

# *Osaka JALT Journal* Submission Guidelines

## **Editorial Policy:**

1. All manuscripts submitted to *Osaka JALT Journal* cannot be submissions that have been previously published nor can they be under consideration elsewhere.
2. Manuscripts that do not conform to the guidelines described below will not be considered for review.
3. The Editorial Committee reserves the right to make editorial changes to improve the clarity of any manuscript that has been accepted for publication.

## **Requirements:**

1. Manuscripts must be submitted as a Word document and be formatted for A4 paper.
2. All papers must strictly follow the American Psychological Association (APA), the 6th edition as a style guide.
3. Use 12-point Times New Roman font.
4. The whole paper should be left aligned.
5. Begin your paper with: Title, Author, and Affiliation. The title and author's name should be in bold and affiliation in plain text. The title must be written in sentence caps. (for an example, see a previously published journal submission)
6. Each manuscript must include a 150-200 word single-spaced Abstract (in English only) and Keywords. Include the keywords (no more than five) under the abstract. Italicize the word "*Keywords:*" but write the actual keywords in plain lowercase text.
7. The first letter in the first paragraph (only) should be a Drop Cap. (On the *Ribbon* in Word, select the *Insert* Tab. From the *Text* group, click on *Drop Cap* and select dropped.)
8. Use 1.5-spacing for the main text (single space for long quotes if necessary).

9. Set margins to 3.5cm/35mm (top) and 3cm/30mm (bottom) and 3cm/30mm (left and right)—all text, figures and tables must remain within these margins.
10. Start each paragraph with a tab indentation (except when immediately following a heading).
11. Level 1 headers should be in **bold**, level 2 headers in ***bold italic***, and level 3 headers in *plain italic*. Headers should also be left aligned, and not numbered.
12. Make sure to put only 1 space after a period.
13. Include ***References*** for all and only sources that you cited in your text.
14. For References, use hanging indentation, italics for publication titles, single spacing within each reference, and one line before each new reference.
15. If you include *Tables* or *Figures*, use page breaks to keep them intact on one page. Likewise, use Page Preview to make sure that section subheadings are not cut off from their sections.

### **Submission Procedure:**

1. Submissions must be emailed as a Word document attachment to [publications@osakajalt.org](mailto:publications@osakajalt.org).
2. The document must be saved under the author's last name and year (i.e., smith\_2017.docx).
3. Do not include a cover sheet.

### **Contributor's Responsibility:**

1. Contributors are responsible for obtaining permission to reproduce any tables or figures that they do not own the copyright to.
2. Contributors are responsible for the contents of their manuscripts, which means that all sources are appropriately acknowledged.