

# Journal of Multilingual Pedagogy & Practice

## Manuscript Submission Guidelines

**Scope: The journal annually publishes reports of teaching practice related to courses taught in FLER.**

### 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 manuscripts written in one of the following languages: Japanese, Korean, Chinese, German, French, Spanish, and English.

### III. Content and Formatting Guidelines

Contributions are limited to previously unpublished work.

1. We accept contributions in the following area:  
Practical Teaching Reports: Reflective reports on your teaching practice in any language courses at the Center for Foreign Language Education and Research. Reports should include a reflection, and detailed descriptions of tasks and/or activities. Make sure to establish a clear connection between your teaching practice and theoretical/pedagogical rationale where possible.
2. Please ensure to follow all formatting guidelines listed below:
  - (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, single-spaced.
  - (2) Length: Teaching Practice Reports should be approximately 3000–5000 words in length including graphs, charts, the reference list, and appendices. 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 Times New Roman 12 point. Leave one line between the title and the name of the author/s.
  - (5) Abstract: Manuscripts should be accompanied by a 150–250 word abstract in either

Japanese or English, which includes 3 to 5 keywords for the article at the bottom. For the abstract, the text should be indented 15mm 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.
3. Manuscripts should be submitted electronically to the Journal & Research Committee at [fler\\_journal\\_submission@ml.rikkyo.ac.jp](mailto:fler_journal_submission@ml.rikkyo.ac.jp)
4. The following are required at the time of submission.
- (1) An electronic copy of the manuscript.
  - (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 used in the article.
    - (c) Category: Select an appropriate category for your submission
    - (d) Language: Indicate the language which the author teaches irrespective of the language used in the manuscript.

#### **IV. Footnotes and Referencing**

The author is responsible for consistently adhering to APA (7<sup>th</sup> edition).

#### **V. Call and Deadline for Submission**

Submissions begin at the beginning of every fall semester. The deadline for submission is the last day of November.

#### **VI. Peer Review**

Submissions to the journal will not undergo peer review. However, the Journal & Research Committee will check the basic contents and appearance and determine whether to accept it for publication.

#### **VII. Revision and Resubmission**

After checking, if the content deviates significantly from the scope of the journal or there is a problem with the format, the author will be requested to revise and resubmit. Authors who have received a revision request shall revise the manuscript and submit it again within two weeks from the date of receiving the request. 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.

#### **VIII. Journal Publication**

The journal is published annually in March.

#### **IX. Registration on CiNii and Rikkyo Repository**

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

**X. 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.