscripts which do not conform to the guidelines will not be considered for review.

C. Submission Procedure

1. An original manuscript (Microsoft word file; .doc or .docx) should be submitted online.
2. All contributors must complete the Online Submission Form at the time of the submission.
Refer to: <http://www.jacet-kanto.org/>
3. A manuscript should include title, abstract in English (no more than 200 words), and keywords (no more than 5 keywords).

D. Guidelines

1. All manuscripts must be in English or Japanese.
2. All submissions to *JACET-KANTO Journal* should conform to the requirements of the *Publication Manual of the American Psychological Association*, 7th edition.
 - 2.1. Use the *JACET-KANTO Journal* Template. Download from <http://www.jacet-kanto.org/>
 - 2.2. Do not exceed 20 pages on A4 paper, including abstract, keywords, references, figures, tables, acknowledgments, and appendices.

2.3. Do not adjust the number of letters per line, lineage, or margins of any page.

E. Copyright

1. JACET holds the copyright of the articles published in *JACET-KANTO Journal*. Anyone, including the author(s), who wishes to reproduce an article, must obtain permission from JACET. If an article is being reproduced with permission, it should be clearly stated that JACET holds the copyright.
2. The institutional repositories are to use the versions as they are published in *JACET Journal*.

日本語論文執筆要項

1. *JACET-KANTO Journal* のテンプレート (<http://www.jacet-kanto.org/>) をダウンロードし、書式設定等は変更せずそのまま使用すること。
2. 論文タイトルは和文と英文を併記すること。
3. abstract は英語（200 語以内）で記載すること。
4. 論文は、A4 版横書きで abstract, keywords, 図表, 謝辞や文献を含めて、合計 20 枚以内にする。
5. その他の条件は英語の論文に準じること。

F. JACET-KANTO Journal Vol. 12

1. Deadline: 23:59PM JST, August 31, 2024.
2. The result of the first round of review will be announced in November, 2024.
3. *JACET-KANTO Journal* Vol. 12 will be published on March 31, 2025.