

## **JCES Journal Submission Guidelines**

### **1. Submission Manuscript Theme**

The theme of manuscript should support the purposes of JCES activities.

### **2. Manuscript Submission Qualification**

All authors of submitted manuscripts must be the members of JCES or those who have completed their membership applications. Manuscripts should not have been previously published.

### **3. Formatting Instructions**

The following are the instructions for Japanese manuscripts. If you are submitting a paper in English, please refer to “6. Instructions for English Manuscripts.”

- 1) Use word processing software when preparing manuscripts.
- 2) When preparing manuscripts in Japanese, write the manuscript on A4 size paper, 36x30 margins (1080 words), 18.5 pages (555 lines) or less. The first page should omit the author's name but include the title of the article. The first section of a manuscript should start from the 16th line. All documents should use 10.5 or 11 point font.
- 3) The above formatting instructions and page limits include figures, tables, footnotes, works cited, and references.
- 4) The paper will be reviewed without identifying the authors' names. When the manuscript author(s) cite his/her/their own works, the authors should avoid the use of “author's article” (sekkou) or “author's book” (seccho). Treat the paper as part of the previous research so that the name of the author(s) will not be revealed.
- 5) If you have co-author(s), please explain the responsibilities of each co-author in the designated field in the submission system.
- 6) The above formatting instructions shall not apply if the Editorial Committee specifies page limitations as otherwise.

### **4. Figure, Table, Footnotes Instructions**

- 1) A manuscript should limit figures and tables to five or less. Insert tables and figures in the text. The text in figures and tables should be camera ready; they should appear in 70% (A5 size paper) reduction.
- 2) Footnotes, works cited, references, etc. should appear at the end of the manuscript, printed in 36x30 margins (1080 words).
- 3) Footnote numbering should be: “(1) (2)...”

### **5. Submitting Manuscript/Documentations**

1) In order to submit a manuscript, you need to include the following.

- ① Manuscript
- ② Japanese title and abstract (800 words or less, not including the number of words in the title)
- ③ English title and abstract (800-1000 words, not including the number of words in the title)  
(Do not include author's name and affiliation in these documents ①, ②, ③)
- ④ Manuscript Submission Check Sheet (Download the form from the JCES website and fill it out.)
- ⑤ If the author(s) have a published paper on a topic related to the manuscript, submit the file of that paper.

#### 6. Instructions for English Manuscripts

1) A4 size paper (30 lines per page, approximately 410 words), 15 pages or less. The first page should omit the author's name but include the title of the article. The first section of a manuscript should start from the 16th line.

2) Figures, tables, footnotes, works cited, references, etc. should follow the Japanese manuscript submission guidelines 3 (Formatting Instructions) and 4 (Figure, Table, Footnote Instructions).

3) In order to submit a manuscript, you need to include the following.

- ① Manuscript
- ② English title and abstract (400-500 words, not including the number of words in the title)  
(Do not include the author's name and affiliation in documents ① and ②.)
- ③ Manuscript Submission Check Sheet (Download the form from the JCES website and fill it out.)
- ④ If the author(s) have a published paper on a topic related to the manuscript, submit the file of that paper.

#### 7. Publication Timeline, Manuscript Submission Deadline, and Mailing Address

The Comparative Education journal is published twice a year, once in July (submission deadline: January 20) and once in January (submission deadline: July 20 of the previous year). Manuscripts should be submitted through the online submission system of the JCES.