Page 1 Title etc.

PanSIG Journal Submission Guidelines:

Instructions for Preparing Manuscripts for the *PanSIG Journal*

Running head (**Maximum 50 characters**, including spaces):

PanSIG Journal Submission Guidelines

Author 1 (First Middle Last)

University Name in Italics

Email Address in Italics

Author 2 (First Middle Last)

University Name in Italics

Email Address in Italics (If desired)

Authors Biographies

The author, or authors, names are in italics. First name / middle name / last name. Do not use any titles or degrees (e.g., Dr., PhD, Professor). Include a separate bio and email address for each author. Each author of the paper should have a brief bio of less than 50 words, including the email address. This should be written in the third person.

(Place a page break directly after the last bio.)

Abstracts

Your English abstract goes here. The English abstract should be 150 words (or less). Japanese abstract 400 *ji* or less. Single space and use Arial or other sans serif font, 12 point for English and UD デジタル教科書体, 12 point for Japanese. Do not indent. Flush left. Do not justify. Put a page break directly after the Japanese abstract. With the authors' information that you included on the first page of the paper, the contact email only needs to be provided for the 1st author. The running head (on the previous page) is a shortened title that will be printed on the top of the pages of the article. The running head should be a maximum of 50 characters long, including letters, numbers, spaces and punctuation and, and should be a shortened version of the main title.

あいうえおかきくけこさしすせそたちつてとなにぬねのはひふへほまみむめもやゆよらりるれろわをんあいうえおかきくけこさしすせそたちつてとなにぬねのはひふへほまみむめもやゆよらりるれろわをんあいうえおかきくけこさしすせそたちつてとなにぬねのはひふへほまみむめもやゆよらりるれろわをんあいうえおかきくけこさしすせそたちつてとなにぬねのはひふへほまみむめもやゆよらりるれろわをん。

(Insert a page break directly after the Japanese abstract)

PAGE 3 and following

Begin the article here. Do not indent the first paragraph of the article. You should not put the abstract on the start of this page. Do not use a header that says Introduction before the start of your 1st paragraph. In the final copy of the article the article will start directly after the Japanese abstract and there will be no heading between the abstract and the start of the article. If you want to know what the final version of your paper will look like please check the journal from previous years. The word limit for the article is 4000 words. This does not include the Title, Abstracts, Author Bio or Bios, or the Appendices. The word limit for the first three items are given on the first page of this document. Appendices should be no longer than 1/3 the length of your paper.

Format Details

The manuscript should be formatted for A4-size (210×297 mm) paper, using double or one and a half (1.5) line spacing (either is acceptable) with the preferred type font being 12 point Arial. Do not include extra lines between paragraphs. Do not indent your paragraphs. Margins at the top and bottom should be set for 25 mm and at 20 mm for both the left and right sides. Please note that authors may use this template if they are unsure how to format their documents.

All manuscripts to *PanSIG Journal* should be justified on the left side. The right side should be left "ragged." Please insert only one space after a period or full stop at the end of sentences. Overall formatting for the document should follow the guidelines listed in the *Publication Manual of the American Psychological Association* (APA) *7th Edition*. Information on APA guidelines is listed in the references section of this document.

Title
The format of the title of the paper should follow the format used for this instruction template.   Capitalize the initial letter of each word, except for articles, prepositions, and conjunctions. Center the title and use bold-faced 14-point Times New Roman.

Main Body of the Text
Use left-justification ("ragged right") for the main body of the text and begin after skipping two lines after the last line of abstract. The text of the paper should be written in Arial 12-point font. Each section of the text should be prefaced by an appropriate heading: Level 1, at the start of a major new section, Level 2, at the start of a main subsection, and Level 3

for a sub-subsection. Do not add numbers to any of the headings. All headings should be bold-faced do not use italics. <u>Please make sure you follow the formatting directions for the headings very carefully as it is often hard to figure out the correct leave of headings when it is time to put the paper into layout.</u>

Center all Level 1 headings using normal typeface for the font. Left-justify all Level 2 headings and make the font both ***bold and italic*** (this is different from the APA style guide but it makes it easier to format the papers when we put them into layout). Level 3 headings should be indented (hit the "tab" key once only) from the left margin, and should be in 12 point bold font. For both Level 1 and Level 2 headings, capitalize the initial letter of each word, except articles, prepositions, and conjunctions. Capitalize only the first letter of the Level 3 heading; do not capitalize any other words. End the Level 3 heading with a period. Immediately begin the text of the paragraph on the same line after the Level 3 heading. For more information about formatting headings please read below or consult page 62 of the APA 7th edition manual.

Level 1 and Level 2 Headings

Level 1 headings include Methods, Results, and Discussion. You may include "Conclusion" as part of the Discussion section or as a separate section. Do not include an "Introduction" heading at the beginning of the paper. Do not use the heading "Literature Review." In the place of "Methods," the term "Analysis" is acceptable. Description of participants, measurement instruments, interview questions, and survey methods should all be listed under the "Methods" section. Research questions should be listed near the end of the "Introduction" section. The results and discussion should be written in the same order as the research questions. Other sub-themes or sub-topics may comprise the Level 2 headings (e.g., "The Japanese Context," "Teacher Training Programs in Japan," "Recent Developments in Corpus Linguistics"). **<u>If your use Level 2 headings, there should be at least two of them under a Level 1 heading</u>**.

    Using Level 3 headings. Level 3 headings should be used rarely. For example, a Level 1 heading would be "Methods," followed by the Level 2 heading "Measurement Instruments," and then a Level 3 heading "The Attitude and motivation test battery." Similar to Level 2 headings, there should be at least two Level 3 headings if you use them.

    The difference between Level 2 and Level 3 headings. If you are unsure how to distinguish between Level 2 and Level 2 headings, please consult the APA 7th edition manual for reference samples.

Numbers

The general rule is that numbers one through nine are written in words, while numbers 10 or above are written in numerals. This rule applies to both cardinal and ordinal numbers.

Exceptions to the rule

(1) If a sentence begins with a number, the number is written in words. You should try to reword sentences to avoid beginning a sentence with a large number. For example, instead of "Four hundred thirty-seven students were participants in the study" rewrite to "Participants in the study were 437 students."

(2) If you are reporting any unit of measurement, the number is written in numerals, even if it is 1 through 9. For example, a 4 cm dose, 1 mm, 6 s, a 3 lb. cheese

(3) Numbers that represent time, dates, and ages are all written in numerals. For example, an 8-year- old boy, in 3 days, 2 hr 6 min 3 s, 1st-year students.

(4) Numbers for a specific number of participants or subjects are written in numerals. For example, 4 participants.

Quotations

A quotation of not more than about 40 words should be in continuous text, identified by "Double quotation marks; we never use 'single quotation marks' unless they are necessary to distinguish text that is already inside double quotation marks."

A quotation of more than about 40 words should be inset, as a block quotation; quotation marks are then not used.

All quotations should be cited with references, from the reference list. Include page number(s).

Reference Citations (In Text)

When you cite a previously published author, do so in the main body of your text.

For example, you could write that, according to Jefferson and Adams (2008), students tend to learn better if they listen during lessons. In this case, when the names cited are not enclosed in brackets, use "and"; do not use "&".

However, you could also mention that students are more inclined to listen if the lesson is interesting (Jefferson & Adams, 2008). In this case, when the names are enclosed in brackets, use "&"; do not use "and."

When the quote is indirect, as above, you should not include the page number.

When you use a direct quote, the page number must appear in the citation. For example, "Children don't listen at all if they are hungry" (Jefferson & Adams, 2008, p. 123).

Alternatively, as Jefferson and Adams (2008) pointed out, "children don't listen at all if they are hungry" (p. 123).

Always place the punctuation of the sentence following the final parenthesis of the citation.

Tables and Figures

You need to include all of your tables and figures in the article itself and submit them as a supplementary file in their native format (e.g., Excel, jpg, png). These supplementary files should be clearly labeled (for example: 1st_authors_last_name_figure_1.jpg) and submitted with your paper. Tables and figures should be included in the article when they assist the reader in the understanding of the discussion. You should think about the information value of the table or figure before you decide to include it in your article. Limit the content of your tables to essential materials. If a figure does not add substantively to the understanding of the paper or duplicates other elements of the paper it should not be included.

Tables

Tables should be numbered serially throughout the paper with Arabic numerals, and each should be placed in the text where reference is made to it. When tables are referred to in the text, refer to tables as (Table 1). Do not use words such as (See Table 1 below), since during the graphical layout process figures may appear elsewhere in the paper for reasons of space. Table headings should always appear above the table; all table headings should be italicized and each content word should be capitalized. All tables, table headings, and table footnotes should be left-justified. Do not use vertical lines in your table. Use only three horizontal lines; one on the top and bottom of the stubheads and one at the bottom of the table. Do not use multiple horizontal lines to separate elements of the table. Use Arial or Helvetica 10-point font for words, numbers, and all other characters. Tables should also have a title that is written in title case, with the first letter of the content words of the table title capitalized (see Table 1).

Table 1

Give all Tables a Short Title Descriptive of the Table Contents

	df	t
Test group	50	4.260*
Control group	49	0.654

Notes. df = degrees of freedom; *t* = *t*-test value.

* = *p* <.001

Statistical tables. When listing *N*-sizes, *p*-values, or other information, please use either superscript lowercase letters or a single asterisk in the table, followed by a list of the values beneath the table. Do not list more than one *p*-value (i.e., three "floating" *p*-values such as *p <.05, **p <.01, **p <.001); choose one *p*-value and report it. Commonly used statistical abbreviations such as means (*M*) and standard deviation (*SD*) do not need to be explained; however, for less well-known abbreviations, include a note at the bottom of the table. All notes should be listed in 10-point size, with a semicolon between each note (Table 1). For more information on statistical abbreviations, refer to the APA 7th Edition.
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Word tables. When using word tables, it is pertinent to consider the following question: "Is this table necessary?" In most cases, tables are an inefficient method of displaying text. If the information can best be explained in prose form, then a table is likely not needed. Word tables follow the same format as statistical tables; i.e., there should be a descriptive table heading, only three horizontal lines, and no vertical lines. Refer to APA 7th Edition, for sample word tables. Please also note that MS Word tends to place tables beyond the actual left and right margins of the document. Tables that extend beyond the margins cause difficulty during the final graphic layout stage. Take care that tables do not exceed document margins in order to ensure speedy layout and reduce editing, proofreading, and printing time.

Figures

Figures should be included in the text and submitted as separate attached files to the email. The attached image files are what will be used for the final layout so make sure they are of good quality. Label all figure files appropriately (e.g., YourName-Figure1.JPG) and insert a citation where appropriate. When figures are referred to in the text, use words such as (Figure 1). Do not use words such as (See Figure 1 below) or (See page 4), since during the graphical layout process figures may appear elsewhere in the paper for reasons of space. A one-sentence description should appear directly beneath the figure, left-justified, and should adequately explain the contents of the figure. Italicize the words "Figure 1," and capitalize only the first word of the figure description. Use 12-point Arial font for figure descriptions.

Acknowledgments

Acknowledgments, if any, should be placed at the end of the text before the "Notes" and "References." These should be in italics. Do not acknowledge the editors.

Notes

If you have supplementary information to convey, you can do so in an endnote. Each endnote should contain just one idea. Number the notes consecutively, using superscript numbers.

DO NOT USE FOOTNOTES.

Enter the endnotes as regular text in the appropriate location (immediately following the "Acknowledgements", or the article if you have no acknowledgements, and before the "References".) Do not format by using the "Notes" function in your word processing program.

All the notes in the article should be numbered consecutively throughout the document using Arabic numerals.

References

References cited in the text should follow the APA guidelines. References should be listed at the end of the main body of the text in alphabetical order by author last name. DO NOT format the spacing of this page using the space or tab character, doing this will make it very difficult when putting the article into layout. For your submission the references should be left justified and there should NOT be a hanging indent, we will add this during the layout stage. DO NOT use the "return" key in the middle of a reference, this will cause it to be counted as two references when putting the article into layout (even if this causes the URL to be moved down onto the next line, these types of problems can be taken care of during the layout process). Also, do not add extra line returns between the entries in the reference section. In your references you need to include both the city and country or the city and state. For example, 'New York, NY:' or 'London, England' not 'New York:' or 'London:'.

For more information, please refer to the following sources of APA reference guidelines:

APA Manual 7th Edition

Homepage for APA manual

(includes blog, changes from 5th edition, FAQs, tutorials, and titles of supplemental resources)

http://www.apastyle.org

APA Formatting and Style Guide (The Writing Center at Purdue University, Indiana, U.S.)

http://owl.english.purdue.edu/owl/resource/560/01

Related books on APA style

APA: The Easy Way (Peggy M. Houghton, Timothy J. Houghton)

APA Pocket Handbook (Jill Rossiter)

Sample References

Blyth, C. S., & Davis, J. N. (2007, September). Using formative evaluation in the development of learner-centered materials. *CALICO Journal, 25.* Retrieved from https://www.calico.org/a-669.html

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Hulstijn, J. H. (1992). Retention of inferred and given word meanings: Experiments in incidental vocabulary learning. In P. J. L. Arnaud & H. Bejoint (Eds.) *Vocabulary and applied linguistics* (pp. 113-125). London, England: Macmillan.

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Krashen, S. (1982). *Principles and practice in second language acquisition*. New York, NY: Pergamon.

Levy, M. (2007). Research and technological innovation in CALL [Electronic version]. *Innovation in Language Learning and Teaching, 1*(1), 180-190.

Nation, I. S. P. (2001). *Learning vocabulary in another language.* Cambridge, England: Cambridge University Press.

Stockwell. G. (2007). A review of technology choice for teaching language skills and areas in the CALL literature. *ReCALL, 19,* 105-120.

(Please note: Do not use the space key or the tab key to format your reference page. Only use the return key at the end of the bibliographical entry (not in the middle or before the URL). Do not put blank lines between the entries.)

Appendix

All appendices should appear at the very end of the document. Appendices may include questionnaires, additional tables, sample lesson plans, study participant discourse samples, or any other data the author feels is pertinent to the study. Label each appendix alphabetically, such as "Appendix A," "Appendix B," and "Appendix C." More than three appendices are not recommended. Do not label the appendix if there is only one.

All appendices should start separate pages. Please use the "Insert Page Break" function to begin a new page.