

Notes for preparing manuscripts (English language template)

*While writing manuscripts with Microsoft Word, please pay attention to the following.

1. Write in an academically appropriate manner (include the significance / background of the study, methods and procedures, participants, and so on).
2. Clearly report the results, whether it be a research paper or a classroom / application report.
3. Give careful consideration to ethical issues (e.g., individuals participating in the research / experiments / investigations should be described as “participants,” not “subjects”).

- Please use the template file and follow the preset format (margins, number of lines, and font sizes), which includes:

 - Typeface: Times New Roman for all parts of the manuscript.

 - Margins: upper side (3cm); other sides (2.5cm)

 - Lines: 42 lines per page

 - Title: bold, 16pt

 - Headings: bold, 10.5pt

 - Body: 10.5pt

- APA (American Psychological Association) Style is preferable. Please consult the APA Publication Manual (6th edition) for details.
- When writing your name, be sure to write your FAMILY NAME (in capital letters) before your Given name (capitalize only the first letter). Insert a comma between the family name and given name (e.g., SMITH, Tom).
- Put a blank line after the title, presenters’ names, keywords, and the end of each section.
- When you “copy & paste” texts, please use “Paste Special” and select “text” so as not to change the template’s format.
- Every table and figure should be legible when reduced in size. Camera-ready manuscripts will be reduced to B5 size and printed. Do not use color images/figures as manuscripts will be printed in black and white.
- The caption of each table should be written above the table. The descriptive title of each table should be in italics (e.g., Table 1. *Details of Participants*).
- The caption of each figure should be written below the figure. The figure number should be in italics (*Figure 1. An Example of Moodle Site*).
- The file name should be the first author’s name in the order of “Family name_Given name.doc” (e.g., Suzuki_Taro.doc).
- Manuscripts for Research Papers, Classroom / Application Reports, and Poster Presentations should be 2 pages long. Manuscripts for Symposia should be either 2 pages or 4 pages long. In the proceedings, a blank even page will remain blank.