

Journal of Foreign Language Education & Research Manuscript Submission Guidelines

Scope: The journal annually publishes research articles, research briefs, and book/article reviews.

I. Eligibility

1. Contributions to the journal are primarily limited to individuals affiliated with Center for Foreign Language Education & Research (FLER). In the case of co-authored papers, this requirement applies only to the first author. Exceptions may be made for special editions.
2. A maximum of one contribution per issue is accepted (co-authored papers are also counted as one contribution). Due to space limitations, your submission may be considered for publication in a later issue, or you may be asked to reduce the length of the submitted article.
3. Work submitted to the journal should not have been previously published and should not be under consideration for potential publication by other journals.

II. Language

In order to effectively share knowledge and research activity amongst FLER-affiliated instructors, we accept, in principal, manuscripts written in either English or Japanese. Manuscripts written in Korean, Chinese, French, German, or Spanish may be accepted.

III. Content and Formatting Guidelines

1. Contributions are limited to previously unpublished work.
2. Upon submission, authors are required to select one of the categories listed below for their contribution. Appropriateness of the selected category will be reviewed by the Journal & Research Committee. You may be requested to change the submission category, if necessary.
 - (1) Research Articles: An article which can be considered as making substantial contribution to the relevant field through explicit analysis of data or theoretical discussion which leads to a clear and sound conclusion. The author is expected to include an introduction section in order to situate the research in reference to previous empirical research and/or theoretical discussion and a clear conclusion section well-connected to the research findings or discussion presented.
 - (2) Research Briefs: An article which reports an aspect of a research project underway at the time of writing and demonstrates the potential of the topic for generating further questions of interest or prospective contributions in the relevant field.
 - (3) Book/Article Reviews: A critical review of a published book or article relevant to the field.
3. Please ensure to follow all formatting guidelines listed below. Authors who intend to write in Japanese should refer to the Japanese version of this document.
 - (1) Size: Use A4-sized paper, leaving margins of 25mm at the top and bottom and of 25mm on both sides of the text. The letters in the text should be Times New Roman 12 point and single-spaced. For Japanese Use (MS *Mincho*), for any other languages, use the font type considered standard in the selected language. Use the same font consistently

throughout the manuscript unless otherwise noted.

- (2) Length: Research articles should be approximately 8000 words in length, including graphs, charts, the reference list, and appendices. Research briefs should be approximately 3000 words, and book/article reviews should be approximately 1000 words. Graphs and charts should be embedded in the text. However, if it is difficult to do so, please submit as a separate file, but leave space and indicate where they should go in the text.
- (3) Title: The title should be in 18 point and centered following the capitalization rules—font as above.
- (4) Author's name: The name of the author/s should be indented to the right side and written in Gothic 12 point. Leave one line between the title and the name of the author/s.
- (5) Abstract: Manuscripts written in English should be accompanied by a 150-250 word abstract in either English or Japanese, which includes 3 to 5 keywords for the article at the bottom. For the abstract, the entire text should be indented 5 spaces from the left and right and written in Times New Roman 11 point.
- (6) Footnotes: Footnotes should be placed at the bottom of each page, in 9 point.

IV. Manuscript Submission

4. Manuscripts should be printed out and submitted by email in Word or equivalent format to the Journal & Research Committee at **fler_journal_submission@ml.rikkyo.ac.jp**
5. The following are required at the time of submission. Be advised that submitted manuscripts will not be returned:
 - (1) An electronic version of the manuscript, which must be sent to the Journal & Research Committee.
 - (2) A cover sheet containing the following information:
 - (a) Author's name: The name should be written in the same language as used in the article
 - (b) Title: Use the same language as the article.
 - (c) Category: Select an appropriate category for your submission
 - (d) Language: The language taught by the author irrespective of the language used in the manuscript.

V. Footnotes and Referencing

The author is responsible for consistently adhering to APA (7th edition). Make sure to avoid committing plagiarism.

VI. Call and Deadline for Submission

Submissions begin at the beginning of Spring semester. The deadline for submission is the last day of the first week in June. Call for submission is circulated via SPIRIT email.

VII. Peer Review

All submissions to the research article category will be reviewed by one anonymous reviewer. The review is conducted with a designated rubric and the reviewer may provide you with comments and suggestions for further improvement of your work. After the review is completed, review results will be sent to the author from the Journal & Research Committee

before the end of Spring semester. No peer review will be conducted for research briefs or book/article reviews. However, the Journal & Research Committee will check if the submitted work meets the journal submission guidelines and determine if the work is publishable.

VIII. Revision and Resubmission

After receiving the results of peer review, the author is expected to revise the manuscript for resubmission. The revised manuscript must be submitted by the end of the first week in Fall semester. A final review will be conducted by the Journal & Research Committee to determine if the work is publishable. The author will be notified of the decision once the final review is completed. The author may be asked to further revise the manuscript if there is any stylistic/format issue.

IX. Journal Publication

The journal is published annually in December.

X. Registration on CiNii and Rikkyo Repository

Contributions to the FLER Journal will be published on the FLER webpage and registered on the national CiNii database and the Rikkyo University Academic Repository.

XI. Other conditions

1. No remuneration is offered to the author(s).
2. The copyright of articles published in the FLER Journal resides with Center for Foreign Language Education & Research, Rikkyo University. However, the author(s) retains the right to use his/her work for future research and/or educational purposes without permission.
3. If any plagiarism or misconduct is discovered after the work is published, the published work will be removed from the journal.