

# Information for Contributors to *The Bulletin of the International Education Center*

(English Language Section and International Language Section)

## 1. Eligible Contributors

The contributors must be full-time faculty members of the International Education Center (IEC), a part-time teacher who co-authors with full-time faculty members of IEC, any full-time faculty members of Tokai University whose research areas are in line with the research areas pursued by the IEC, or those asked to contribute by the Bulletin committee.

## 2. Number of Submissions per Author

An author is eligible to submit one single-authored article and one co-authored article, or two co-authored articles per issue.

## 3. Registration to Tokai University Repository System

The articles published in *The Bulletin* are registered to the Tokai University Repository System and will be made available to the public online. However, upon the author's request, the article may not be listed on the repository. If the author agrees to register to the repository, the copyrights are retained by the author, however, some parts of the copyrights, reproduction rights and public transmission rights, are to be transferred to Tokai University.

## 4. Manuscript Preparation :

### (1) Content of Manuscripts

The article must be academic research, including : foreign language education, linguistics, literature, culture and other cognate fields.

### (2) Length

An article should not exceed 20 pages, including notes, figures, tables, references and others.

### (3) Language

There is no restriction in choosing the language used for the article or the abstract, however, different languages must be used for the article and its abstract. If not, use Japanese for the article and English for the abstract or vice versa.

### (4) Format

#### A. Universal Format

- 1) Use B5 size paper, and set top and bottom margins at 20 mm, and left and right margins at 28 mm. Paper orientation is to be portrait-landscape is not permitted.
- 2) Header is set at 15 mm and footer is set at 17.5 mm.
- 3) Text direction is to be horizontal. Text should have 42 lines per page. Use Times New Roman throughout.

## B. Specific Format

- 1) Unless specified, the text should be justified and at 9 point.
- 2) On the first page, leave two lines before the title. The title is to be in the third line, centered, and boldface.
- 3) Author's name is to be in Line 8, centered, 11 point and boldface.
- 4) Abstract and key words are indented by 3 letters from the left and right sides. The font size is to be set at 8 point. The title of the abstract should start from Line 11 and the authors names are to be in Line 12 and aligned right. Leave one line after the author names and the actual abstract is to start from Line 14 and the length should be within 250 words. Leave one line after the abstract and list no more than 5 key words in the same language chosen for the abstract.
- 5) Start the body after leaving two blank lines from the key words.
- 6) Headings are to be set at 10 point and boldface, and leave 1 line each before and after.
- 7) Notes are to be set at 8 point.
- 8) References are to be placed at the end of the article, to follow the APA style.

## 5. Manuscript Submission

- (1) Deadline : Monday, October 2, 2017
- (2) A manuscript must be submitted together with a Submission Reference Sheet (available at the IEC Office).

## 6. Manuscript Acceptance or Rejection

The final decision of acceptance or rejection of the manuscript is to be made by the Bulletin committee. Contributors may be asked for revision, or may not be accepted for publication in case the manuscript is regarded unsuitable for publication.

## 7. Supply of Free Offprints

Each contributor will receive 50 offprints of the respective article. A fee will be charged if more than 50 copies are ordered.