

### **Regulations for Contributions to the *Journal of Foreign Language Education***

1. Submissions to the journal are accepted from full and part-time faculty members of the Keio University system. In the case of a collaborative effort, as a general rule the first author should be a full or part-time member of Keio.
2. Contributions include research articles, survey/practical articles, and research notes.
3. **Abstract:**
  - a. The title and a 800~1000 character abstract both written in Japanese must be attached when the paper is written in Japanese.
  - b. The title and a 150~200 words abstract both written in a European language must be attached when the paper is written in a European language.
  - c. The title and a 800~1000 character abstract both written in Japanese must be attached when the paper is written in any language other than Japanese or a European language.
  - d. The title and a 150~200 word abstract both written in English must be attached when a paper is submitted concerning Japanese Language Education.
4. **Format specifications:**

The typescript should be typed in horizontal format, A4-size. It should not exceed 10.5 point. If written in Japanese, please use Minchotai font. If written in a European language Times, Times New Roman, or Century should be used.

The number of pages for typed papers, including references and charts, should not exceed the number given below:

  - a. Research Articles and Survey/Practical Articles
    - The number of pages for papers (A4, 1200 characters per page) in Japanese should not exceed 16~20 pages (20000~24000 characters).
    - The number of pages for papers in European language on A4 should not exceed 30~35 pages (7000~8000 words, double-spaced).
    - The number of pages for papers (A4, 1200 characters per page) other than in Japanese or a European language should not exceed 16~20 pages (20000~24000 characters).
  - b. Research Notes
    - The number of pages for research notes (A4, 1200 characters per page) in Japanese should not exceed 8 pages (10000 characters).
    - The number of pages for research notes in European language on A4 should not exceed 15 pages (3500 words, double-spaced).
    - The number of pages for research notes (A4, 1200 characters per page) in languages other than Japanese or any European language should not exceed 8 pages (10000 characters).
5. **Language:**

No particular language is stipulated.
6. **Application form:**
  - Submitted papers etc. should be accompanied by an application form.
  - Contributors are able to download the application form on the Keio Research Center for Foreign Language Education website.
7. **Other formats:**
  - Other formats should follow either *APA* or *MLA*.
  - Notes should be at the end of papers.
  - Full name and affiliation should be entered in the application form. Personal information must be omitted from both the abstract (summary) and submitted text.

**8. Judgment:**

Papers submitted will be judged by an Editorial Committee.  
Contributors will receive notification of publication in December.

**9. Printer's proofs:**

Printer's proofs will be provided two times. Further revisions cannot be accepted after the first revised proof.

**10. Copyright**

Papers will be made available for the public to view on the Keio Research Center for Foreign Language Education website.

If a contributor borrows from another author's work/data, the contributor must obtain that author's consent concerning the copyright of photographs and/or illustrations, etc., before the publication of the paper, normally at the first proof stage. The copyright and publishing rights of papers published will be held by the Editorial Committee. This includes the right to republish the paper. If a contributor wishes to republish their paper elsewhere they should inform the Editorial Committee, which in turn will obtain the contributor's consent in the event that it republishes the abstract of the paper.

**11. Deadline and enclosure:**

The deadline for submission is December 2nd 2010.

Manuscripts:

Contributors should submit three sets of the manuscript on A4.

Submitted papers, etc., should be accompanied by e-mail, FD, CD-R or flash memory, etc.

**12. Addressee:**

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