Notes for preparing manuscripts (English language template)

*While writing manuscripts with Microsoft Word, please pay attention to the following.

1. Write in an academically appropriate manner (include the significance / background of the study, methods and procedures, participants, and so on).

2. Clearly report the results, whether it be a research paper or a classroom / application report.

3. Give careful consideration to ethical issues (e.g., individuals participating in the research / experiments / investigations should be described as "participants," not "subjects").

・Please use the template file and follow the preset format (margins, number of lines, and font sizes), which includes:

➢ Typeface: Times New Roman for all parts of the manuscript.
➢ Margins: upper side (3cm); other sides (2.5cm)
➢ Lines: 42 lines per page
➢ Title: bold, 16pt
➢ Headings: bold, 10.5pt
➢ Body: 10.5pt

・APA (American Psychological Association) Style is preferable. Please consult the APA Publication Manual (6th edition) for details.

・When writing your name, be sure to write your FAMILY NAME (in capital letters) before your Given name (capitalize only the first letter). Insert a comma between the family name and given name (e.g., SMITH, Tom).

・Put a blank line after the title, presenters' names, keywords, and the end of each section.

・When you "copy & paste" texts, please use "Paste Special" and select "text" so as not to change the template's format.

・Every table and figure should be legible when reduced in size. Camera-ready manuscripts will be reduced to B5 size and printed. Do not use color images/figures as manuscripts will be printed in black and white.

・The caption of each table should be written above the table. The descriptive title of each table should be in italics (e.g., Table 1. *Details of Participants*).

・The caption of each figure should be written below the figure. The figure number should be in italics (*Figure 1*. An Example of Moodle Site).

・The file name should be the first author's name in the order of "Family name_Given name.doc" (e.g., Suzuki_Taro.doc).

・Manuscripts for Research Papers, Classroom / Application Reports, and Poster Presentations should be 2 pages long. Manuscripts for Symposia should be either 2 pages or 4 pages long. In the proceedings, a blank even page will remain blank.

・Manuscripts are to be submitted no later than 23:59 (JST), June 7, 2015, via the online submission system for LET 2015, which is scheduled to open on May 11, 2015. For details, visit the conference website (http://www.let-kansai.org/2015/).