

Paper Guideline (English Version): Bulletin of Institute for Promotion of  
Education and Campus Life, Okayama University

### 1. Submission Guidelines

- (1) Articles in this bulletin should be unpublished research papers, practice reports, or survey reports. Duplicate submissions to other journals will not be accepted.
- (2) When submitting a paper, please specify the type of paper (research paper or report on practice or survey).
- (3) Manuscripts should be complete manuscripts, and the style of each paper should conform to the style of papers in the respective fields of specialization.
- (4) Two types of manuscript files should be submitted to the Bulletin Editorial Committee by e-mail: [1] an editable Word file and [2] a PDF file.
- (5) The printed version should not exceed 20 pages (including figures, tables, materials, and references).
- (6) The authors are responsible for the contents (including figures, tables, materials, references, etc.).

### 2. Writing guidelines

#### (1) Format and volume

- The manuscript should be written horizontally on A4 paper using word processing software.
- The basic setting is 80 characters per line (in English) and 35 lines.
- The font should be Times New Roman, and the size should be 10.5pt or 11pt.

#### (2) Composition

- The composition should be as follows:

Manuscripts written in English should include the title, authors' names and affiliations, abstract, keywords, text, notes, and references.

Manuscripts written in a foreign language other than English should include the title of the manuscript in the foreign language, names of authors and their affiliations, English title, names of authors and their affiliations (in English), abstract (in English), keywords (in English), text, notes, and references.

The name of the author(s) and institutional affiliation(s) should not be included in the manuscript at the time of submission. Still, the space should be reserved for them (they will be inserted after the manuscript is accepted for publication).

- Capitalize the first letter of each word in the English title, except for articles, conjunctions, and prepositions. However, exceptions may be made if the author(s) wishes to do so.
- The author's name should be written first name first and last name second. All letters of the last name should be capitalized and the first letter of the first name should be capitalized. (e.g.) Taro YAMADA
- When there is more than one author, insert "," (one-byte character) between them.  
(e.g.) Taro YAMADA, Hanako SUZUKI
- Abstracts should be 7 to 8 lines in length. The English abstract should be reviewed by a native English speaker on the author's responsibility.
- Keywords should be limited to five words in English and separated by commas.
- Notes should be indicated in superscript (1), (2), ..., in the text (before punctuation), and should be placed before the references.

### **3. Proofreading**

Proofreading by the author (first author) takes place only once, and no changes or additions to the contents will be permitted during the proofreading process. In principle, the authors are fully responsible for the contents of the articles and materials published in this bulletin.

### **4. Front cover**

The table of contents on the front cover should indicate the title and the author's name (s) in the original language, and the table of contents on the back cover should indicate the title in English (in principle).

### **5. Reprints**

If reprints are necessary, they shall be prepared at the contributor's expense.