

Guidelines for Manuscripts for the *Bulletin of the Graduate School of Humanities and Social Sciences*,
Hiroshima University, Studies in Education (Academic Year 2025)

Studies in Education Editorial Committee

1 Eligibility for submission

Persons corresponding to any of the descriptions below shall be eligible to submit manuscripts to the *Bulletin of the Graduate School of Humanities and Social Sciences, Hiroshima University, Studies in Education* (hereinafter referred to as “*Studies in Education Bulletin*”):

- (1) Hiroshima University academic faculty (Professors, Associate Professors, Lecturers, Assistant Professors and Research Associates)
- (2) Graduate students and research students enrolled in Hiroshima University (hereinafter referred to as “HU Students”);
- (3) Persons recognized by the Studies in Education Editorial Committee as being eligible

2 Submission destination

Studies in Education Editorial Committee (Support Office for the Fields of Education)

3 Application for submission

- (1) For applications for submission of manuscripts, an Application Submission Form must be used.

However, if the sole author is a postgraduate student, etc., or if the first author is a postgraduate student, etc., and a faculty member is not a co-author, the manuscript of the paper should also be submitted.

- (2) In the case of co-authored manuscripts, applications for submission must be made by lead co-authors.
- (3) Applications by postgraduate students and others must be approved in advance by their supervisor.
- (4) The deadline for submitting an application is as follows:

- 1) HU Students (Where the sole author is a postgraduate or other student, or where the first author is a postgraduate or other student and no faculty member is a co-author.): 5:00 p.m., Thursday, July 10, 2025
- 2) Other than the above: 5:00 p.m., Thursday, July 31, 2025

4. Manuscript submission deadline

The deadline for submitting finalized manuscripts shall be 5:00 p.m., Tuesday, September 30, 2025.

5 Number of manuscripts

- (1) One eligible person may submit one sole-authored manuscript and one co-authored manuscript per issue.
- (2) One eligible person not submitting any sole-authored manuscript may submit up to two co-authored manuscripts per issue.
- (3) In the case of HU Students as lead co-authors with their academic advisors serving as co-authors, the preceding two paragraphs are not applicable.

6 Length of a manuscript

The length of one manuscript should preferably be up to eight pages, including an abstract in the final printed format, and should not exceed 10 pages.

7 Format and other particulars

- (1) Manuscripts must be produced in the form of an electronic file on the MS-Word or Ichitaro template provided separately from the present Guidelines (hereinafter referred to as “Electronic Manuscript Template”).
- (2) Text must be in a horizontal layout, regardless of the language in which it is written; however, in some academic disciplines, Japanese-language manuscripts may be in a vertical layout, in which case the title, the author’s name, and the date of acceptance must be provided within the space corresponding to the first seven vertical lines on the first page, each line comprising 70 characters, and the text body set in a page format of two blocks one top of the other, each comprising 32 35-character lines (a single-block page format is also acceptable in some cases).

8 Abstract and key words

- (1) Manuscripts written in Japanese must include an abstract written in a Western language not exceeding 300 words, up to five keywords in that language, and up to five Japanese keywords at locations indicated on the Electronic Manuscript Template.
- (2) Manuscripts written in a Western language must include an abstract not exceeding 300 words and up to five keywords at locations indicated on the Electronic Manuscript Template.
- (3) In manuscripts with the text vertically written in Japanese, an abstract and keywords must be provided after the text body.

9 Figures and tables

- (1) Figures and tables must be produced as complete camera-ready copies and inserted on the Electronic Manuscript Template.
- (2) In the case that any figure or table is difficult to insert in the text body, a blank space with an indication, such as “Insert Fig. 1,” must be provided at the corresponding location in the text body, and the figure or table in question must be provided at the end of the manuscript, allotting one figure or table per page.
- (3) The font size of text within figures and tables must be selected carefully in consideration of the reduction ratio for the final printed version.

10 Notes and bibliography

Notes and bibliography must be provided in this order at the end of the text body. Authors may follow the format of notes and bibliography generally used in academic journals of their areas of research, invariably including, for papers, the author’s name, the title, the name and volume/issue of the journal, the year of publication, and the page; for books, the author’s name, the title, and publisher and year of publication.

11 Refereed papers

- (1) Manuscripts submitted by HU Students will be refereed.
- (2) A jury of referees consists of one chief referee and two secondary referees appointed by the chief referee. The concerned principal academic advisor serves as the chief referee.
- (3) Refereed manuscripts accepted for publication will bear on their first page a footnote indicating that they are refereed papers.
- (4) In the case of a refereed manuscript accepted for publication, the completed Referees' Confirmation of Acceptance of Manuscripts for the Studies in Education Bulletin (Form 3) must be submitted, together with the finalized manuscript.

12 Submission of manuscripts

- (1) Manuscripts must be submitted in the form of an A4-size hardcopy accompanied by its Electronic Manuscript Template version recorded on an electronic medium.
- (2) The electronic medium must bear the lead author's name and the name of the software used.
- (3) Each manuscript, its electronic version, a completed check sheet, and results of confirmation conducted with anti-plagiarism software (PDF printout) must be submitted in an envelope with a "Studies in Education Bulletin Manuscript Attachment Sheet" (Form 1 for Academic Faculty and Form 2 for HU Students) affixed on the front side of the envelope.
- (4) Those who wish to submit their manuscripts entirely in the form of camera-ready copies due to their graphic complexity with many symbols and the like can do so, provided that the manuscripts are prepared in their complete final format, including the layout, and that this fact is indicated in red in the right-hand margin of the Attachment Sheet.
- (5) Entirely camera-ready manuscripts must have a top margin of 30 mm on the first page and 25 mm on all subsequent pages, a bottom margin of 25 mm, and left- and right-side margins of 20 mm on all pages, with text written in 9 points for Japanese manuscripts and 8.5 points for Western-language manuscripts.
- (6) Headers and page numbers must not be inserted in manuscripts.
- (7) In the event that the double-column/block page format is difficult to use due to specific characteristics of manuscripts, a single-column/block page format may be used.

13 Important matters regarding the submission of manuscripts

- (1) In the case that there is any change in the title of a manuscript, an Application Form for Change of Paper Title must be submitted by the manuscript submission deadline. A substantial change of the title requires the judgment of the Studies in Education Editorial Committee as to whether such a substantial change can be accepted.
- (2) Each author or his or her academic advisor or instructor who has supervised the redaction of the manuscript must inspect it prior to submission by using anti-plagiarism software designated by Hiroshima University and checking it against the items on the appropriate check sheet provided separately from the present Guidelines. Explanatory remarks must be provided regarding passages of the manuscript flagged by the software, if any.

(3) Graduate students should indicate the name of their main supervisor or the name of the teacher or other person who supervised them at the end of the thesis in brackets.

(If a teacher or other person is a co-author, it is not necessary to state the name of the supervisor at the end of the paper.) Submission of completed manuscripts, receipt of proofs and return of proofs, etc., is to be carried out by the designated teacher.

(4) In the case of a manuscript which includes among its co-authors a person not eligible to submit a manuscript as a sole author or lead co-author, his or her name must be marked with a superscript number on the first page of the manuscript and his or her affiliation specified under the corresponding footnote on the same page.

14 Handling of manuscripts by doctoral students of the Graduate School of Humanities and Social Sciences

Publication of a refereed paper, written by a student in the Doctoral Course of the Graduate School of Humanities and Social Sciences, in the *Studies in Education Bulletin* will not be recognized as “one publication in an academic journal,” one of the requirements for pre-screening prior to the examination of their doctoral dissertation.

15 Eligibility for submission

Only manuscripts that are written by authors recognized as being eligible to submit manuscripts in the examination held in early August and are submitted by the specified date will be accepted.

16 Acceptance of manuscripts

In principle, manuscripts that do not conform to the present Guidelines will not be accepted.

17 Proofreading

Manuscripts may be proofread by their authors once before publication, which must be limited to the correction of missing words, typing and spelling errors, and the like, and the text may not be extended or modified, with no change to the figures and tables.

18 Important matters regarding the submission of proofread manuscripts

Prior to the submission of proofread manuscripts, their authors or instructors who supervised the redaction of the manuscripts must inspect them against the items on the appropriate check sheet provided separately from the present Guidelines; proofread manuscripts must be returned along with the completed check sheet.

19 Expenses borne by authors

(1) The expense for offprints, should the authors wish to obtain them, must be dispensed from the authors' individually allocated research funds (or their principal academic advisor or instructor who supervised the redaction of the paper or academic faculty co-author if the authors are HU Students; this definition of the term “authors” also applies to the paragraph below) or the lead co-author's personal funds.

(2) In the case of a manuscript which includes among its co-authors a person not eligible to submit a manuscript as a sole author or lead co-author, related expenses must be partially dispensed from the authors' individually allocated research funds or the lead co-author's personal funds in some cases.