

# Naruto University of Education International Cooperation Center for the Teacher Education and Training (INCET) Journal

## Guide for Authors

Approved on May 17, 2019 at INCET Meeting

### <Types of Manuscript>

1. Naruto University of Education Journal of International Educational Cooperation published by International Cooperation Center for the Teacher Education and Training (INCET) accepts following types of manuscript. The content of manuscript must be related to international educational cooperation and unpublished in other journals.
  - A. Research Article (With peer review)
  - B. Study Note (Without peer review)
  - C. Activity Report (Without peer review)

### <Persons Who Can Submit>

2. Following person(s) can submit a manuscript as a Research Article.
  - A. Faculties and teachers from Naruto University of Education (including guest researcher and teachers of attached schools)
  - B. Registered external cooperative researchers of INCET
  - C. Author(s) with a member from the list of A and B above as co-author
  - D. Author(s) approved by the editorial board consists of INCET members
3. Following person(s) can submit a manuscript as a Study Note and/or Activity Report.
  - A. Faculties and teachers from Naruto University of Education (including guest researcher and teachers of attached schools)
  - B. Registered external cooperative researchers of INCET
  - C. Author(s) with a member from the list of A and B above as co-author
  - D. Graduate Student at Naruto University of Education
  - E. Graduated Master Student from Naruto University of Education
  - F. Author(s) approved by the editorial board consists of INCET members

### <Number and Pages of Manuscripts>

4. Number of manuscripts an author can submit is as follows:
  - A. For 'Research Article,' one person can be the author and/or a co-author for up to total of two manuscripts. However, a person might be limited to one manuscript due to editorial reason.
  - B. Faculty of INCET may submit an extra manuscript for Research Article as long as it is related to a research conducted under INCET.
  - C. Regardless of types of manuscript, one article should be within 10 journal pages when published.

### <Guidelines for Writing a Manuscript>

5. Please prepare manuscript by following the rules listed below.
  - A. Manuscript's page size should be set to 'A4' and written horizontally (not vertically in some case of Japanese language).
  - B. Manuscript for Research Article and Study Note must have title, list of authors, abstract (about 100 words) and keywords (up to 5 keywords).
  - C. For the published article, all of the following components should be contained within the page limit of 10 pages: title, list of authors, abstract, keywords, tables/figures with captions and references. One

article page at publication will contain about 500-600 words (40 lines at 10.5 font size, or 1600 Japanese characters).

- D. Clearly indicate the source for each figure (including pictures) and tables. For figures and tables, prepare them separately from the manuscript if necessary and indicate where in the manuscript to put in. If needed, make sure to indicate the size of figures and tables. Figures and tables will be inserted with a photomechanical process, so please prepare as it should appear.
- E. Notes and citations should be indicated as "<sup>1)</sup>" (with superscript number) at appropriate location and details should be listed at the end of the manuscript before the 'Reference' section.
- F. Reference should be listed at the very end of the manuscript.
- G. Citations and References should be written as follows:
  - i. For an article: author(s), published year, title of article, *name of published journal*, volume, page(s).  
Example: Norberg, P., Sekine, S. & Zhou, Y. (2014) Components of International Educational Cooperation, *Journal of International Education Cooperation*, 15(2), 50-57.
  - ii. For a book: author(s), published year, title of chapter, *title of book*, name of editors, publisher, pages.  
Example: Erikson, J.B. (2007) Improving Teaching Materials, *Improving Education*, Brown, H. ed., McGrawHill, 34-55.
- H. Each author has once chance of correcting when first proof is prepared. Corrections, indicated with red ink, should be for spelling and minor corrections; rewriting of a whole section and/or adding a whole new section is not permitted.

#### <Deadlines for Submission>

- 6. Deadlines for submitting manuscripts are set as follows:
  - A. Call for submission will be posted by May 31<sup>st</sup>.
  - B. Authors who intend to submit manuscript(s) as Research Article should submit tentative title by June 30<sup>th</sup> and the final manuscript(s) by August 31<sup>st</sup>.
  - C. For Research Article, two faculty members and/or external specialists appointed by the chief editor will conduct a review and determine the acceptance of manuscript. Based on the review, the chief editor might ask for correction of the manuscript to the author.
  - D. Authors who intend to submit manuscript(s) as Study Note and/or Activity Report should submit tentative title by October 31<sup>st</sup>. and the final manuscript(s) by November 30<sup>th</sup>.
  - E. At the time of submission please indicate whether the manuscript is submitted as Research Article, Study Note or Activity Report.
  - F. Deadline for re-submission (for reviewed manuscript) will be notified at the time when the manuscript will be returned to the author for correction.
  - G. Corrections to the first proof should be resubmitted within a week (7 days) unless specifically specified.

#### <Cost for Off-Prints>

- 7. If an author requires off-prints, the cost will be charged to the author.

#### <Submitting Process>

- 8. All manuscripts must be submitted to INCET (incet@naruto-u.ac.jp) and the chief editor at that time (indicated in 'call for papers') by attaching the manuscript to the e-mail. If the size of attached file(s) exceeds 20 MB, please use external device (e.g., CD, DVD, USB) and send it to INCET.

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