**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 applicable boxes. **Note that your manuscript may be rejected if it** **does not follow the guidelines**.

**Format**

Have you checked the *Educational Studies* editorial policy and author guidelines for submission?

Have you read the ethical research and publication guidelines specified on the APA website?

Can you verify that your submission adheres to the APA 7 guidelines?

Do you understand that **only the first and second galley-proofs** will be sent to the author for correction?

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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?

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Do the text citations and reference list entries agree both in spelling and in date?

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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?

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In the manuscript, are **endnotes** used instead of footnotes?

In the manuscript, are all endnotes indicated, and are endnote numbers correctly located?

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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 another single file?

**Only for Research Articles**

Are all pages numbered in sequence, starting with the title page?

**Is the author’s name, affiliation, and acknowledgments omitted in the manuscript at the time of submission?**

Additionally, has the author erased and/or concealed everything in the manuscript that could identify them to receive a masked review?

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