

THE JASEC BULLETIN

(Bulletin of the Japanese Association for Studies in English Communication)

Guidelines for Contributors (Excerpt)

Article 1. Purpose

THE JASEC BULLETIN (hereinafter referred to as “the BULLETIN”) is published by the Japanese Association for Studies in English Communication (hereinafter referred to as “JASEC”). The BULLETIN publishes research findings and related scholarly work on issues concerning international communication in English by Japanese speakers, including studies on English thought processes, translation and interpreting methods, and English communication pedagogy.

Article 2. Eligibility for Submission

In principle, contributors to the BULLETIN must be regular members of JASEC.

Article 3. Submission Categories

(1) Manuscripts submitted to the BULLETIN must be previously unpublished original works and shall fall into one of the following five categories. Contributors (hereinafter “authors”) must select the appropriate category at the time of submission. However, the Editorial Committee reserves the right to reassign the manuscript to another category following review.

- a. **Research Articles:** Scholarly papers making a significant academic contribution to the field of English communication, including theoretical and/or empirical analyses and original findings.
- b. **Research Notes:** Exploratory, preliminary, or interim studies related to English communication, including intermediate findings in the process of developing a full research article, literature reviews, or presentations of academically valuable issues, information, or data.
- c. **Reports:** Academic reports on practices or investigations related to English communication that articulate specific research questions or issues.
- d. **Book Reviews**
- e. **Current Affairs / Commentary:** Short commentaries addressing current topics related to English communication and providing academically valuable information.

(2) As a rule, manuscripts must be submitted electronically by the deadline in response to a public call for papers (“open submissions”) and sent to the Association Secretariat. JASEC may also invite presenters at the Annual Conference or Research Forum to submit manuscripts (excluding Book Reviews and Current Affairs / Commentary) if their presentations are deemed original and academically valuable (“invited submissions”). Additionally, the Association may request appropriate individuals to contribute Book Reviews, Current Affairs / Commentary, or other manuscripts as needed.

Article 4. Format and Length of Manuscripts

(1) Authors submitting manuscripts in English shall complete Appendix 1 (Manuscript Submission

Form) in English at the time of submission.

(2) Manuscripts shall be formatted on A4-size pages with 1-inch (approximately 2.5 cm) margins on all sides and 40 lines per page. The first page shall clearly indicate the title, author's name, and institutional affiliation. (See Appendix 2.)

(3) Research Articles, Research Notes, and Reports should be approximately 10 printed pages under the above format (maximum 15 pages for Research Articles and Research Notes), including figures and tables. Book Reviews and Current Affairs / Commentary must not exceed 3 pages.

(4) References and in-text citations must conform to the latest edition of the *Publication Manual of the American Psychological Association* (APA). Authors are responsible for ensuring accuracy and consistency in citation and reference formatting.

a. In-text Citations

- The author–date citation system shall be used. e.g., (Yamaoka, 2014), Yamaoka (2014)
- For direct quotations, the page number must be provided. e.g., (Yamaoka, 2014, p. 115)
- When a work has two authors, both authors' names shall be cited. Use “and” in narrative citations (e.g., Huddleston and Pullum (2002, p. 87)) and “&” in parenthetical citations (e.g., (Huddleston & Pullum, 2002, pp. 534–568))
- When a work has three or more authors, only the first author's surname followed by “et al.” shall be used from the first citation onward.

b. Reference List

- A section titled **References** shall appear at the end of the manuscript.
- Only works cited in the text shall be included in the reference list.
- Entries shall be arranged in alphabetical order by the surname of the first author.
- The reference list shall be single-spaced, and a hanging indent shall be used for each entry.
- When available, a DOI should be provided in the format <https://doi.org/xxxxx>.
- References should be formatted according to the latest version of APA style.

Examples:

Books (Print or without DOI)

Cowie, A. P. (1999). *English dictionaries for foreign learners: A history*. Clarendon Press.

Books with DOI (Online version)

Herbst, T., & Klotz, M. (2003). *Lexicography*. De Gruyter. <https://doi.org/10.1515/9783110912166>

Journal Articles (With Vol., Issue, and DOI)

Crane, C. (2023). Modeling the historical development of English *any*. *English Language and Linguistics*, 27(3), 543–568. <https://doi.org/10.1017/S136067432200028X>

Journal Articles (Advance online publication / No Vol. or Issue yet)

Reynolds, B. (2026). ‘The lexicon-syntax boundary in English numerals: cardinals, ordinals and fractionals.’ *English Languages and Linguistics*, 1–19. <https://doi.org/10.1017/S1360674325100518>

Journal Articles (Print only / No DOI)

Gaskell, G. (1998). The attitude of the public to biotechnology. *Nature*, 391, 215–216.

c. Tables and Figures

- Tables and figures shall be numbered consecutively (e.g., Table 1, Figure 1).
- Titles and notes shall follow the formatting guidelines specified in the latest edition of the APA Publication Manual.

d. Additional APA Requirements

- Headings shall conform to the level system specified in the latest edition of the *Publication Manual of the American Psychological Association*.
- Abbreviations must be spelled out at first occurrence.
- Authors are encouraged to use bias-free language in accordance with APA guidelines.
- Numerical expressions, italics, and other stylistic matters shall follow the latest edition of the APA.
- While the journal follows APA style guidelines, different varieties of English are accepted. Authors should ensure consistency in spelling and usage throughout their manuscripts.

Article 5. Submission Procedures

(1) Authors must submit an electronic file of the manuscript prepared in accordance with Article 4 by the designated deadline, as an email attachment to the JASEC Secretariat (jasec.renraku@gmail.com). In principle, manuscripts must be prepared using MS Word (Windows or Mac). If submission in MS Word format is difficult due to special formatting (e.g., figures or tables), authors should consult the Secretariat in advance. Submitted manuscripts will not be returned, regardless of acceptance or rejection.

(2) Authors must attach a completed Manuscript Submission Form (Appendix 1) when submitting the manuscript. If necessary, an electronic version of the form may be requested in advance from the Secretariat by email.

(3) The submission deadline is, in principle, July 15 each year. Late submissions will not be accepted. For invited submissions or when the deadline is changed, JASEC shall designate an alternative deadline.

(4) After peer review and acceptance, authors must submit the final print-ready electronic file by the deadline specified by JASEC.

Article 6. Review Process and Editorial Policies

(1) The Editorial Committee shall determine whether a manuscript will be accepted for publication.

(2) Based on the review results, JASEC may request revisions to the content or may change the submission category for Research Articles, Research Notes, and Reports. For Book Reviews, revisions may also be requested. If the author does not agree to the proposed revisions or fails to resubmit the revised manuscript within the designated period, JASEC may decline publication.

(3) Once a manuscript has been submitted, including the final print-ready version, no changes may be made without the approval of the Editorial Committee, except for corrections of typographical errors during proofreading.

(4) The Editorial Committee may edit and format manuscripts prior to publication. Substantive changes (other than formatting) shall require the author's consent.

(5) As a rule, JASEC does not provide individual explanations regarding editorial decisions.

Article 7. Electronic Publication

As a rule, manuscripts published in the BULLETIN shall be made publicly available in electronic format on JASEC's website or other web platforms six months after the publication of the printed edition. Authors shall be deemed to have agreed in advance to such electronic publication. However, if there are special circumstances in which an author does not wish the manuscript to be electronically published, the author must notify JASEC at the time of submission. Additional matters necessary for publication shall be determined separately.

Article 8. Copyright

Copyright in published manuscripts (including those made publicly available in electronic format under the preceding Article) shall belong to the author(s). The editing and publishing rights of the BULLETIN shall belong to JASEC.

Article 9. Implementation Guidelines

In addition to these Guidelines, any matters necessary for the implementation of manuscript solicitation for the BULLETIN shall be determined as appropriate and communicated to members.

Article 10. Amendments

Amendments to these Guidelines shall be made by the Board of Directors.

Supplementary Provisions: Effective Date

1. These Guidelines shall come into effect on March 24, 2001.
2. These Guidelines shall come into effect on November 30, 2002.
3. These Guidelines shall come into effect on October 11, 2003.
4. These Guidelines shall come into effect on October 9, 2004.
5. These Guidelines shall come into effect on October 13, 2018. (Revisions to Article. 5 (3), addition of Article 7, and revision of Article 8)
6. These Guidelines shall come into effect on March 7, 2021. (Revision of Article. 5 (3), revision of Article 7, and revision of Appendix 1: Submission Form)
7. These Guidelines shall come into effect on October 2, 2021. (Revisions to Article 5 (1), (2), and (4), and revision of Appendix 1: Submission Form)
8. These Guidelines shall come into effect on March 28, 2026. (Revisions to Section 4 (1) and (4), Appendix 1 Manuscript Submission Form, Appendix 2 Manuscript Preparation Guidelines)

(Appendix 1: Manuscript Submission Form)

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Manuscript Submission Form

Submission Date: _____ / _____ / _____

Author's Name: _____

Institutional Affiliation: _____

Current Address:

Postal Code: (–)

Address: _____

Telephone: _____

E-mail: _____ @ _____

Manuscript Title

Submission Category (Please check one.)

- Research Article
- Research Note
- Report
- Book Review
- Current Affairs / Commentary

Web Publication (Important Notice)

If the manuscript is accepted for publication, it will be made publicly available on JASEC's website six months after the date of publication. If you have special reasons for not consenting to web publication, please state them below.

Reason for Non-Consent to Web Publication:

Submission of Electronic File

Please send the electronic file of this form to: Secretariat, The Japanese Association for the Studies in English Communication

E-mail: jasec.renraku@gmail.com

(Appendix 2: Manuscript Preparation Guidelines)

A Study of ~~~~~

John Smith
(ABC University)

Abstract

The abstract must be between 200 and 250 words. (Times New Roman, 10.5-point)

Keywords: Provide three to five keywords, separated by colons.

1. Introduction

(Body text omitted)

Manuscript Preparation Guidelines

1. In principle, manuscripts must be prepared using Microsoft Word (compatible with both Windows and Mac). However, manuscripts may be submitted in any file format, provided that they conform to the formatting requirements below.
2. The paper size shall be A4.
3. All margins (top, bottom, left, and right) shall be 1 inch (approximately 2.5 cm).
4. Manuscripts shall consist of 40 lines per page in single spacing. For quotations, the second and subsequent lines shall be indented by one character (approximately the width of three alphanumeric characters).
5. Text shall be set in Times New Roman, 10.5-point.
6. Three blank lines shall be left before the centered title. One blank line shall be left before centering the author's name. The institutional affiliation shall be centered in parentheses on the following line. Academic titles or positions shall not be included.

Examples of affiliation formats:

Professor, Graduate School of English Studies, ABC University → ABC University

Part-time Lecturer, ABC University → ABC University

Doctoral Program, Graduate School of Economics, ABC University
→ Graduate School of ABC University

Teacher, ABC High School → ABC High School

Section Chief, International Sales Department, ABC Corporation → ABC Corporation

7. Chapters and sections shall be numbered as shown in the sample above, beginning with "1." and using formats such as "2.1" and "2.2" for subsections.
8. Notes shall be numbered consecutively and placed together at the end of the manuscript.

9. If the author wishes to include an e-mail address, it shall be provided at the end of the manuscript.