

How to Submit Manuscripts (as of September 4, 2012)

- The language of manuscripts is English or Japanese. If the author is not a native speaker of the language in which the manuscript is written, the submitted article must have been proofread by an appropriate native speaker.
- Articles should not exceed 20 pages, double-spaced (12-point Times or Minchotai font) on US letter-size format, leaving 1" margins, excluding figures, tables, endnotes, references and appendices. However, figures and tables shall be in the text.
- Submit each manuscript in two files, MS-Word and PDF, as (two) attachments via e-mail.
- Footnotes should be avoided. Endnotes are preferred, i.e., essential notes should be numbered in the text and grouped together at the end of the manuscript.
- Include a separate title page listing the title, the author(s) and the institution(s), email address, an abstract (up to 200 words in English and 450 characters in Japanese), and a short biographical note in both English and Japanese, such as recent examples of scholarship, teaching/grant experience, service related to this area of study.
- Also indicate whether the submission is a research article or a report. If the article has been read at a conference, the title of the conference, the location and the date should be provided.
- References should be set out in alphabetical order by author's name in a list at the end of the article. Manuscripts in English should conform to the requirements of the *Publication Manual of the American Psychological Association* (most recent edition, 6th). The sample of references in Japanese should follow the following samples:

岡崎敏雄 (1991) 「コミュニケーション・アプローチ—多様化における可能性—」 『日本語教育』 73 号, pp.1-11.

中島和子 (1998) 『バイリンガル教育の方法』 東京: アルク

Cummins, J. (1993). Bilingualism and second language learning. *Annual Review of Applied Linguistics* 13, 51-70.

Cummins, J. (2000). Putting language proficiency in its place: Responding to critiques of the conversational/academic language distinction. In J. Cenoz and U. Jessner (Eds.) *English in Europe: The Acquisition of a Third Language* (pp. 54-83). Clevedon: Multilingual Matters.

McDonough, J. & McDonough, S. (2001). Composing in a foreign language: An insider-outsider perspective. *Language Awareness* 10 (4), 233-247.

- It is the responsibility of the authors to obtain written permission for quotations from unpublished materials, and for all quotations from any work still in copyright, and for reproducing unpublished and/or copyrighted materials in their articles.
- Articles submitted simultaneously to other journals will not be accepted.
- Submission of manuscripts is restricted to AATJ members with membership paid in full at time of submission.
- If a member of the editorial committee submits a manuscript, the editorial committee will find an alternate reviewer or review the submission without the participation of the submitter.

- After a submitted article is reviewed by the editors, it is forwarded for double-blind peer-review by external experts. The review takes 2-3 months.
- Upon acceptance of articles, authors will transfer copyright of the articles to the Japanese Heritage Language Special Interest Group. This will ensure the widest possible dissemination of information under copyright laws.
- The editor reserves the right to edit all manuscripts for style, length and format; substantive editing will be done in consultation with the author.
- Authors should submit articles via electronic mail to the Chair of the Editorial Board. For further inquiry, please contact the Chair at hoketani@emich.edu.