

Guidelines for Submission of Manuscripts to *JELS*

<If you write in Japanese, refer to the Japanese guideline on the ELSJ website>

Last revised October 2019

(1) Length

The length of an oral presentation manuscript, including notes and references, must not exceed seven A4 pages; that of a symposium report must not exceed four A4 pages; that of a special lecture or workshop report must not exceed two A4 pages. The manuscript should use a two-column format with 40 lines per column. Care should be taken to avoid overcrowding of characters or letters within the line.

(2) Format

Use the English sample file attached to the e-mail. Do not change the file extension (.doc) when you save the file. Note that presenters at the Spring Forum are not allowed to submit a Japanese manuscript.

- a. Leave margins of 2.2cm at the top, 3.0 cm at the bottom, and 2.5cm on both sides.
- b. The font size should be at least 11 point.
- c. There should be 4 lines of space between the top of the page and the first paragraph on the first page. The title, the name and affiliation of all authors, and keywords (up to five words or short phrases) should all be centered. One line of blank space should be left between the title and the author name(s) as well as between the author affiliation(s) and the keywords. Two lines of blank space should be left below the keywords, at which point the main text should begin. Keywords should be written in the following format: Keywords: xxx, yyy, zzz (e.g. Keywords: syntax, Case assignment, Multiple Agree, light verb).
- d. The title should be in bold type. Capitalize the first letter of every content word in the title.
- e. Write the author's name in the order "First name - Surname" and capitalize only the initial letters. (e.g. Jane Smith).
- f. Write acknowledgements above notes, if any. Put an asterisk at the beginning of the acknowledgements.
- g. Notes should follow the main text but precede the references, with the heading "NOTES." DO NOT use MS-Word's command for inserting automatic footnotes and endnotes. Footnote numbers in the body of the text should be written as superscript numerals, and should be placed after punctuation marks.
- h. Other details (including the references) should be formatted in accordance with *Information for Contributors* and the latest version of the *EL* style sheet (http://elsj.jp/english_linguistics-eng/information-for-contributors/). No abstract is necessary.

(3) Other instructions for submission

- a. Manuscripts written in English should be checked by a native speaker of English. Under no circumstances may the title of the manuscript be changed in any way from that used at the time of presentation. English manuscripts are acceptable even when the oral presentations were made in Japanese if the English title listed in the Conference Handbook is used in the manuscript. Presenters at the International Spring Forum may submit only English manuscripts.
- b. Do not include page numbers.
- c. Please embed all fonts when creating pdf files in order to ensure that the fonts used are available on readers' computers. (*JELS* is published as a CD-ROM.)
- d. Make sure that any figures or illustrations in the paper are consistent with copyright restrictions.
- e. Manuscripts must be submitted by 11:59 am on January 11th (JST) of the year following the Spring Forum and the annual Conference. Manuscripts should be sent as attachments in both pdf and doc format to <conference-jels☆kaitakusha.co.jp>*. The file name should include the author's name in Roman letters (e.g. NihonEiko.pdf/NihonEiko.doc). The title of e-mail should be "Annual Conference: name" or "Spring Forum: name" (e.g. "Annual Conference: Jane Smith"). Please note that a manuscript that has reached after the above deadline will not be accepted by the Conference Organizing Committee even if an automatic reply message confirms your submission.
- f. Please note that manuscripts not in strict compliance with the *Rules for JELS* and the

present guidelines will not be accepted.

*The “@” in the e-mail address has been replaced by “☆” for security reasons.