**Title in English: Capitalize All Words Except for Articles, Conjunctions, and Prepositions Fewer Than Four Letters**

SURNAME, Name

*Name of Affiliation in English*

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*Name of Affiliation in English*

**Abstract**

Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words. Provide an abstract of no more than 200 words.

***Keywords:*** keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

**1. Introduction**

This is a template for authors who wish to write a manuscript for submission to *LET Kanto Journal*. Use this template while referring to the “Toukou-Kitei” for *LET Kanto Journal* (Rules for manuscript submission written in Japanese). The writing style of the manuscript should follow this template and the latest edition of the *Publication Manual of the American Psychological Association* (APA). Do not change the typefaces and font sizes shown in this template (basic settings: Times New Roman, 12pt). Papers should not exceed 30 pages including tables, figures, and references.

**2. Manuscript Preparation Guidelines**

**2.1 The Title Page**

The title should be centered on the page and set in boldface (font size 14pt). The author’s name should follow the title and be justified to the right (font size 12pt). Authors should provide an abstract of no more than 200 words and a list of three to five keywords.

**2.2 Section Headings**

*LET Kanto Journal* uses three levels for headings. Sections should be numbered with Arabic numerals. Second-level sections should be numbered 1.1, 1.2, 1.3, etc.; third-level sections should be numbered 1.1.1, 1.1.2, 1.1.3, etc. In the first- and second-level headings, the first letter of each word should be capitalized, and in the third-level headings, the first letter of the first word should be capitalized. Table 1 shows the format.

Table 1

*Format for Three Levels of Heading in LET Kanto Journal*

|  |  |  |
| --- | --- | --- |
| Level of heading | Format (example) | Note |
| 1 | **3. The Study** | period, upper case |
| 2 | **3.1 Purpose** | no period, upper case |
| 3 | **3.2.1 Classroom context and activity** | no period, lower case except the first word |

Sections should be separated by one blank line except when the section ends with a table or a figure.

**2.3 Citing References in the Text**

References should be cited in the text by the author’s surname and the date of publication in brackets, for example (Taylor & Gisaki, 2003). All references cited in the text should be included in the reference list at the end of the paper.

**2.4 Tables**

Refer to Table 1 shown in section 2.1 in this template. Tables should be numbered with Arabic numerals, and they should be cited in the text in numerical order. Titles in italics should be placed directly above the table.

**2.5 Figures**

Figures should also be numbered consecutively with Arabic numerals and should be cited in the text in numerical order. Figure 1 is an example. The caption for a figure should appear below the figure, and the word ‘Figure’ and the associated number should be italicized (i.e., *Figure 1*). The title of the figure is typed in sentence case.



*Figure 1*. This figure shows F1 and F2 frequencies

 of English and Japanese vowels.

**3. Conclusion**

This template covers manuscript preparation for *LET Kanto Journal*. Authors who wish to write a manuscript for submission to the journal are required to use this template.

**Notes**

1. Do not use footnotes but endnotes. Endnote numbers should be superscripted like this1 consecutively in the text.

**References**

References should be ordered alphabetically. All sources cited in the text should be listed in the references. An example of references is given below. Note that an en dash (–) is used instead of a hyphen (-) or an em dash (―).

Arakawa, M., Ueki, Y., & Fuyuki, M. (2004). A spontaneous learning activation spiral education method utilizing Web-based coordinated education activation system CEAS. *Japan Journal of Educational Technology, 28*, 311–321.

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Szabo, M., & Flesher, K. (2002). CMI theory and practice: Historical roots of learning management systems. In G. Richards (Ed.), *Proceedings of world conference on e-learning in corporate, government, healthcare, and higher education 2002* (pp. 929–936). Chesapeake, VA: AACE.

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