

**Naruto University of Education International Cooperation Center for the Teacher
Education and Training (INCET) Journal**

Guide for Authors

Originally Created and Approved on April 8, 2020

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<Purpose>

1. The International Cooperation Center for the Teacher Education and Training (hereafter referred to as “the Center”) publishes a research bulletin containing such as research papers and practical reports on international educational cooperation, with the aim of contributing to the improvement and development of international educational cooperation. However, the publishing method is through the Institutional Repositories (digital method) only. Paper version (as a printed journal) is no longer published.

<Types of Manuscript>

2. Manuscripts for submission to the bulletin should be the following types of research papers on international Educational Cooperation, all of which have not yet been published. However, this does not apply to oral presentations at academic conferences.
 - A. Research Article (With peer review)
 - B. Study Note (Without peer review, but with editorial (format) check)
 - C. Activity Report (Without peer review)
 - D. Book Review (Without peer review)

<Persons Who Can Submit as the first author>

3. Person met one of following conditions can submit a manuscript as a **Research Article**.
 - A. Faculty and teacher from Naruto University of Education (including guest researcher and teachers of attached schools)
 - B. Registered external cooperative researcher of INCET
 - C. External Author with a member from the list of A and B above as a co-author
 - D. Second-year Graduate Student of NUE (who will be graduating in September or March of the same FY: i.e., final year of graduate school student only at the time of the Announcement) with a faculty of NUE as a co-author
 - E. Graduated Master Student from Naruto University of Education
 - F. Author approved by the editorial board consists of INCET members
4. Person met one of following conditions can submit a manuscript as a **Study Note**.
 - A. Faculty and teacher from Naruto University of Education (including guest researcher and teachers of attached schools)
 - B. Registered external cooperative researcher of INCET
 - C. Author with a member from the list of A and B above as co-author

- D. Second-year Graduate Student of NUE (who will be graduating in September or March of the same FY: i.e., final year of graduate school student only at the time of the Announcement)
 - E. Graduated Master Student from Naruto University of Education
 - F. Author approved by the editorial board consists of INCET members
5. Person met one of following conditions can submit a manuscript as a **Activity Report**.
- A. Faculty and teacher from Naruto University of Education (including guest researcher and teachers of attached schools)
 - B. Registered external cooperative researcher of INCET
 - C. Author with a member from the list of A and B above as co-author
 - D. Undergraduate and Graduate Student of NUE (Bur with a faculty member as a co-author for undergraduate student)
 - E. Graduated Master Student from Naruto University of Education
 - F. Author approved by the editorial board consists of INCET members
6. Person met one of following conditions can submit a manuscript as a **Book Review**.
- A. Faculty and teacher from Naruto University of Education (including guest researcher and teachers of attached schools)
 - B. Registered external cooperative researcher of INCET
 - C. Author approved by the editorial board consists of INCET members

<Number and Pages of Manuscripts>

7. Number of manuscripts an author can submit is as follows:
- A. For ‘Research Article,’ one person can be the author and/or a co-author for up to total of two manuscripts. However, a person might be limited to one manuscript due to editorial reason.
 - B. Faculty of INCET may submit an extra manuscript for Research Article as long as it is related to research conducted under INCET.
 - C. Second-year graduate student or graduated student who is submitting for Research Article or Study Note is limited to one manuscript.
 - D. There is no limit to the number of manuscripts submitted for the Activity Report.

<Guidelines for Writing a Manuscript>

8. Please prepare manuscript by following the rules listed below.
- A. Manuscript’s page size should be set to ‘A4’ and written horizontally (not vertically as in some case of Japanese language).
 - B. If the author chooses to write the manuscript other language than Japanese and/or English, please contact the Editorial Committee for permission.
 - C. Only the name of the organization should be used for affiliation of author(s). (Department name, course name, and other sub-level affiliation is not needed.)
 - D. Manuscript for Research Article and Study Note must have title, list of authors, abstract (about 150 words) and keywords (up to 5 keywords).
 - E. For the published article, all of the following components should be contained within the page limit of 10 pages: title, list of authors, abstract, keywords, tables/figures with captions and references. One article page at publication will contain about 500-600 words (40 lines at 10.5

font size, or 1600 Japanese characters).

- F. Number of figures and tables should be minimized and adjusted to appropriate size. Figures and tables should be inserted directly to the manuscript where it should be appeared. Numbering for the figures and tables should be sequential (i.e., Figure 1, Figure 2, Figure 3, . . .) from the beginning of the manuscript. If necessary, Editorial Committee might ask for high resolution figures and/or tables, so please prepare them separately from the manuscript to submit if asked.
- G. Notes and citations should be indicated as “¹” (with superscript number) at appropriate location and details should be listed at the bottom of the same page.
- H. Citations and References should be written with APA style as follows. In the main body of the manuscript, use only the first author’s last name and published year: e.g., “Erikson (2007)” and “Norberg et al. (2014)” or “(Erikson, 2007)” and “(Norberg et al., 2014)”. There is no need to write the name of all authors at the first appearance as indicated by APA style.
- I. Reference should be listed at the very end of the manuscript with **basically** APA style (some parts are different from APA).
 - i. For an article: author(s) (published year). title of article. *name of published journal*, volume, page(s). doi (if available)
Example: Norberg, A., Cohen, K. & Zhou, X. (2014). Components of International Educational Cooperation. *Journal of International Education*, Vol.15(2), pp.50-57.
<https://doi.org/10.XXXX/XXXXXXX>
 - ii. For a book: author(s) (published year). title of chapter, name of editors, *title of book* (pages). publisher.
Example: Erikson, J.B. (2007). Improving Teaching Materials. In H. Brown (Ed.), *Improving Education* (pp.34-55). McGrawHill.
- J. Each author has one chance of correcting when first proof is prepared. Corrections, indicated with red ink, should be for spelling and minor corrections; rewriting of a whole section and/or adding a whole new section is not permitted. (If you need to modify greatly, e.g., by adding a section, please consult with editorial committee for permission.)

<Deadlines for Submission>

- 9. Deadlines for submitting manuscripts are set as follows:
 - A. Call for submission will be posted by May 31st.
 - B. Authors who intend to submit manuscript(s) as Research Article should submit tentative title by June 30th and the final manuscript(s) by August 31st.
 - C. For Research Article, two faculty members and/or external specialists appointed by the chief editor will conduct a review and determine the acceptance of manuscript. Based on the review, the chief editor might ask for correction of the manuscript to the author.
 - D. Authors who intend to submit manuscript(s) as Study Note, Activity Report and/or Book Review should submit tentative title by September 30th. and the final manuscript(s) by October 31st.
 - E. At the time of submission please indicate whether the manuscript is submitted as Research Article, Study Note, Activity Report, or Book Review.

- F. Deadline for re-submission (for reviewed manuscript) will be notified at the time when the manuscript will be returned to the author for correction.
- G. Corrections to the first proof should be resubmitted within a week (7 days) unless specifically specified.

<Submitting Process>

10. All manuscripts must be submitted to INCET (incet@naruto-u.ac.jp) and/or to the address where the chief editor specifies (indicated in ‘call for papers’) by attaching the manuscript to the e-mail. If the size of attached file(s) exceeds 20 MB, please use external device (e.g., CD, DVD, USB) and send it to INCET.

International Cooperation Center for the Teacher Education and Training
Naruto University of Education
748 Nakajima, Takashima, Naruto-cho, Naruto-shi, Tokushima,
772-8502, JAPAN

For graduate student and graduated Master student, please submit your “Submission Form” and manuscript through your thesis advisor or a faculty member of NUE. The faculty member, even not appear as a co-author, hold responsibility along with the author of the manuscript for any trouble that might occur with published manuscript.

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