

Guidelines for Akita English Journal

Editorial Committee Rules:

1. The Editor-in-Chief and the Editorial Committee are appointed by the Steering Committee with the approval of the General Assembly.
2. The Editor-in-Chief is responsible for reviewing and selecting papers, as well as for the editing and publishing of the journal. The Editor-in-Chief has the responsibility and authority to make a final decision about whether the contribution is publishable. The Editorial Committee is charged with assisting the Editor-in-Chief in these tasks.

Submission Rules:

1. In principle, submissions are accepted from members only. Non-members should join the Akita Association of English Studies (AAES) *before* submitting their paper. In exceptional circumstances, papers by non-members may also be published with special permission of the editor-in-chief or Association President.
 2. Manuscripts should be related to English education, linguistics, literature, or the broader field of culture in relation to the English language.
 3. All articles must be previously unpublished work. By submitting a manuscript to AAES Journal, the author(s) confirm that it is their own work, and that the manuscript is not currently being submitted to another journal, book, or other publication. In the case of reprinting, make sure to contact the Editorial Committee for permission.
 4. Manuscripts must be typed, and submitted in both MS Word and PDF formats. If there is a problem in creating a PDF file, inform the editor when submitting a MS Word file.
 5. Submitted manuscripts must be A4 size, portrait, and no more than 11 pages in length, including the bibliography, notes, charts, photographic images, etc. In exceptional cases where the final manuscript exceeds 11 pages and cannot realistically be shortened without harming the integrity of the content, the absolute maximum length is 16 pages. (Authors must get prior approval from the editor if their manuscript exceeds 11 pages.)
 6. The standard format for Japanese text is:
 - 1 page, 34 lines
 - Upper margin: 35mm; lower, left and right margins: 30mm
 - Font: MS Gothic or Heisei Kaku Gothic
 - Number of points and arrangement:
 - Title, 16 pt. (Centered)
 - Affiliation and name, 12 pt. (1 line after title, right-aligned on one line. A “zen-kaku” space between the affiliation and name, and a “han-kaku” space between the first and last name)
 - Main text, 11 pt. (following a blank line after the affiliation and name)
- If a manuscript is submitted in a format that differs from the standard format, the author(s) may be asked to revise the manuscript.

7. The standard format for English text is:

-1 page, 40 lines (This can be set in MS Word via the Layout tab, Page Setup, Document Grid; if there is a problem, set it as closely as possible and inform the editor when submitting)

-Upper margin: 35mm (1.38”), lower / left and right margins: 30mm (1.18”)

-Font: Times or Times New Roman

-Number of points and arrangement:

- Title, 16 pt. (Centered)
- Name, 11 pt. (1 line after title, last name in uppercase, centered)
- Affiliation, 11 pt. (Italics, next line after name, centered)
- Body 11 pt. (1 blank line following affiliation)
- Create a space of 6 pt before each paragraph (This can be set in MS Word via the Layout tab, Paragraph, Spacing Grid; if there is a problem, set it as closely as possible and inform the editor when submitting)

If a manuscript is submitted in a format that differs from the standard format, the author(s) may be asked to revise the manuscript.

8. The contributor shall prepare a finalized manuscript for publication. The contributor is required to respond to any comments or suggestions from the editors and resubmit the final version by the designated time after receiving comments.

9. The contributor’s article will be registered in the Akita University Institutional Repository System, and available for public research through the internet. Submission of a manuscript is understood as agreement with this condition.

Category of contribution

1. The categories of contribution in Akita English Studies (AES) are listed below.

- Research paper
- Research note
- Practice report
- Conference report
- Translation
- Book review
- Others

2. The contributor shall show the category when submitting an application form for contribution.

3. When contributing research paper or research note, the contributor shall write an abstract consisting of approximately 200 words.

The criteria for “Research paper” submitted to AES

1. The criteria for “Research paper” submitted to AES are listed below.

- (1) The significance of the research is clearly stated.
- (2) Prior literature research has been sufficiently conducted.

- (3) The logic and structure are clear and consistent.
 - (4) Appropriate analytical methods are used for the purpose of the research.
 - (5) The results necessary for verifying any conclusions are plausibly presented.
 - (6) The results are plausibly interpreted.
 - (7) There is a description of problems identified in the course of conducting the research.
 - (8) The reference list contains all the works you cited in the text of your paper.
2. The contributor shall make sure that the above criteria are met before submitting.
 3. The contributor shall agree in advance that a submitted paper may be re-designated as a "research note" by the editorial committee. Note that the check made by the editorial committee is not regarded as "refereeing."
 4. In the case of a contributor of a research paper being a member of the Editorial Committee and no other committee member who specializes in the same field being available, the Editorial Committee will ask an appropriate specialist, generally an AAES member specializing in the same field, to check the paper.

Procedures after this form is submitted

1. The deadline for submitting manuscripts is the end of February.
2. The contributor shall submit the manuscript and the English title (if written in Japanese) by e-mail to wakaari@ed.akita-u.ac.jp by this date. In case of extending the deadline, contact the editor at the email address above by this date.
3. The receipt of the manuscript will be sent to the contributor within 3 days. In case of no contact by March 3rd, it is possible that the manuscript has not arrived. In that case, send the manuscript again to wakaari@nifty.com (an alternative).
4. The submitted manuscript will be checked by the editorial board within two weeks after the deadline, in principle. If the editorial board proposes improvements, the contributor should consider the content and submit the revised version by March 29th.
5. If case of an extended deadline (due to unavoidable special circumstances), the contributor must submit the revised manuscript by March 29th, after having the submitted manuscript checked by the editorial board. Note that checking the submitted manuscript may take more than ten days.