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Submission Guidelines for the Journal of Foreign Language Education 2019 (vol. 16)

1. Full and part-time faculty members of the Keio University system are eligible to submit papers to the journal. The leading author should be a full or part-time faculty member of Keio.
2. Two abstracts:
 - a. Research articles and survey/practical reports require the first abstract to be included in the paper following the title. This is mandatory. If written in English the abstract must be 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 800-1,000 characters or in English in 150-200 words.
 - b. The second abstract must be provided in Japanese in 800-1,000 characters on the submission form in one of the following categories: research articles, survey/practical reports, or research notes.
3. Format:
 - All submissions must be prepared in MS Word format.
PDF file submissions alone are not sufficient.
 - All submissions should conform to the conventions and guidelines of the relevant field (APA, MLA, etc.).
 - Submissions must be typed horizontally and double-spaced on A4 paper.
 - If written in Japanese, please use Minchotai font in 12 point. If written in a European language, please use Times, Times New Roman, or Century in 12 point.
 - Include page numbers.
 - Place all notes at the end of the paper.
 - The author's name(s) must not appear anywhere in the submitted text, other than on the submission form itself.
4. Contributions include research articles, survey/practical reports, and research notes.
 - a. Research articles and survey/practical reports in a European language must be within 7,000-8,000 words; articles in a non-European language including Japanese should be within 20,000-24,000 characters (including notes; but not including the abstract).
 - b. Research notes in a European language must be within 2,800-3,500 words; research notes in a non-European language including Japanese must be within 8,000-10,000 characters.
5. Papers may be written in any language.
6. Papers will be reviewed by the Editorial Committee.

7. Printer's proofs will be provided. Major revisions other than those suggested by the Editorial Committee will not be accepted.

After approval of the manuscript by the editorial committee, the author should make any recommended changes his/herself. No unauthorized changes may be made to any part of the manuscript (including native-speaker checked parts).

Allowable changes would be in typographical errors, and other changes suggested by the editorial committee.

8. 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 Editorial Committee holds the copyright and publishing rights of the published papers including the reprint right. If a contributor wishes to republish their paper elsewhere, the author must inform the Editorial Committee.

9. The deadline for submission is September 13th (Fri). Contributors should submit three copies of the paper, accompanied by an electronic copy as an e-mail attachment, as well as a submission form.

Use any one of the following three methods for submission:

1. Postal Mail or Express Package
2. Internal Mail
3. Deliver in person

The submission form is available for download at the Keio Research Center for Foreign Language Education website. (<http://www.flang.keio.ac.jp/>)

You must complete all items in the submission form and send to:

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Mita Office
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Note: Due to a change of e-mail address last year, please feel free to contact us at the new e-mail address above.

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