

JCES Journal Submission Guidelines (for Mail Submission)

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

- 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) 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. Submitted articles and documentations will not be returned to the authors.
 - ① 4 copies of the manuscript (1 original and 3 photocopies)
 - ② 4 copies of the Japanese title and abstract (800 words or less, not including the number of words)

in the title)

③ 4 copies of the 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 Include a separate attachment with the following information:

- Author's name (Japanese and English)
- Affiliation (Japanese and English)
- Title of the manuscript (Japanese and English)
- Contact information (e.g. email address)

(Refer to English outlines in the back of the Comparative Education journal for English texts such as author's name)

⑤ Manuscript Submission Check Sheet (Download the form from the JCES website and fill it out.)

⑥ Additionally, submit a CD-R with the above information ①-④. Use the "Microsoft Word" or "Ichitaro" file format, and label the title of the manuscript, including the file format you have used.

6. English Manuscript Instructions

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. Submitted articles and documentations will not be returned to the authors.

① 4 copies of the manuscript (1 original and 3 photocopies)

② 4 copies of the 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 Include a separate attachment with following information:

- Author's name (English)
- Affiliation (English)
- Title of the manuscript (English and Japanese)
- Contact information (e.g. email address)

(Refer to English outlines in the back of the Comparative Education journal for English texts such as author's name.)

④ Manuscript Submission Check Sheet (Download the form from the JCES website and fill it out.)

⑤ Additionally, submit a CD-R with the above information ①-④. Use the "Microsoft Word" or

“Ichitaro” file format, and label the title of the manuscript, including the file format you have used.

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, postmark date) and once in January (submission deadline: July 20 of the previous year, postmark date). The manuscript should be mailed to the Chairman of the Editorial Committee.

Secretariat of the Editorial Committee (No.68-70)

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The authors of articles who wish to receive confirmation of delivery should send an e-mail to the address of the Editorial Committee no later than five days after the submission deadline. At this point, we will only answer whether the submissions have arrived before opening the envelopes or not. The authors will be contacted again regarding the official result (acceptance or rejection of the paper based on the guidelines).