Submission Guidelines: Proceedings of JCLA

Please make sure that you have read the following Guidelines and Style Sheets carefully before writing your manuscript.

<General Guidelines>
・The title of your manuscript should be identical with the one you gave at the Conference.
・The manuscript must be submitted as a PDF file. Please refer to the following instructions when submitting your manuscript.
  1. Your manuscript must be submitted to the e-mail address of the Editorial Office (from which the Submission Guidelines were sent to).
  2. For the categories which an abstract is required, the abstract page should come after the text, and be submitted together with the text as a PDF file.
  3. The file should be named with the submitter's full name in English one-byte characters, lower case, and family-name-first order (e.g.tsujiyukio).
  4. No page numbers, headers, footers should be added to any page of your manuscript.
  5. No password protection is set on the manuscript file.
・The Editorial Office does not check the manuscripts. There is no proofreading involved.
・Once you have submitted your manuscript, you cannot replace it or change the contents. Check the contents fully before sending it to us. Keep a copy of your manuscript at hand just in case.
・If you have changed your email addresses especially after the Conference, please inform us of your new email address. (Almost every year, we have difficulty contacting some people because of such changes.)
・To facilitate the editorial work of the table of contents, please note the following information into your email text.
  1. (If the manuscript is written in Japanese) your name written in *Kanji* or Chinese characters, The Japanese title, your name spelled in Roman script and the English title.
  2. (If the manuscript is written in English) your name spelled in Roman script, the English title, and your name written in *Kanji* or Chinese characters (if you have one).

・Please take care not to infringe on copyrights. In the event that a submission is deemed to include inappropriate use of sources, it will be rejected.

・A free CD-ROM of the Proceedings will be sent to the author who is a member of the Conference. (In the case of manuscripts written by two authors or more, this applies only to the first author.)

・For all categories, the manuscripts must reach us no later than the deadline of 27 (Friday) December 2019. They should be sent to the following address:

Editorial Office of "Proceedings of JCLA"
E-mail address: (The address from which the Submission Guidelines were sent to you.)

<JCLA Proceedings Style Sheets>

Style Sheets are of eight different categories, presented in the order as indicated here. Please follow the relevant Style Sheet for submitting your manuscript.

(1) Guest Speaker for Special Lecture (p.3)
(2) Symposium Chairpersons (p.5)
(3) Symposium Speakers (p.7)
(4) Workshop Moderators (p.8)
(5) Workshop Presenters (p.10)
(6) Workshop Discussants (p.12)
(7) Research Paper Presenters (p.14)
(8) Poster Session Presenters (p.16)
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(1) Guest Speaker for Special Lecture

1. Length and Style:

　15 pages or less (including notes and references) of A4 paper, plus one-page abstract (see 3 below); the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) The first page of your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your lecture.)

(c) Notes should come after the text and before the References.

(d) The following tips for font and font size are recommended but optional:

　　Font: (For Japanese) Mincho/ (For English) Times New Roman

　　Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

3. Abstract:

(a) In general, a manuscript written in Japanese should be accompanied by an abstract in English, and a manuscript written in English should be accompanied by an abstract in Japanese. However, in unavoidable circumstances, an English manuscript could be accompanied by an English abstract.

(b) An abstract should start with < Abstract > for an abstract in English (or <要旨> for an abstract in Japanese) at the upper left, followed by the title, your name, your affiliation and the text.

(c) The number of lines in an abstract is not specified, but should not exceed one A4 paper. An abstract is not counted as one of the 15 pages of the manuscript. No page number should be added to an abstract.

4. Other Guidelines:

(a) Contributors are restricted to those who gave their special lecture as a guest speaker the previous year.

(b) The contents of the manuscript should follow those of the lecture, though a slight change may be admitted.

(c) The manuscript should be written either in English or Japanese. It should be in the same language as used in the lecture.

(d) References should in general take the following order:
   (i) For books, the name of the writer (editor), year of publication, title of the book, place of publication, and name of the publisher.
   (ii) For papers, the name of the writer, year of publication, title of the article, name of the journal, Vol./ No., and page numbers. (For a collection of papers, it should follow the case of books.)
(e) Replacement of manuscripts is not in general admitted.

5. Deadline:
  The manuscript must reach us no later than 27 (Friday) December 2019.

6. Addressee:
   The mail including required information and the PDF file (text + abstract) should be sent to the following address:

Editorial Office of "Proceedings of JCLA"
E-mail address: (The address from which the Submission Guidelines were sent to you.)

(2) Symposium Chairpersons

1. Length and Style:

  3 pages or less (including notes and references) of A4 paper; the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) The first page of your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your presentation.)

(c) The manuscript should be written either in English or Japanese. It should be in the same language as used in the presentation.

(d) The following tips for font and font size are recommended but optional:

   Font: (For Japanese) Mincho/ (For English) Times New Roman

   Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

(e) Replacement of manuscripts is not in general admitted.

3. Other Guideline

   A free CD-ROM of the Proceedings will be sent to the author who is a member of the Conference. (Even if the Symposium Chairperson was also a Symposium Speaker, only one CD-ROM will be sent.)

4. Deadline:

   The manuscript must reach us no later than 27 (Friday) December 2019.

5. Addressee:

   The mail including required information and the PDF file should be sent to the following address:

Editorial Office of "Proceedings of JCLA"
E-mail address: (The address from which the Submission Guidelines were sent to you.)

N.B. If the Symposium Chairperson was also a Symposium Speaker, he or she should submit both types of manuscripts.

(3) Symposium Speakers

1. Length and Style:

   15 pages or less (including notes and references) of A4 paper, plus one-page abstract (see 3 below); the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) The first page of your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your presentation.)

(c) Notes should come after the text and before the References.

(d) The following tips for font and font size are recommended but optional:

   Font: (For Japanese) Mincho/ (For English) Times New Roman

   Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

3. Abstract:

(a) In general, a manuscript written in Japanese should be accompanied by an abstract in English, and a manuscript written in English should be accompanied by an abstract in Japanese. However, in unavoidable circumstances, an English manuscript could be accompanied by an English abstract.

(b) An abstract should start with < Abstract > for an abstract in English (or <要旨> for an abstract in Japanese) at the upper left, followed by the title, your name, your affiliation and the text.

(c) The number of lines in an abstract is not specified, but should not exceed one A4 paper. An abstract is not counted as one of the 15 pages of the manuscript. No page number should be added to an abstract.

4. Other Guidelines:

(a) Contributors are restricted to the previous year's Symposium Speakers.

(b) The contents of the manuscript should follow those of the oral presentation, though a slight change may be admitted.

(c) The manuscript should be written either in English or Japanese. It should be in the same language as used in the presentation.

(d) References should in general take the following order:

(i) For books, the name of the writer (editor), year of publication, title of the book, place of publication, and name of the publisher.

(ii) For papers, the name of the writer, year of publication, title of the article, name of the journal, Vol./ No., and page numbers.   (For a collection of papers, it should follow the case of books.)

(e) Replacement of manuscripts is not in general admitted.

5. Deadline:

  The manuscript must reach us no later than <mark>27 (Friday) December 2019</mark>.

6. Addressee:

   The mail including required information and the PDF file (text + abstract) should be sent to the following address:

<mark>Editorial Office of "Proceedings of JCLA"</mark>
<mark>E-mail address: (The address from which the Submission Guidelines were sent to you.)</mark>

(4) Workshop Moderators

1. Length and Style:

  1 page of A4 paper; the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) Your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your presentation.)

(c) The following tips for font and font size are recommended but optional:

Font: (For Japanese) Mincho/ (For English) Times New Roman

Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

3. Other Guidelines:

(a) Contributors are restricted to the previous year's Workshop Moderators.

(b) The manuscript should be written either in English or Japanese. It should be in the same language as used in the presentation.

(c) Replacement of manuscripts is not in general admitted.

(d) A free CD-ROM of the Proceedings will be sent to the author who is a member of the Conference. (Even if the Workshop Moderator was also a Workshop Presenter, only one CD-ROM will be sent.)

4. Deadline:

  The manuscript must reach us no later than 27 (Friday) December 2019.

5. Addressee:

   The mail including required information and the PDF file should be sent to the following address:

Editorial Office of "Proceedings of JCLA"
E-mail address: (The address from which the Submission Guidelines were sent to you.)

N.B. If the Workshop Moderator was also a Workshop Presenter, he or she should submit both types of manuscripts. All the manuscripts of the Workshop Presenters and

Workshop Discussants should be collected and submitted together with the manuscript of the Workshop Moderator to the Editorial Office.

(5) Workshop Presenters

1. Length and Style:

6 pages or less (including notes and references) of A4 paper; the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) The first page of your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your lecture.)

(c) Notes should come after the text and before the References.

(d) The following tips for font and font size are recommended but optional:

Font: (For Japanese) Mincho/ (For English) Times New Roman

Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

3. Other Guidelines:

(a) Contributors are restricted to the previous year's Workshop Presenters.

(b) The contents of the manuscript should follow those of the presentation, though a slight change may be admitted.

(c) The manuscript should be written either in English or Japanese. It should be in the same language as used in the presentation.

(d) References should in general take the following order:

(i) For books, the name of the writer (editor), year of publication, title of the book, place of publication, and name of the publisher.

(ii) For papers, the name of the writer, year of publication, title of the article, name of the journal, Vol./ No., and page numbers. (For a collection of papers, it should follow the case of books.)

(e) Replacement of manuscripts is not in general admitted.

4. Deadline:

The manuscript must reach us no later than 27 (Friday) December 2019.

5. Addressee:

The mail including required information and the PDF file should be sent to the

following address:

N.B. All the manuscripts of the Workshop Presenters should be collected by the Workshop Moderator and be submitted together to the Editorial Office.

(6) Workshop Discussants

1. Length and Style:

   3 pages or less (including notes and references) of A4 paper; the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) The first page of your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your presentation.)

(c) Notes should come after the text and before the References.

(d) The following tips for font and font size are recommended but optional:

   Font: (For Japanese) Mincho/ (For English) Times New Roman

   Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

3. Other Guidelines:

(a) Contributors are restricted to the previous year's Workshop Discussants.

(b) The contents of the manuscript should follow those of the lecture, though a slight change may be admitted.

(c) The manuscript should be written either in English or Japanese. It should be in the same language as used in the presentation.

(d) References should in general take the following order:

   (i) For books, the name of the writer (editor), year of publication, title of the book, place of publication, and name of the publisher.

   (ii) For papers, the name of the writer, year of publication, title of the article, name of the journal, Vol./ No., and page numbers. (For a collection of papers, it should follow the case of books.)

(e) Replacement of manuscripts is not in general admitted.

4. Deadline:

  The manuscript must reach us no later than 27 (Friday) December 2019.

5. Addressee:

   The mail including required information and the PDF file should be sent to the

following address:

N.B. All the manuscripts of the Workshop Discussants should be collected by the Workshop Moderator and be sent together to the Editorial Office.

(7) Research Paper Presenters

1. Length and Style:

　12 pages or less (including notes and references) of A4 paper, plus one-page abstract (see 3 below); the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) The first page of your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your presentation.)

(c) Notes should come after the text and before the References.

(d) The following tips for font and font size are recommended but optional:

　　Font: (For Japanese) Mincho/ (For English) Times New Roman

　　Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

3. Abstract:

(a) In general, a manuscript written in Japanese should be accompanied by an abstract in English, and a manuscript written in English should be accompanied by an abstract in Japanese. However, in unavoidable circumstances, an English manuscript could be accompanied by an English abstract.

(b) An abstract should start with < Abstract > for an abstract in English (or <要旨> for an abstract in Japanese) at the upper left, followed by the title, your name, your affiliation and the text.

(c) The number of lines in an abstract is not specified, but should not exceed one A4 paper. An abstract is not counted as one of the 12 pages of the manuscript. No page number should be added to an abstract.

4. Other Guidelines:

(a) Contributors are restricted to the previous year's Research Paper Presenters.

(b) The contents of the manuscript should follow those of the lecture, though a slight change may be admitted.

(c) The manuscript should be written either in English or Japanese. It should be in the same language as used in the presentation.

(d) References should in general take the following order:

    (i) For books, the name of the writer (editor), year of publication, title of the book, place of publication, and name of the publisher.

    (ii) For papers, the name of the writer, year of publication, title of the article, name of the journal, Vol./ No., and page numbers. (For a collection of papers, it should follow the case of books.)

(e) Replacement of manuscripts is not in general admitted.

5. Deadline:

  The manuscript must reach us no later than 27 (Friday) December 2019.

6. Addressee:

    The mail including required information and the PDF file (text + abstract) should be sent to the following address:

Editorial Office of "Proceedings of JCLA"
E-mail address: (The address from which the Submission Guidelines were sent to you.)

N.B. In the case of co-authored research paper presentations, the representative should organize and submit the manuscript. What is called "themed research presentations" should also follow this Style Sheet (7).

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(8) Poster Session Presenters

1. Length and Style:

6 pages or less (including notes and references) of A4 paper, plus one-page abstract (see 3 below); the maximum page number should not be exceeded.

2. Formatting the Article:

(a) Margins: 30mm at the bottom; 20mm at the top & from the left and right hand sides of the page. You can adjust line spacing as you like.

(b) The first page of your manuscript should include its title, your name and affiliation in this order, followed by the text. (Please note that the title should be identical with that of your presentation.)

(c) Notes should come after the text and before the References.

(d) The following tips for font and font size are recommended but optional:

Font: (For Japanese) Mincho/ (For English) Times New Roman

Font size: 11p for the body text. And the other components of manuscript such as notes should be sized to 10p or larger.

3. Abstract:

(a) In general, a manuscript written in Japanese should be accompanied by an abstract in English, and a manuscript written in English should be accompanied by an abstract in Japanese. However, in unavoidable circumstances, an English manuscript could be accompanied by an English abstract.

(b) An abstract should start with < Abstract > for an abstract in English (or <要旨> for an abstract in Japanese) at the upper left, followed by the title, your name, your affiliation and the text.

(c) The number of lines in an abstract is not specified, but should not exceed one A4 paper. An abstract is not counted as one of the 6 pages of the manuscript. No page number should be added to an abstract.

4. Other Guidelines:

(a) Contributors are restricted to the previous year's Poster Session Presenters.

(b) The contents of the manuscript should follow those of the lecture, though a slight change may be admitted.

(c) The manuscript should be written either in English or Japanese. It should be in the same language as used in the presentation.

(d) References should in general take the following order:

(i) For books, the name of the writer (editor), year of publication, title of the book, place of publication, and name of the publisher.

(ii) For papers, the name of the writer, year of publication, title of the article, name of the journal, Vol./ No., and page numbers. (For a collection of papers, it should follow the case of books.)

(e) Replacement of manuscripts is not in general admitted.

5. Deadline:

The manuscript must reach us no later than 27 (Friday) December 2019.

6. Addressee:

The mail including required information and the PDF file (text + abstract) should be sent to the following address:

Editorial Office of "Proceedings of JCLA"
E-mail address: (The address from which the Submission Guidelines were sent to you.)

N.B. In the case of co-authored poster session presentations, the representative should organize and submit the manuscript.