

Style Sheet for *Educational Studies* (English Manuscript)

1. Manuscripts can be submitted either in Japanese or English. The following principles apply in the case of **English manuscripts**.
2. Manuscripts should be of the following length: (a) **Research Paper** not exceeding 4,000 words; (b) **Book Review** not exceeding 1,000 words; (c) **Doctoral Dissertation Abstract** not exceeding 1,000 words in English and 4,000 letters in Japanese. In the case of a research paper, an English and Japanese abstract (approximately 250 words in English and 400 letters in Japanese), and three to five keywords should be included with **Japanese translations**.
3. For each manuscript, the author should specify clearly: (a) the type of manuscript (Research Paper, Book Review or Doctoral Dissertation Abstract); (b) English and Japanese titles; (c) the author's name, affiliation, postal address for correspondence, fax and telephone numbers, and E-mail address; (d) the main text, references, accompanying tables, figures, abstract, and keywords. For Book Review and Doctoral Dissertation Abstract, references, accompanying tables, figures, abstract, and keywords are not needed.
4. We are trying to encourage a common citation and referencing style for articles published in *Educational Studies*. Accordingly, we ask all authors to adhere to the citation and referencing format described below.
5. Where chapter sub-divisions are necessary, sections should be indicated by numbers '1.', '2.', etc. The sub-section number should follow the section number and should be followed with a dot. Thus, sub-section 1 of section 1 is '1.1'. The same rule applies to the addition of further sub-sections.
6. References quoted in the text should be indicated as follows: e.g., Hayashi (1978), Suzuki & Tanaka (1978), Smith, Jones, & Ikeda (1998), and so on. The full reference appears in the Reference section at the end of the paper or report.
7. All Japanese references should be followed by the English translation as shown in the examples below. Romanization throughout the References section should follow the Hepburn system except that long vowels are not indicated. Entries should be in alphabetical order without distinction between Japanese and European language entries.
 - a. Book in Japanese:
Yasuda, S., & Umino, M. (1977). *Shakaitokeigaku* [Social Statistics] (2nd ed.). Tokyo: Maruzen.
 - b. Chapters in edited books in Japanese
Takeuchi, I. (1982). Juyo katei no kenkyu [The study of acceptance processes]. In I. Takeuchi & K. Kojima (Eds.), *Gendai masu komyunikeishon-ron* [Mass communication]. (pp. 44-79). Tokyo: Yuhikaku.
 - c. Periodicals in Japanese:
Haga, J. (1963). Nihonjin gakusei no gakushu shita eigo meishi no imi lozo no hikaku kenkyu [A comparative study of the semantic structure of English nouns learned by Japanese students]. *Kyoiku Shinrigaku Kenkyu* [Japanese Journal of Educational Psychology], 11, 33-42.

d. Books in European languages:

Spitzberg, B. H., & Cupach, W. R. (1984). *Interpersonal communication competence*. Beverly Hills, CA: Sage.

e. Chapters in edited books in European languages:

Winton, W. M. (1991). Language and emotion. In H. Giles & W. P. Robinson (Eds.), *Handbook of language and social psychology* (pp. 33-49). New York, NY: John Wiley & Sons.

f. Periodicals in European languages:

Zajonc, R. B. (1980). Feeling and thinking: Preferences need no inferences. *American Psychologist*, 35, 151-175.

g. Sources on the Internet

International Christian University Institute for Educational Research and Service (2008, January 8). *Notification*. Retrieved February 6, 2008, from <http://subsite.icu.ac.jp/iers/nihongo/page1.html>

* When you quote an Internet document, please store a copy in digital format. Whenever possible, submit a copy of this document to the editorial board. A reference to an Internet source should provide the author name (institutional affiliation if available), date of publication on the Internet, document title or description, date of retrieval and the URL.

h. Daily newspaper and articles

Honda, M. (2004, April 19). Cancer and I (1) hospital opinions in America. *Asahi Shimbun*, p.3

* No author

Cancer and I (1) hospital opinions in America (2004, April 19). *Asahi Shimbun*, p.3

8. Each figure and table should be typed on a single, separate sheet, identified separately by Arabic numerals, and accompanied by an explanation or caption (See Figure 1 and Table 1 below for examples; note format for captions).
9. Each figure and table should be saved in a separate file and be in a camera-ready format. The final size of figure and table will be determined at the discretion of the editor.
10. Indicate in the manuscript where to insert each figure and table (e.g., Insert Figure 1 about here).
11. Special remarks should be indicated in **endnotes**. Footnotes will not be used.

Sample Figure and Table

Figure:

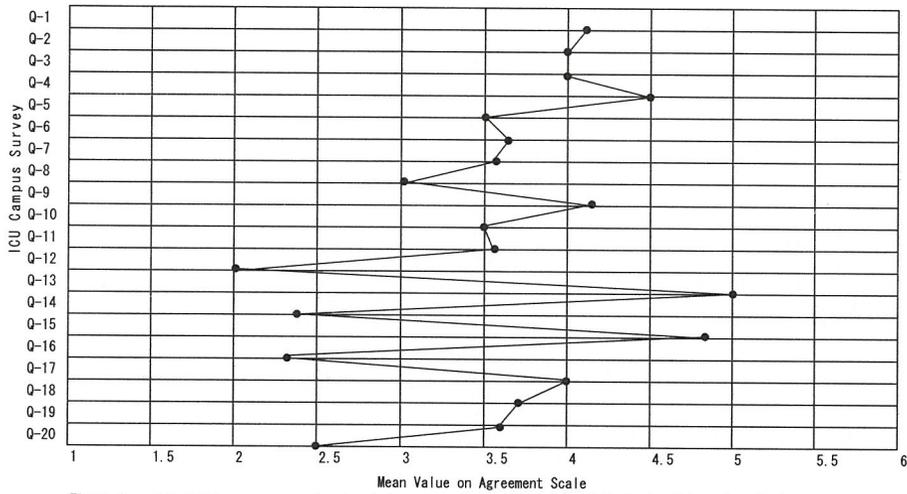


Figure 1. Mean values on survey of natural features of the International Christian University (ICU) campus environment (N=100).

Table:

Table 1

Literacy Rates in Selected Countries from Europe, North America and Asia

Country	Literacy Rate (%) of Population
Country A	31.5
Country B	93.1
Country C	61.6
Country D	98.7
Country E	100
Country F	99.8
Country G	49.3