

## Instructions for Authors

January 20, 2016

1. The Annual Bulletin publishes research papers and research materials. Research materials include survey results, book review, and follow-up studies.
2. Qualified authors are ones in the following categories ( in the cases of (4) and (5), consent from academic advisor is required):
  - (1) Full-time faculty members affiliated with the School
  - (2) Postdoctoral fellows affiliated with the School
  - (3) Research fellows of JSPS (the Japan Society for the Promotion of Science) affiliated with the School
  - (4) Research students affiliated with the School who have earned a doctoral degree or who left the doctoral program upon having completed a sufficient number of credits for the course requirements
  - (5) Doctoral Students of the School
  - (6) The first authors in one of the above criteria may add others of following categories as co-authors:
    - ① Research students who have earned a master's degree
    - ② Master's students
    - ③ Research collaborators not affiliated with the School
  - (7) Others with the permission of the editorial committee
3. Original papers that have not been published previously and that are not under consideration for publication elsewhere are accepted.
4. The number of submissions per person is limited by the conditions below:
  - (1) One paper is allowed as the first author
  - (2) Three papers are allowed without the case of the first author
  - (3) Two papers are allowed as non-first author if including the first author paper.
5. Authors who wish to publish articles should submit the application form to the Faculty of Education Library by the end of September. The deadline of manuscript submission is the end of November.
6. Research papers and research materials should be 10,000 words or less, printed on A4 paper using an 11-point font size or higher. Manuscripts must be no longer than 25 pages, including the title, main text, tables, figures, notes, reference list, supplemental materials, and appendices, but excluding the abstract. Submit a printed copy together with a digital copy on an appropriate electronic medium.

7. Title page should include the submission type (research paper or research materials), the manuscript's title, and the names and affiliations of the first author and any co-authors.
8. All figures and tables must be numbered and have captions. Place captions below figures and above tables.
9. Notes and the reference list should be provided together after the main text.
10. An English abstract of 450 words or less should be submitted with the manuscript. The abstract should include the manuscript's title, the names and affiliations of the first author and any co-authors, and up to five keywords.
11. All typographic and printing matters are decided at the discretion of the editorial committee.
12. Authors give their implied permission for any papers published in the journal to be digitized and posted on Tohoku University's website.