Guidelines for Authors of the *Journal of University Education Research*

Tokushima University has set the following requirements for the editing and publication of the *Journal of University Education Research*.

1. Title and format

(1) Japanese title: 大学教育研究ジャーナル

(2) English title: *Journal of University Education Research*

(3) Format: A4 size, horizontal text

2. Release/publication

(1) Journal articles are published on the Web.

(2) As a rule, publication is annual.

3. Editorial Committee

(1) The Editorial Committee is comprised of the following members:

　1) The Chairperson, Faculty Development Committee, Tokushima University.

　2) The committee members are the faculty recommended from the 5 university faculties (including graduate school staff jointly assigned to a faculty), and Division for the Enhancement of Teaching & Learning, Center of University Education, Center for General Education, Center for Administration of Information Technology and faculty specially appointed by the committee chairperson.

(2) The position of chairperson is filled by the Chairperson, Faculty Development Committee, Tokushima University.

(3) The chairperson can appoint a managing editor.

(4) Members (excluding the Committee Chairperson) serve for 2 years. Membership does not preclude reappointment. However, if a member leaves the committee, the successor shall serve for the remainder of the term of his/her predecessor.

4. Contents of submitted articles

Submitted articles must be original, unpublished manuscripts (although this restriction does not apply to oral presentations and accompanying data) with a focus on Faculty Development (FD) research and FD activities, and may include articles on higher education. Articles published or being considered for publication in other journals, or posted on websites, will not be accepted.

5. Eligibility for Submission

There are no eligibility requirements for submission of articles.

6. Cover sheet

The manuscript must be accompanied by a cover sheet listing the type of article (see 7(1) of these guidelines for categories), title, author(s), affiliation, Japanese key words (3-5), English title (or Japanese title if manuscript is in English), author(s) in Romanized form, affiliation in English, English key words (3-5), number of reprints required and contact information.

7. Style and format requirements

(1) Submissions are categorized as Reviews, Research Papers, Data, and Reports. A Review introduces literature or research results likely to contribute to university education in the future. A Research Paper summarizes the results of new research. It should have originality, novelty and developability. A Data article

provides a summary of raw data obtained from sources such as surveys, and is potentially useful for future research, development, practical application, etc. A Report can be a performance report or case study of effective practice in university education.

(2) The first page of the manuscript must include the article category, and the following in Japanese and English: title, author(s), affiliation and key words (3-5).

(3) For Reviews, Data articles, and Reports, insert a Japanese abstract (max. 300 characters) and an English abstract (max. 150 words) before the main text .

(4) For Research Papers, insert a Japanese abstract (max. 400 characters) and an English abstract (max. 180 words) before the main text.

(5) Only collaborators responsible for the content of the article may be listed as coauthors. Assistants and partial collaborators may be named in a footnote if necessary.

(6) Irrespective of category, the main text should be no more than 20 pages of A4 size, including figures, tables, reference list, English abstract, key words, etc. This restriction does not apply to cases where deemed necessary by the Editorial Committee.

(7) As a rule, the text is in 2-column format. One page should have 42 lines, with 22 Japanese characters per column (about 1800 characters per page). Use top and bottom margins of 25 mm, left and right margins of 20 mm, and separate columns with a 2-character space.

(8) Use MS Mincho 10.5 pt. for the main text if Japanese. Use MS Gothic 16 pt for the title and 14 pt for any subtitle. Section headings and key words should be in MS Gothic 10.5 pt. Use Century Gothic 11 pt for the English title and 9 pt for the abstract. All other alphanumeric text should be in Times New Roman 10.5 pt. If these fonts are not available, use the ones closest to them.

(9) The comma and period punctuation marks used in Japanese or English texts are (，) and (。) or (,) and (.), respectively.

(10) Keep the title as concise as possible. Even in the case of a series of studies, titles that differ by only a number are undesirable. Insert two em dashes (——) before subtitle and two after.

(11) All English key words should be written in lowercase letters, except when words need to be capitalized, such as proper nouns. No abbreviations should be used.

(12) Leave a line space above section headings. Do not leave a line space after a heading in the main text.

(13) Headings should be numbered with Arabic numerals.

(14) Use modern *kanazukai* and Joyo Kanji in Japanese texts, Arabic numerals for numbers and the Western calendar for years.

(15) Tables and figures should be numbered as follows: 'Table 1' (above the table), 'Fig. 1' (below the figure). Numbered table titles should be centered above the table, and numbered figure titles should be centered below the figure. Use MS Gothic 10.5 pt for figure and table titles.

(16) Keep titles for tables and figures as concise as possible, and place captions in the main text.

(17) Because figures take up relatively large areas of the page, carefully select figures that are absolutely necessary and use them effectively.

(18) Colors, outermost frames, borders, background colors and graduation marks should not be used when preparing figures.

(19) In a table, do not use many lines unless necessary and have enough space between the rows and columns. Vertical lines should also be kept to a minimum, and no diagonal lines should be used.

(20) Items in a table should be left aligned. When presenting numbers, pay attention to significant figures, the location of the decimal point, and number of digits after the decimal point.

(21) Photographs are treated as figures. When inserting portrait photographs, if only after getting persons' permission, they will be printed. Otherwise they should be the ones not to recognize persons' identification.

(22) As a rule, proper nouns such as foreign names and places should be written in the original language.

(23) Footnotes should be indicated by a top-right superscript [Footnote 1)] immediately after the text concerned, and listed in order of appearance under Footnotes given at the end of the main text, before the References.

(24) Sources should be acknowledged with superscript numbers, as in [1)], in the text and need to be cited in full under References at the end of text in numerical order according to the order of appearance.

(25) As a rule, references should adhere to the following format:

　1) Journals: [No.] Author(s): Title, Journal, Volume (no.), first page-last page, year (Western calender).

　2) Books (Japanese): [No.] Author(s): Title, first page-last page, publisher, place of publication, year (Western calender).

　3) Book (European language): [No.] Author(s), Year of publication, Title. Edition number and Place of publication should also be included as a rule. Only capitalize the first word of the title, proper nouns and German nouns. The title should be in italics.

　4) Internet: [No.] Author(s), year, title of material, website, date of last update, <URL>, (date accessed)

8. Review of articles and notification of review results

(1) The head of the Editorial Committee and the chief editor first check that the submitted manuscript meets the requirements of the journal, "4. Contents of submitted articles". If the manuscript does not meet them, or tables and figures in the manuscript deviate from the prescribed format, or the manuscript is difficult to decipher due to lack of polishing, review of the manuscript is not be done, which will be notified with the Format 2 by email to the author (or if specified, the corresponding person). If the manuscript greatly deviates from the requirements, it will not be accepted. If the head of the editorial committee and the chief editor approve that the manuscript meets the requirements, the author (or if specified, the corresponding person) is to be notified.

(2) Review of the manuscript by referees is to be done for all of submitted manuscripts.

(3) Review of the manuscript is to be done by the referees who are appointed by the Editorial Committee, which is held in January every year. Notification of the result of review is to be made by Formats 4, 5-1, and 5-2.

(4) After the review by referees, the Editorial Committee have a meeting and notify the result of acceptance according to the Format 6 to the author (or if specified, corresponding person). At this stage, the author may be asked to make additions or deletions. Revisions based on referees' comments may also be necessary. If the author does not agree with the referees' comments, he/she should provide properly enough documentations and rationales in a separate sheet or in the manuscript to support his/her argument against the issues pointed out by the referees.

(5) Notification of the review results is sent by email to the author (or if specified, corresponding person) within one month of the January meeting of the Editorial Committee.

(6) At this stage the manuscript is treated as a 'Finished Manuscript'. (Apart from changes requested by referees, rewrites are not normally allowed after submission.)

(7) The first proof is proofread by the author(s), and subsequent proofreading is done by the Editorial Committee. The first proofread is limited to correction for incorrect or missing characters.

(8) The printing format is the sole responsibility of the Editorial Committee.

(9) Publishing the manuscript on the Journal is notified by email to the author (or if specified, corresponding person) with the notice of publishing according to the Format 7.

(10) Articles are posted on the Web within one month after their publication.

9. Submission of articles

(1) Manuscripts are received from April 1 to the end of November each year.

(2) Manuscripts should be submitted as an email attachment.

(3) Manuscripts can be prepared using either Word or Ichitaro, and must be submitted in the layout prescribed in the Style and Format Requirements. If a manuscript is prepared on some other system due to an unavoidable reason, it must be submitted as a pdf-file.

(4) The originals of photographs, figures, etc., are to be sent after the article has been accepted for publication following the review process.

(5) Submissions should be sent to the following address :
Education Planning Office, Education Support Division,Student Affairs Department, Tokushima University
kykikakuk@tokushima-u.ac.jp; Tel : 088-656-7686

10. Copyright

All articles published in the *Journal of University Education Research* are the copyright of Tokushima University. Figures must not be reproduced in other journals or books without prior written permission from the Editorial Committee.

11. Other matters

(1) A publication fee is not charged.

(2) The author(s) shall bear the cost of all reprints.

(3) Any alterations to these requirements shall be made by the Faculty Development Committee.

Supplementary provisions

1. These requirements are effective from September 28, 2004.

2. Notwithstanding the provisions of section 3(4), the first Editorial Committee selected after implementation of these requirements shall serve until March 31, 2006.

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