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 galley-proof** 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), 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, keywords and abstract are required.

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

☐ Is a cover sheet included with the manuscript?
    ☐ Does the sheet include the author's postal address, e-mail address, telephone number, and fax number for future correspondence?
    ☐ Does the sheet state that the manuscript is original, not previously published, and not under concurrent consideration elsewhere?
    ☐ Does the sheet state that the author will obtain permission from *Educational Studies*, on every copyright owner's final acceptance, to reproduce, make public and distribute, in print and electronic form, any copyrighted work, including, for example, test materials, figures, tables, and photographs of people?
    ☐ Does the sheet state that (a) the IERS reserves the right to convert all materials published in the *Educational Studies* to digital format and to reproduce, make public, and distribute in said format and that (b) the IERS reserves the right to entrust the task to organizations outside the IERS?
    ☐ Does the sheet include the author's signature (hand-written)?
☐ Are the manuscript prepared in both forms of a word processing document (plain text file, rich text file or MS Word file) and a PDF document?
☐ Are all questions above answered?

Date _____   Name _____ (signature)