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Submission Guidelines for the Journal of Foreign Language Education

1. Full and part-time faculty members of the Keio University system are eligible to submit papers to the journal. The first author of a collaborative effort must be a full or part-time faculty member of Keio.

2. Submissions may be written in any language.

3. Contributions include research articles, survey/practical articles, and research notes.
   a. Research articles and survey/practical articles in a European language must be within 7000～8000 words; articles in a non-European language other than Japanese must be within 20000～24000 characters.
   b. Research notes in a European language must not exceed 3500 words; research notes in a non-European language including Japanese must not exceed 10000 characters.

4. Format:
   Submissions must follow the conventional guidelines of its field (MLA, etc.). Submissions must be typed in horizontal format, double-spaced A4-size. If written in Japanese, please use Minchotai font in 12 point or smaller. If written in a European language, please use Times, Times New Roman, or Century in 12 point. Place all notes at the end of the paper. Name and other personal information must not appear in the submitted text other than in the application form..

5. A Submission must include two abstracts:
   a. The first abstract must be included in the paper following the title. This abstract must be written in any European Language in 150～200 words. However, if the paper is written in any non-European language other than Japanese, the abstract may be written either in Japanese in 800～1000 characters or in any European Language in 150～200 words.
   b. The second abstract must be provided in Japanese in 800～1000 characters in the application form.

6. The deadline for submission is the end of September. Contributors should submit three sets of the manuscript, accompanied by an electric copy as an e-mail attachment, CD-R or flash memory, as well as an application form. The application form is available for download at the Keio Research Center for Foreign Language Education website. (www.flang.keio.ac.jp)

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7. Submissions will be reviewed by the Editorial Committee.

8. Printer's proofs will be provided twice. Major revisions will not be accepted.

9. Papers will be made available for public view on the Keio Research Center for Foreign Language Education website. If a contributor borrows from another author's work/data, the contributor must obtain that author's consent concerning the copyright of photographs and/or illustrations, before the publication of the paper, normally at the first proof stage. The copyright and publishing rights of the published papers will belong to the Editorial Committee. This includes the reprint right. If a contributor wishes to republish their paper elsewhere, the author must inform the Editorial Committee.

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