

*The Bulletin* of the Tokai University International Education Center  
Submission Guidelines

**1. Eligible Contributors**

The contributors must meet one of the following criteria:

- (1) a tenured/non-tenured full-time faculty member, or a part-time teacher of the Tokai University International Education Center (IEC),
- (2) a tenured/non-tenured full-time faculty member of Tokai University whose academic specialization is in line with the research areas pursued by the IEC Bulletin,
- (3) an individual who co-authors with tenured/non-tenured full-time faculty members of the Tokai University International Education Center (IEC), or
- (4) an individual authorized by the Bulletin committee for contribution.

**2. Publication Schedule**

- (1) Biannual
- (2) Spring 2019: May 31 (Fri), 2019 deadline / September 30 (Mon), 2019 publication
- (3) Fall 2019: November 15 (Fri), 2019 deadline / March 31 (Tue), 2020 publication

**3. Manuscript Preparation**

- (1) Category and Content
  - a. There are three submission categories: Articles, Research Notes, Academic Reports in language education, linguistics, literature, culture and other related fields.
  - b. Abstracts should be written and attached to Articles.
- (2) Length
  - a. Manuscripts should not exceed 20 pages, including abstracts, figures, tables, notes, references, etc.
  - b. Abstracts written in Japanese, Chinese, and Korean should be within 1,000 characters while abstracts in other languages should be 250 words or less.
- (3) Language
  - a. There are no restrictions regarding the language in which the main text of the manuscript is written. However, the title and the name of the author(s) should be deleted from the abstract if the main text and its abstract are written in the same language.
  - b. Either the main text or the abstract must be written either in Japanese or English.

**4. Manuscript Format**

- (1) Template

A template is downloadable from URL <https://s1.iec.u-tokai.ac.jp/>
- (2) References

In principle, references are to be placed at the end of the manuscript and should follow APA style.
- (3) Punctuation

Punctuation ‘ , ’ and ‘ 。 ’ are to be used for manuscripts written in Japanese.
- (4) Manuscripts in languages other than Japanese

Manuscripts in languages other than Japanese, including English, should follow the most commonly used guidelines for academic papers in those languages.

## 5. Number of Submissions per Author

An author is eligible to submit the following per issue:

- (1) one single-authored paper, and one co-authored paper, or
- (2) two co-authored papers

## 6. Registration to Tokai University Repository System

- (1) The papers published in *The Bulletin* are registered to the Tokai University Repository System and will be made available to the public online.
- (2) The copyrights are retained by the author.
- (3) However, the reproduction rights and public transmission rights are to be transferred to Tokai University.

## 7. Manuscript Submission

- (1) A manuscript must be submitted to the IEC Bulletin Committee at (E-mail: bulletin@iec.u-tokai.ac.jp)
- (2) The following items need to accompany the manuscript upon submission:
  - a. Digital data (in word format)
  - b. Digital data (in PDF format)
  - c. Submission Sheet (downloadable from URL <https://s1.iec.u-tokai.ac.jp/>)

## 8. Manuscript Acceptance or Rejection

The final decision of acceptance or rejection of manuscript is to be made by the IEC Bulletin Committee.

## 9. Note

Manuscripts containing research which cites or targets participants who are Tokai University students should clearly list the IRB approval year and number issued by the Tokai University Ethics Committee at the end of the paper.