

Manuscript Template for the JSET National Conference

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Abstract The Japan Society for Educational Technology holds a national conference twice a year. Manuscripts of presentations are published as "Proceedings of the Japan Society for Educational Technology". Manuscripts should be written according to this manuscript template. Manuscripts must be submitted online in PDF format by the deadline after checking the "発表案内・申込" section on the conference website. Please write the abstract here in approximately 100 words and the style of this paragraph is set to 'Outline'.

Keywords Educational Technology, National Conference, Manuscript Template

1. Introduction

At the Japan Society for Educational Technology National Conference, you can present your research on educational technology. The presentation manuscript must be created based on this manuscript template.

Manuscripts must be complete at a certain level. The Conference Planning Committee will judge whether to accept submissions that state 'the results will be announced at the venue on the day of the conference, etc., and may reject your submission. In addition, it is not possible to submit similar or serialized content to be divided between multiple presenters.

Manuscripts that substantially fail to follow the submission template may not be accepted for inclusion in the proceedings, as determined by the Conference Planning Committee. In such cases, the participation fee will not be refunded.

The date of publication of the proceedings is the date when they become available for download for those who have pre-registered. Furthermore, you must agree to allow the conference to post your submitted manuscript on its website, etc. The details of the manuscript preparation are described in the next chapter.

For details on issues such as copyright, consideration for the human rights of others, citation notation, and the format of references, please refer to the Requirements for submission, Instructions for authors, and paper template for the Journal of Japan Society for Educational Technology.

2. How to Submit Your Manuscript

2.1. Manuscript Template Format

The font size, column layout and other formatting has been set for the title, author name, chapter/section/subsection headings and main text of this manuscript template.

2.2. Font, Column Layout

The English title is Times New Roman (Bold) 16 point, and the English author's name and English affiliation are Century 10 point.

Chapter headings are Times New Roman (Bold) 10.5-point, section headings and subsection headings are Times New Roman (Bold) 10 point. The main text is Century 10-point. If the title, chapter or section heading is long and spans multiple lines, break it at an appropriate point (Shift and Enter) and adjust it so that it is easy to read. Each paragraph must begin with an indentation of two half-width characters. The main text is set in two columns, with approximately 40 characters per line and 50 lines per page. By preparing your manuscript in this format, you can write in a style that conforms to the specified number of characters per line and number of lines per page.

2.3. How to Preserve the Format

To avoid losing formatting, please note the following two points.

(1) When copying and pasting text from another Word file, be careful not to paste the formatting along with it. After copying the text in the original document, select [Home] > [Paste Special] > [Paste as] and then select 'Text' in the [Paste as] box in the template.

(2) If the formatting is broken, place the cursor within the paragraph and select the style you want from the [Style] box in the [Home] ribbon menu.

3. Instructions for Authors

3.1. Number of Pages and File Format of Manuscripts

3.1.1. Limitation on the Number of Pages

Manuscripts must be exactly 2 pages, and those outside the range of 1 to 3 pages will not be accepted. Please note that page numbers are not required.

3.1.2. Points to Note when Creating PDF Files

Manuscript files must be submitted in PDF format. When converting from a Word file to a PDF file, please set the quality of the figures and images so that they do not deteriorate excessively.

In addition, when converting a Word file to PDF, there have been cases where characters in figures become garbled or text on the page disappears. Please be sure to check the contents after the PDF conversion (the Conference Planning Committee will not check the file).

3.2. Beginning of the Manuscript

3.2.1. Title

The title of the manuscript should clearly indicate the contents of the manuscript and must not include 'Report No.x' or similar.

The first letter of each word in the English title be capitalized, except for prepositions.

3.2.2. Author Names and Affiliations

For author names and affiliations, use superscripts of '*' and 'number' as in *, *.2.

For English author names, write the first name first, and write the last name (family name) in all capital letters.

For affiliations, write only the name of the institution (in the case of a university, write '○○ University' only. This is different from the journal and research report).

3.3. Abstract and Keywords

The abstract should begin with Abstract, followed by a single space, and should be approximately 100 words in length. Keywords should be written as Keywords, followed by a space and a list of three to six keywords.

3.4. Main Text

To accurately convey the author's argument to the reader, please note the following points.

(1) With the diverse professional backgrounds of the journal's readers in mind, please keep the text concise and clear.

(2) Set up superscript and subscript letters (e.g. χ^2 test).

(3) Statistical symbols (e.g. p , t , F , SD , etc.) in the main text and in tables and figures should be in italics.

(4) For foreign words other than proper nouns, the original spelling should be used only for the first time it appears in the text. For example, write it as CAI (Computer Assisted Instruction). For English titles, use the original spelling, not the abbreviated form. When using it as a keyword, use the original spelling when it first appears in the main text.

3.5. Figures and Tables

As shown in 'Figure 1' and 'Table 1', the series number should be written in Times New Roman (bold), and a title should be included. A half-width space should be inserted between the figure/table number and the title. The title should be written below the figure and above the table.

Figures and tables may be displayed in color. In principle, figures and tables should be placed in the four corners of the page: top left, top right, bottom left, and bottom right. To ensure that figures and tables are easy to read and understand, please take care not to make the text in the figures and tables extremely small compared to the main text. Also, as shown in **Table 1**, the font used in tables should be Century.

3.6. References

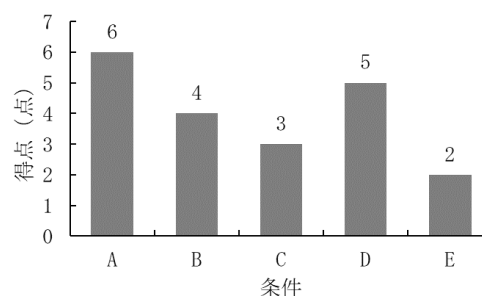


Figure 1 Sample Figure

For information on citations and references, please refer to the “Japan Society for Educational Technology Journal: Instructions for authors” (Japan Society for Educational Technology 2025a).

When citing references in the main text, the notation differs depending on the number of authors (Table 1).

References cited in the main text should be listed at the end of the manuscript in alphabetical order by author's surname. If a single bibliographic entry spans more than one line, the second and subsequent lines should be indented to the right.

4. Instructions for Manuscript Submission

4.1. Consideration for Copyright and Human Rights

When writing a manuscript, please be sure to give due consideration to the privacy and honor of other people's copyrights and the privacy and honor of individuals and groups involved in the research (individuals and groups who are the subject of the research and individuals and groups related to the research). For more details, please check “2. Copyright of Submitted Manuscripts” of the “Submission Guidelines for the Journal of Japan Society for Educational Technology” (Japan Society for Educational Technology 2025b).

4.2. Submitting the Manuscript File

After registering your presentation on the relevant National Convention webpage, you can submit your manuscript electronically using the “registration number” and “password” issued when you applied for your presentation on your “My Page”. The file format for your presentation manuscript should be PDF (up to 10MB in size). Please note that this template is spread over three pages, but We cannot accept manuscripts other than those for two pages. In addition, we will not accept manuscripts submitted by email in principle.

Acknowledgements

Table 1 How to Cite in the Main Text

Number of authors	Notation
1 author	HORITA (2023).... ... (HORITA 2023).
2 authors	HORITA and OYANAGI (2023)(HORITA and OYANAGI 2023).
3 authors or more	HORITA <i>et al.</i> (2023)(HORITA <i>et al.</i> 2023).

If acknowledgements are necessary, they should be placed between the main text and the references. For example, the following statement may be used: ‘This work was supported by JSPS KAKENHI Grant Number JPXXXXXX. The authors would also like to express their sincere gratitude to the students who participated in this study and to Professor XXXX of XXXX University for their valuable cooperation.

References

Information and Technology in Education and Learning (2020) Author guidelines.
<https://www.j-itel.org/guidelines.html>
(accessed 2023.04.01)

Japan Society for Educational Technology (2025a) Instructions for authors,
<https://www.jset.gr.jp/journal/instructions-for-authors/> (accessed 2025.12.09)

Japan Society for Educational Technology (2025b), “Submission Guidelines for the Journal of Japan Society for Educational Technology,
<https://www.jset.gr.jp/journal/requirements-for-submissions/> (accessed 2025.12.09)

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