

Checklist for Manuscript Submission

Please check the guidelines below and mark the boxes if your manuscript follows them. Please sign on the next page after marking all the boxes. **Note that your manuscript may be rejected if it does not follow the guidelines.**

Format

- Have you checked Educational Studies editorial policy and author guidelines for submission?
- Do you understand that **only the first and second galley-proofs** will be sent to the author for correction?
- Do you understand that additions, deletions, or other changes to the text of an accepted manuscript are **not possible at the galley-proof stage**?
- Is the entire manuscript—including abstracts, keywords, notes, references, and all others—no more than the said length according to the types of manuscript?
- Is the abstract no more than 250 words in English and 400 letters in Japanese?
- Is the manuscript neatly prepared?
- In case of not using *Educational Studies* template, are A4 size (not letter-size) papers used? Are the margins at least 3 cm? Is the text double-spaced?
- Does the manuscript contain the title (both in Japanese and English), keywords (both in Japanese and English; 3 to 5 items), abstract (both in Japanese and English), main text, endnotes, and references in this order, and is the manuscript well written?
- In case of Research Article or Research Note, do you include keywords and abstract? In case of other submission categories, do you NOT include keywords and abstract?

References

- Are references cited both in text and in the reference list?
- Do the text citations and reference list entries agree both in spelling and in date?
- Are journal titles in the reference list spelled out fully?
- Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list?

Notes

- In the manuscript, are endnotes used instead of footnotes?
- In the manuscript, are all endnotes indicated, and are endnote numbers correctly located?

Tables and Figures

- Have all vertical table rules been omitted?
- Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page?
- Are all figures and tables mentioned in the text?
- Are all figures and tables numbered in the order in which they are mentioned?
- Are the places of all figures and tables indicated on the manuscript?
- Are all figures and tables removed from the manuscript and listed on other files?

Only for Research Articles

- Are all pages numbered in sequence, starting with the title page?
- Aren't acknowledgements included in the manuscript at the time of submission?
- Did the author conceal the identities in the manuscript that is to receive masked review?

Submitting the Manuscript

- All authors and co-authors require to submit the cover sheet.** Do you include the signed cover sheet(s)?
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- Are all questions above answered?

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