

## EasyChair による発表応募に関して (EasyChair Instructions for Submissions)

アカウントの作成に関して (ステップ 1-7)  
(A guide on creating an account) (steps 1 to 7)

1. Submission link をクリック  
(Click “Submission link.”)

ELSJ40: The 40th Conference of The English Linguistic Association Online November 5-6, 2022	
Conference website	<a href="http://elsj40.org/">http://elsj40.org/</a>
Submission link	<a href="https://easychair.org/conferences/?conf=elsj40">https://easychair.org/conferences/?conf=elsj40</a>
Submission deadline	April 1, 2022

2. create an account をクリック  
(Click “create an account.”)

Email address or user name:

Password:

**Log in**

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[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#)

**Submission of new papers for ELSJ40 is open.**

3. 「私はロボットではありません」にチェックを入れ、Continue をクリック (Check “I’m not a robot” and click “Continue.”)

**EasyChair**

### Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

✓ 私はロボットではありません  
reCAPTCHA  
プライバシー - 利用規約

**Continue**

4. 必要な情報を入力し、Continue をクリック (Fill in all required fields and click “Continue.”)

### Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by \*.

Note that **the most common reason for failing to create an account is an incorrect email address** email address correctly.

First name<sup>†</sup>: \* Taro

Last name: \* Eigo

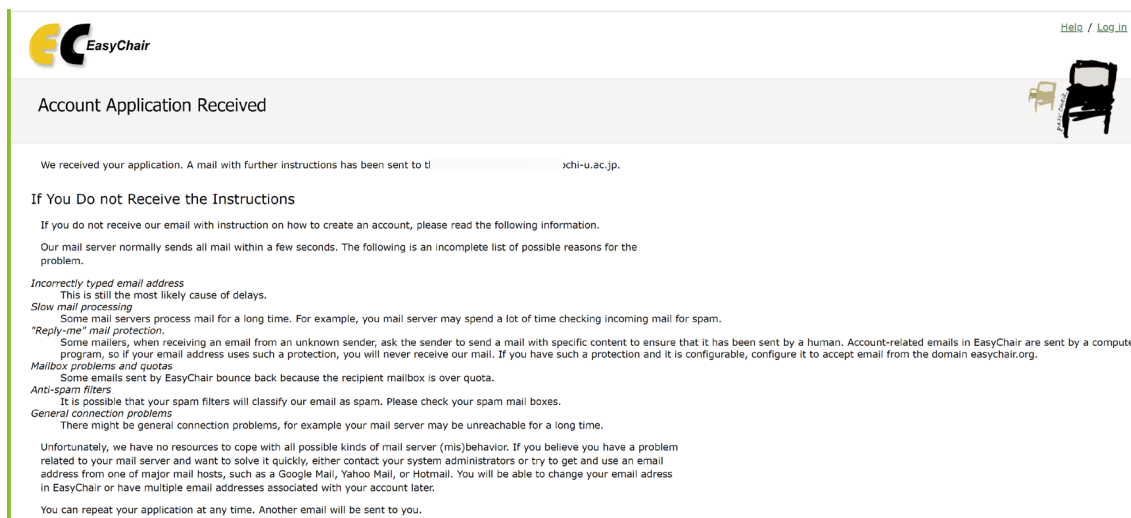
Email: \* english@elsj.jp

Retype email address: \* english@elsj.jp

**Continue**

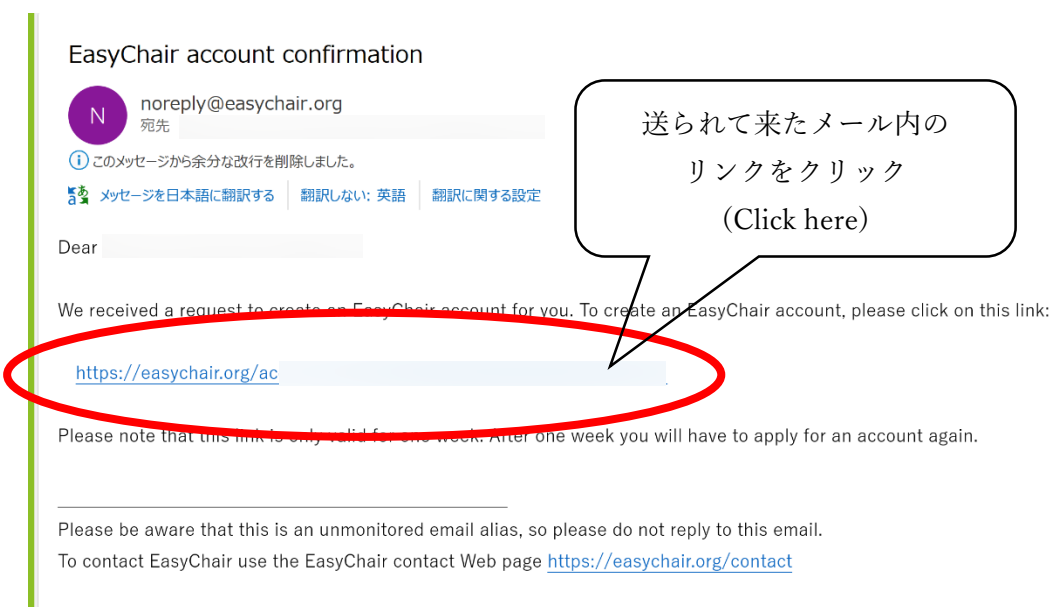
5. 以下の画面が表示され、以後の手順が示されたメールが登録したメールアドレスへ送られます。

(The following screen will appear, and an e-mail will be sent to your registered e-mail address with instructions on how to proceed.)



以下が、送られてくるメールです。

(Below is the e-mail you will receive.)



6. 必要な情報を入力  
(Fill in all required fields.)

Create an EasyChair Account: Last Step

Hello Ryosuke Sato! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes after you fill out this form from scratch.

To use EasyChair you must agree to the EasyChair Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name<sup>†</sup>: \* Taro

Last name: \* Elgo

Organization: \*

Country/region: \*

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

**チェックを入れる  
(Check here)**

7. 以下の画面が表示されれば、アカウントの作成が完了  
(The following screen appears after you have successfully created the EasyChair account.)

Account Created

**Your EasyChair account has been created!**

To log in and access ELSJ40 pages [click here](#).

発表要旨の応募に関して (ステップ 8-16)  
(A guide on abstract submission)

8. Submission link をクリック  
(Click “Submission link.”)

ELSJ40: The 40th Conference of The English Linguistic Society	
Online	
November 5-6, 2022	
Conference website	<a href="http://elsj.in/2022/11/conference/">http://elsj.in/2022/11/conference/</a>
Submission link	<a href="https://easychair.org/conferences/?conf=elsj40">https://easychair.org/conferences/?conf=elsj40</a>
Submission deadline	April 1, 2022

9. 登録したメールアドレス、及び、パスワードを入力し、Log in する。  
(Enter your e-mail address and password, and click “Log in.”)

Email address or user name:

Password:

**Log in**

---

[Forgot your password?](#)  
[Problems to log in?](#)  
[Create an account](#)

**Submission of new papers for ELSJ40 is open.**

10. make a new submission をクリック  
(click “make a new submission”)

ELSJ40 (The 40th Conference of The English Linguistic Society of Japan)

You are logged in to ELSJ40 (The 40th Conference of The English Linguistic Society of Japan).  
Use the links below to access ELSJ40.

Author

- [make a new submission](#)

CFP

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

ELSJ40: The 40th Conference of The English Linguistic Society of Japan

Online  
November 5-6, 2022

Conference website	<a href="http://elsj.jp/annual-conference/">http://elsj.jp/annual-conference/</a>
Submission link	<a href="https://easychair.org/conferences/?conf=elsj40">https://easychair.org/conferences/?conf=elsj40</a>
Submission deadline	April 1, 2022

T

11. 必要な情報を入力  
(Fill in all required fields.)

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#))

First name<sup>T</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

## 注意点

- 発表者が複数の場合、Author 2 以降に発表者 **全員** の情報を入力してください。  
(In the case of a joint presentation, fill in the information on **all applicants**.)

**Author 2** ([click here to add yourself](#))

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

必要に応じて、corresponding author の  
チェックを入れてください。  
(Check “corresponding author” as necessary)

**Author 3** ([click here to add yourself](#))

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

## 12. 発表タイトルを入力

### Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

The image shows a form with two main input areas: 'Title: \*' and 'Abstract: \*'. A callout box points to the 'Title' field, and another points to the 'Abstract' field. The callout for the title explains that the title should be written in the language used for the presentation. The callout for the abstract provides a list of required information for the abstract field, including applicant name, presentation language, membership type, and application for an award. It also includes instructions for joint presentations.

タイトルを記入  
発表言語で記入してください。  
(Write the title in the language that will be used during the presentation)

Abstract の欄には、以下の情報を記入してください。  
(Fill in the following information in the Abstract field)

1. 応募者氏名 (日本語表記)  
(Applicant's name in Japanese if you have)
2. 使用言語 →英語もしくは、日本語と記入  
(Language of the presentation, English or Japanese)
3. 会員種別 →一般会員もしくは、学生会員と記入  
(Class of membership, student or regular)
4. 優秀発表賞への応募→応募する、もしくは、応募しないと記入  
(Application for the ELSJ Best Paper Award, write "I apply" or "I do not apply.")

優秀賞へ応募する場合は、以下の情報も記入してください。  
(If you apply for the award, please also provide the following information)

→発表者の人数  
(the number of applicant(s) for the presentation, 1, 2, or 3...)

→修士課程在籍、博士課程在籍、もしくは、修士 (博士課程前期) 修了年を記入  
(currently enrolled in a master's program, currently enrolled doctor's program, or specify the time you obtained an MA degree.)

連名で優秀発表賞に応募する場合は、以上の情報に加え、代表研究者の氏名を記入  
(In the case of a joint presentation, write the name of a principal researcher)



記入例 1 (単独発表で優秀発表賞に応募する場合)

Example 1 (application for the award by a single applicant)

<b>Title: *</b>	統語論と意味論のインターフェース
<b>Abstract: *</b>	日本太郎 日本語 一般会員 応募する 1 修士学生

記入例 2 (連名での発表で優秀発表賞に応募する場合)

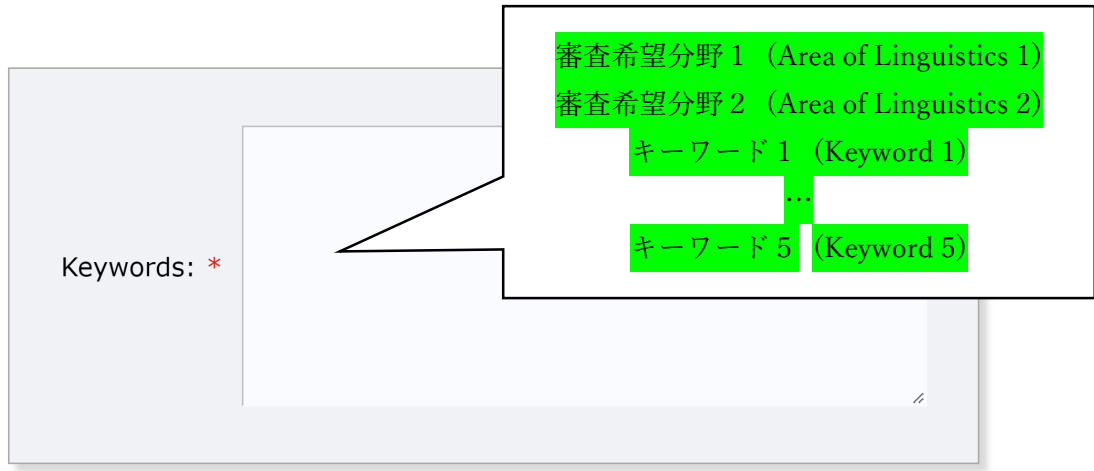
Example 2 (application for the award by a joint presentation)

<b>Title: *</b>	統語論と意味論のインターフェース
<b>Abstract: *</b>	日本太郎 日本語 一般会員 応募する 3 2009年3月修了 東京花子

13. Keywords の欄に審査希望分野を 2 つ、および、キーワードを 5 つ記入する。  
 (Specify two areas of linguistics, and provide five keywords.)

### Keywords

Type a list of keywords (also known as key phrases or key terms), **one per** specify at least three keywords.



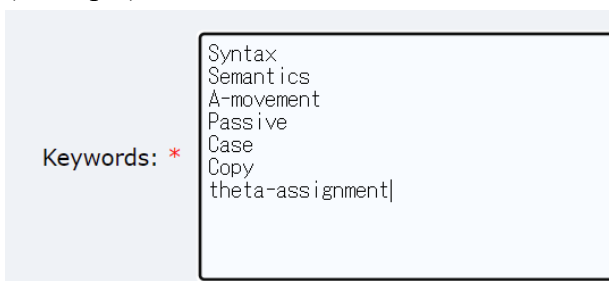
審査希望分野は次の表を参考にする事。

(Below is the list of areas of linguistics)

1. 統語論 (syntax)	6. 歴史言語学 (historical linguistics)	11. 心理言語学 (psycholinguistics)
2. 音声学・音韻論 (phonetics/phonology)	7. コーパス研究 (corpus linguistics)	12. 神経言語学 (neurolinguistics)
3. 形態論・語彙論 (morphology/lexicology)	8. 語法研究 (grammar and usage)	13. その他 (other)
4. 意味論 (semantics)	9. 認知言語学 (cognitive linguistics)	
5. 語用論・談話分析 (pragmatics/discourse analysis)	10. 社会言語学 (sociolinguistics)	

Keywords 欄の記入例

(Example)



審査希望分野、キーワードは1行ずつ入力してください。

(Type one item per line.)

14. ファイルをアップロードし、Submit をクリック  
(Unload your paper, and click “Submit.”)

Files

The following part of the submission form was added by ELSJ40. It has neither been checked nor endorsed by EasyChair

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**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

選択されていません

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading**


ファイルは **PDF 形式** でアップロードしてください。  
(The paper must be in PDF format.)

・ PDF のファイル名に指定は **ありません**。匿名になるように自動的に処理されます。  
(There is no specification for the PDF file name. The file is automatically processed to be anonymous)

15. 投稿が完了すると次の画面に切り替わります。

(The following screen appears after you have successfully submitted the file.)

**The submission has been saved!**

Submission 5667	
Title	Test
Paper:	
Author keywords	
Abstract	NA
Submitted	
Last update	

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
			Japan			✓


16. メールにも通知が来ていることを確認してください。  
(Make sure the following notification is sent to you.)

ELSJ40 submission



elsj40@easychair.org

宛先

 このメッセージから余分な改行を削除しました。

 [メッセージを日本語に翻訳する](#) | [翻訳しない: 英語](#) | [翻訳に関する設定](#)

Dear authors,

We received your submission to ELSJ40 (The 40th Conference of The English Linguistic Society of Japan):

Authors : [redacted]

Title : [redacted]

Number : [redacted]

The submission was uploaded by [redacted].

You can access it via the ELSJ40 EasyChair Web page

<https://easychair.org/conferences/?conf=elsj40>

Thank you for submitting to ELSJ40.

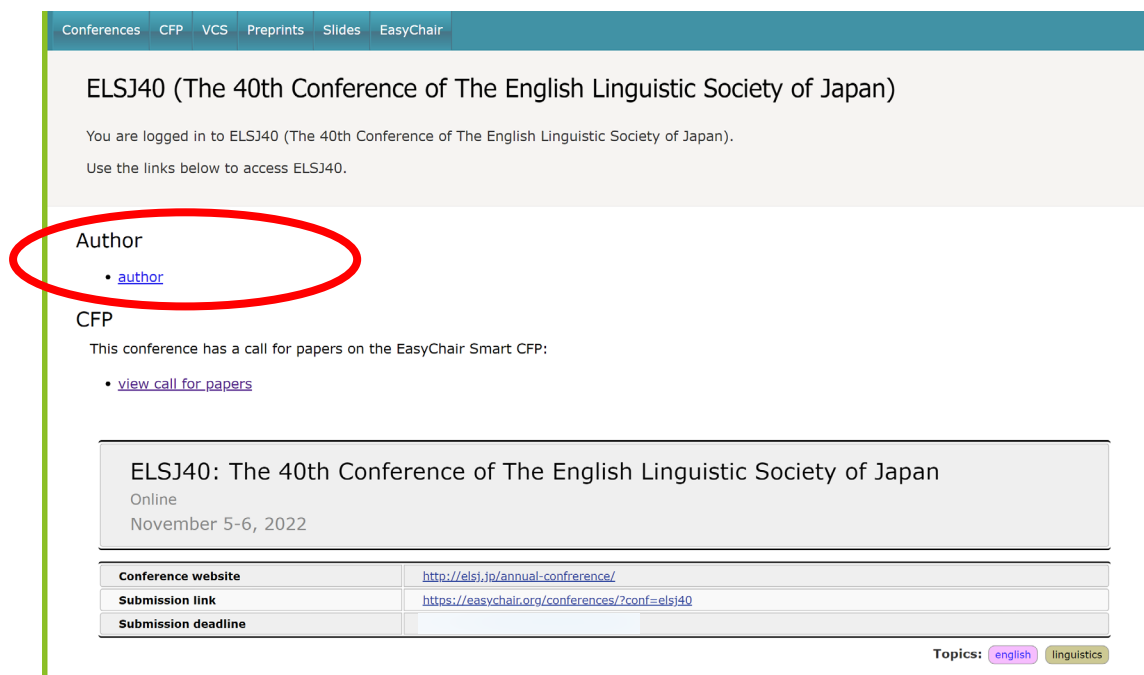
Best regards,

EasyChair for ELSJ40.


応募内容を確認したい場合は、  
このアドレスをクリック  
(Click here to see the content of  
your application.)

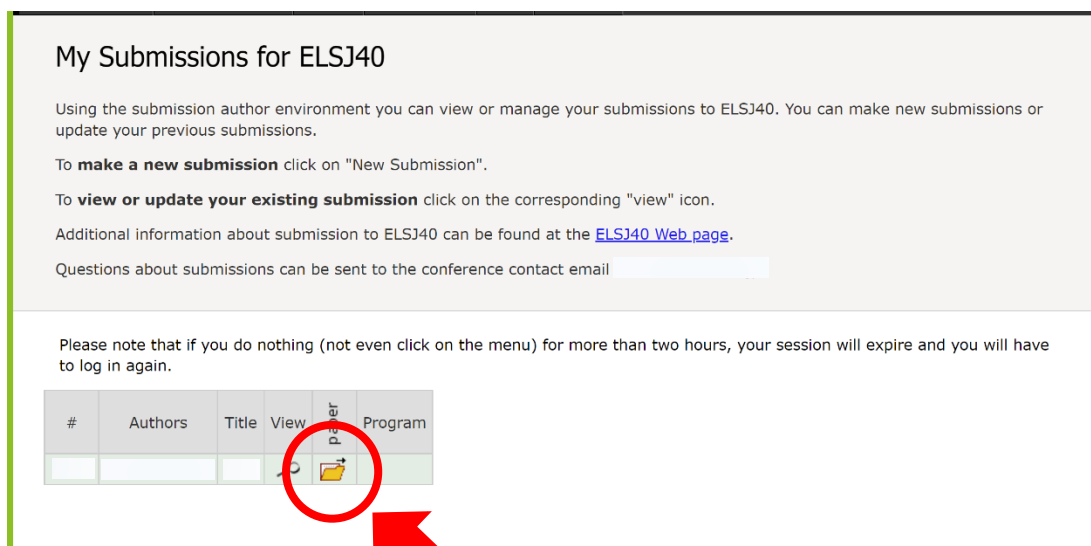
応募内容の確認に関して (ステップ 17-18)  
(On the conformation of the content of your application) (steps 17-18)

17. 応募内容を確認するには、author をクリック  
(Click “author” to see the content of your application.)



The screenshot shows the EasyChair interface for the ELSJ40 conference. At the top, there is a navigation bar with links for Conferences, CFP, VCS, Preprints, Slides, and EasyChair. Below this, the page title is 'ELSJ40 (The 40th Conference of The English Linguistic Society of Japan)'. A message indicates the user is logged in and provides instructions to use links below to access ELSJ40. The 'Author' link is circled in red. Below it, there is a 'CFP' section with a link to 'view call for papers'. A summary box for the conference is shown, followed by a table with links for the conference website, submission link, and submission deadline. At the bottom right, there are topic tags for 'english' and 'linguistics'.

18. フォルダの記号をクリックすることで、応募内容を確認できます。  
(Click on the  button to see your application.)



The screenshot shows the 'My Submissions for ELSJ40' page. It provides instructions on how to view or manage submissions, including links for 'New Submission', 'view or update your existing submission', and 'ELSJ40 Web page'. A table with columns for '#', 'Authors', 'Title', 'View', 'paper', and 'Program' is shown. The 'View' column contains a folder icon, which is circled in red with a red arrow pointing to it. Below the table, there is a note about session expiration.

問い合わせ先  
**(Contact Information)**

EasyChair による応募方法に関する問い合わせ先は以下の通りです。  
(If you have any questions, contact by e-mail:)

日本英語学会大会運営員会書記  
菅野 悟  
kanno@rs.tus.ac.jp