

The 59th Japan Comparative Education Society (JCES) Annual Conference

Guidelines for English Presentation Abstracts

All presentation abstracts will be compiled and distributed to conference participants as submitted without further editing. Please submit the abstract of your presentation in accordance with the following guidelines.

I. Format

1. Abstracts should be one A4 page in length, with 44 lines of text. English language abstracts should use Century font, 10.5 point size.
 2. Please include the title and subtitle of your presentation in the same font in the top three lines of the page. (The title should be 1-3 lines long. If your title is less than 3 lines, please leave the additional lines blank.)
 3. Please skip a line on the 4th line of the page between the title and add your name to the 5th line. On the 6th line, please list your affiliation, enclosed in parenthesis. Lines 5 and 6 should be right-aligned.
 4. After skipping a line on Line 7, please include the body of your abstract with a one-column, justified alignment.
 5. The page margins should be 25mm on the top and bottom of the page and 23mm on either side of the page.
 6. Please leave the bottom margin of the page blank. (Do not include page numbers or other inserts.)
 7. Please follow these guidelines even when submitting handwritten abstracts.
- * Abstracts should include the **purpose, method, content, and results** of your presented research.
 - * If your abstract is submitted after the submission period or there are major content or formatting mistakes, it may not be included in the conference materials.

II. Abstract Submission

- **Via Email:**
Please submit abstracts as PDF files (.pdf file extensions) to:
jces59sophia@gmail.com . Please be careful not to password protect the PDF file.
- **Via Postal Mail:**
Please enclose a physical copy of your abstract **without folding it** in an envelope larger than 22cm x 33cm and send it to the address listed below.

The JCES 59th Conference Steering Committee Notice: Takehito Kamata (Secretary-General) Bldg. 14 - 305 Sophia University 7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan

- **Submission Period**
 Wednesday, April 12th through Tuesday, May 9th at 18:00 JST
[*The application period time will be strictly observed, please be careful of time zone differences.]

