

1. Submission to the English Version

The Educational Technology Research journal (English Version) is published once a year.

(1) Manuscript Classification

- ① **Paper** – The Paper should be related to Educational Technology and is original in its research methods and results. The content of the Paper should be reliable and beneficial to the development of Educational Technology and academic learning: Summing of newly obtained data, systematic report of practical research, development of educational systems, etc. Standard number of pages is 8. Extra charges for papers exceeding 8.
- ② **Technical Information** – A Technical Information is a research, survey, review, educational system development, or educational content development that is systematically summed up and related to Educational Technology research information and results. Standard number of pages is 8. Extra charges for papers exceeding 8.
- ③ **Short Note** – A Short Note is an article about a new attempt and its results, author's opinion, recommendation or debate related to Educational Technology. Try to keep the number of pages to within 6 pages.
- ④ **Review** – A Review is a review of a methodology, paradigm, or a current topic that is normally made by senior researcher with global perspective. This viewpoint should contribute to wide range of educational technology research. A Review is mostly invited by the editorial committee.
- ⑤ **Translation** – An English Translation of a paper that has been published on the Educational Technology Research journal (Japanese version). However, the content must be identical and written in proficient English.

In addition, a paper that has been already published, such as Letters or Short Notes in this society's journal, maybe rewritten to submit as a Paper or Technical Information by enriching its content with new experiments or further analyses.

(2) Conditions for Submission

- ① The main part of the manuscript must not be in the process of being published, or have been published or in the process of being submitted to any domestic or international scientific journals, periodicals or commercial magazines. However, an author may compile and submit academic lectures given at research societies or conferences, or oral presentations provided at international meetings.
- ② The authors should adhere that the content and description of the manuscript do not engage in other copyrights, human rights in the research and ethical principles. The authors should consider those issues in their manuscripts.
- ③ The manuscript should be written in a manner that can be understood by members of the same field.
- ④ Responsible person of the manuscript who is one of authors must be a member of Japan Society for Educational Technology.

(3) Handling of Submitted Manuscripts

- ① Upon submission, specify manuscript classification to be reviewed: Paper, Technical Information, Short Note, Short Letter or Translation.
- ② The submitted manuscript will be examined by the Editorial Committee and handled in the following manner:
 - A. Accept
 - B. Accept under the condition of making minor adjustments
 - C. Manuscript will be re-examined after author makes adjustments according to the recommendations by the Editorial Committee
 - D. Return manuscripts to the author
- ③ In the cases of manuscripts that need to be rewritten, manuscripts re-submitted after 4 weeks for C-Judgment and after 3 weeks for B-Judgment and Short Notes will be treated as newly submitted manuscripts.

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- ① The copyrights for all manuscripts are automatically transferred to Japan Society for Educational Technology when the manuscript has been accepted.
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3. Handling of Manuscript and Expenses

- ① When the manuscript is received by the Editorial Office, a notice indicating the reception will be mailed to the author.
- ② Unaccepted manuscript will be returned to the author with a note indicating the reasons for denial.
- ③ After acceptance of the manuscript, acceptance will be notified to the author. The author is requested to submit the final version of the paper in the form of electronic file (MS-WORD, Ichitaro, or written text only in Text File).
- ④ If the manuscript is submitted in a special type of electronic file and requires extra fee to convert the file, the cost is the author's responsibility.
- ⑤ Extra cost for printing figures and tables is the author's responsibility.
- ⑥ The author is required to purchase at least 100 reprints of the manuscript when published. A separate print charge will be assessed. In addition, authors that publish more than the required number of pages will be charged additional fee.
- ⑦ After the manuscript is accepted, proofreading will be performed one time by the author. No insertions or proofreading other than related to printing errors will be accepted.