

Guidelines for preparing a manuscript for “Research Report for Japan Society for Science Education (JSSE) Research Conference”

1. Copyright

Copyright of printed articles is assigned to the Japan Society for Science Education, in accordance with the Copyright Stipulations Regarding Works Edited by the Society.

In preparing your manuscript, please strictly follow the rules described in the Copyright Stipulations Regarding Works Edited by the Society. Also, please refer to the regulations described in the “5. Other important notes” section of this guideline.

2. Size and pages of manuscripts

Research paper is prepared in the A4 size paper in 4 or 6 pages in vertical orientation.

3. Format

- (1) Please refer to the sample format by downloading the file in the following link.
Although the sample has only one page, your manuscript should be in 4 or 6 pages.
(Example ([https://jsse.jp/wp-content/uploads/2022/09/Format-for-JSSE-
Proceeding_English2022.docx](https://jsse.jp/wp-content/uploads/2022/09/Format-for-JSSE-Proceeding_English2022.docx)))
- (2) Manuscripts should be in two columns and 43 lines
- (3) Please follow the font size and its style indicated in the sample format.
- (4) The top and bottom space should be 25mm each, and left and right space should be 20mm each.
- (5) The format of the first page should be the following:
 - 1) Title of the research paper in Gothic, 12 points
 - 2) Leave one line. Names of the authors in Times New Roman, 11 points. In case of multiple authors, each of the authors should be separated by commas. The first name goes first, followed by the surname. The first letter of the first name should be capitalized. The surname should be all capitalized.
 - 3) Author’s affiliation in Times New Roman, 11 points. In case of multiple authors, each of the author’s affiliation should be separated by commas. Author’s name and affiliation should be indicated correspondingly by denoting stars and numbers as superscript (*1 , *2 , *3 , …).
 - 4) Abstract: Leave one line. Abstract should be in 150 words in Times New Roman, 10.5 points.
 - 5) Keywords: Up to 8 keywords should be given in Times New Roman, 10.5 points.
 - 6) Main text: Leave one line. The main text should be given in Times New Roman, 10.5 points.
- (6) Headlines should be followed in the following way: The main text should be separated by chapters, sections and subsections, and each part has a headline. Chapter headlines should use I , II , III···, section headlines should use 1, 2, 3···, and aligned left. Chapter and section headlines should be in Gothic. Leave one line before each of the chapters. Headlines for subsections use a, b, c···, and leave one space at left. If further sections are needed, the rules for the notation are up to the authors.
- (7) Leave one space when a new paragraph starts in the main text. Leave one space also after a headline number. In all other cases, the line starts from the left.

- (8) Use commas (,) and periods (.).
- (9) Figure and table captions should be given as Figure 1, Figure 2, Figure 3..., and Table 1, Table 2, Table 3...in Gothic, 11 points. Figure captions should be placed on the bottom of figures, and table captions should be placed on the top of tables.
- (10) References and notes should be given in the following way:
 - 1) References and quoted literature should be indicated at the end of research paper.
 - 2) Format for indicating references in the main text: Reference should be indicated in the main text as (Ito, 1991a). The author, year (in the alphabetical order) should be given in the parentheses. If a part of the literature is quoted, the page number should be added in the parentheses in such a way as (Ito, 1991b:15). Information about the reference should be denoted at the end of the paper.
 - 3) Format for indicating reference: Research paper: Author (year): Title, Name of journal, Vol, Issue, Beginning page-ending page Book: Author (year): Title, Publisher Edited book: Author (year): Title, Editor's name, Book title, Beginning page-ending page, Publisher Author's name should be indicated by [surname, first letter of first name]. In case of multiple authors, surnames only, separated commas should be denoted. If more than 3 authors are included, the expression [et al.] can be used. Abbreviated journal name can be used if such a name is established.
 - 4) Order of reference in the list:

References should be listed in the following way regardless of the language used in them.

 - (i) Alphabetical order of authors' surname (First author in case of multiple authors).
 - (ii) When there are more than one reference of the same author, list single-author papers according to the year of publication. Co-authored papers should be listed according to the alphabetical order of all the co-authors. If there are more than one reference of the same co-authors with the same ordering, they should be listed according to the year of publication.

Notes: A note in the main text should be indicated by superscript such as⁽¹⁾. Information regarding the notes should be indicated at the end of research paper after the reference.
- (11) No page number should be given.

4. Deadline for submission of manuscript

Please refer to the web page of the research conference.

5. Submission

- (1) Please upload your manuscript in Word and PDF format in the following link. JSSE Manuscript Submission Form <https://jsse-kenkyukai-form.jp/>
Note: Your submitted manuscript will be published in J-Stage. Please make sure the information you provided in the research paper is correct and accurate, and there are no typos.
- (2) You can resubmit your manuscript as many times as you wish until the deadline. The final version will be published in the Research Report of Research Conference.
- (3) If you are late for the submission of your manuscript, your presentation will be cancelled automatically.

6. Other important notes

- (1) Please resize the figures and photos in your manuscript. The size limit of your manuscript file is 10MB.
- (2) Regarding the reprinting figures and tables, please keep in mind the following points:
 - 1) If you reprint figures or tables from other publications (including from textbooks), you should be aware that there are cases that you need to obtain a permission from the author. The need for obtaining a permission from the author and the way how you describe the permission in your manuscript is different in each case. Please check the restrictions and follow the necessary procedures. Even if you are redrawing a figure for your manuscript, the same restrictions may apply. Please check the necessary procedures.
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