



Center for the Study of International Cooperation in Education (CICE)

Hiroshima University

Journal of International Cooperation in Education (JICE)

Style and rules for contributors for the English Edition

1. **Journal of International Cooperation in Education** is an international refereed journal published twice a year once in Japanese and once in English. The English edition of the journal welcomes articles from authorized contributors (see “2”) on international cooperation in education, educational development or any related aspects of the field.
2. **Qualification of contributors** is given to individuals associated with the Center for the Study of International Cooperation in Education, Hiroshima University including current and former CICE staff members, members of the managing committee, research fellows, and visiting research fellows. Contributions for articles may also be invited by the JICE Editor-in-Chief. Otherwise submissions from anyone interested in CICE activities can submit his/her manuscript to the journal if accompanied by an introduction of a CICE staff or any associate member.
3. **Manuscripts** should be original and clearly and precisely written in English. Text should be prepared using Microsoft Word software. Contributor(s) shall submit the manuscript electronically by sending to the CICE administrative office: cice@hiroshima-u.ac.jp. An acknowledgement of receipt of the manuscript shall be sent within 3 working days.
4. **Each submission** should be no longer than 7000 words (14 printed pages) in total, including title, author(s) information, tables, figures and references. Each article should be accompanied by an abstract of approximately 150 words typed on a separate sheet.
5. **Preparation of Manuscript:**
 - A. **Cover sheet** should contain title, full name, institution, address, phone and fax numbers, and e-mail address.
 - B. **Text** should be typewritten on one side of A4 size paper with 30 mm margins on all sides. Each

typewritten page should have 42 lines, approximately 500 words with 10.5 point character.

C. References

All manuscripts shall follow *the Publication Manual of the American Psychological Association (APA) 6th edition* (2010). A brief summary is in “styles and rules for contributors 2”

D. Tables should be self-explanatory and each presented on a separate page outside the main text. A short title should be provided with any additional information contained in footnotes with a lucid legend to explain the meaning of the content.

E. Figures are referred to for all drawings, diagrams, graphs and photographs. These should be of the highest quality and suitable for direct reproduction. Each figure should be presented on a separate page.

F. Place of insertion of tables and/or figures in the text should be indicated on the right-hand margin of the sheet.

6. **Whether or not the manuscript is accepted** and the timing of publication is decided by the Editorial Committee. The positions and scale of figures and tables in published pages may be changed from the author’s designation.
7. **Galley proofs** will be sent to the corresponding author if there is sufficient time to do so. The authors are responsible for reading the first galley proof. No change of the content of the manuscript is permitted on the galley proof without the consent of the Editor-in-Chief.
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10. **Submit all manuscripts** to the Editor-in-Chief, Center for the Study of International Cooperation in Education (CICE), Hiroshima University, 1-5-1 Kagamiyama, Higashi-Hiroshima 739-8529 JAPAN. For any inquiries please e-mail: cice@hiroshima-u.ac.jp.



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**Journal of International Cooperation in Education (JICE)
Style and rules for contributors for the English Edition (2)**

Formatting Basic Rules

Beginning with the volumes published in 2012, the Journal of International Cooperation in Education (hereinafter, JICE) shall basically follow *Publication Manual of the American Psychological Association* (APA) 6th edition (2010), which is most commonly utilized to cite sources in social science.

(In-text citation)

- ✓ Reference to books, monographs, articles and statistical sources have to be identified within the text by the author's family name, publication year, and pagination, where appropriate.
- ✓ When the author's name appears in the text, cite as, e.g., Sato (1986). When the author's name does not appear in the text cite as (Sato, 1986).
- ✓ When citing pagination from a quote or specific reference, write as (White, Salmon, & Kelly 1990, p.90).
- ✓ Distinguish more than one reference to an author in one year by utilizing lowercase letters (a, b, c) next to the publication year: (1999a), (1990b).
- ✓ When the citation includes two or more works, order them the same way they appear in the reference list (by alphabetical order not by year), separated by a semi-colon. (Johnson, 2004; Sasaki & Sato, 2000; White, 2001).

(Reference list)

- ✓ All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin (hanging indentation).
- ✓ Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work.
- ✓ Reference list entries should be alphabetized by the last name of the first author of each work.

Center for the Study of International Cooperation in Education, Hiroshima University
1-5-1 Kagamiyama, Higashi Hiroshima, Hiroshima, Japan 739-8529
E-mail : aadcice@hiroshima-u.ac.jp Tel: +81-82-424-6247 Fax: +81-82-424-6913

- ✓ Capitalize all major words in journal titles.
- ✓ When referring to books, chapters, articles, or webpage, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- ✓ Italicize titles of longer works such as books and journals.
- ✓ For details, consult the Publication Manual of the American Psychological Association (APA) 6th edition (2010). However, if you have any source that APA does not include, please cite it using the most similar type from APA 6th edition.

	In-text citation (must be listed by the author's last names followed by the year of publication)	In a reference list
1. Book with one or two author(s)	(Lloyd, 1966) or Lloyd (1966) argues... (Tanaka & Yamamoto, 2000). Tanaka and Yamamoto (2000) compare....	Lloyd, P. C. (1966). <i>The new elites of tropical Africa</i> . London: Oxford University Press. Tanaka, M. & Yamamoto, K.A. (2000). <i>Managing business</i> . Tokyo: XYZ Company.
2. Book with three to five authors	(Sato, Yamamoto, Suzuki, Johnson, & Tanaka, 2007) From second time (Sato et al., 2007)	Sato, A., Yamamoto, S., Suzuki, A., Johnson, S., & Tanaka, M. (2007). <i>Japanese education: Pre-war Period</i> . (2 nd ed.). Tokyo: XYZ Publishing. ✓ The first letter of the first word of the main title, subtitle and all proper nouns should have capital letters. ✓ If this is the 2 nd or 3 rd edition, put (2 nd ed.). after the title of the book.

3. Book with six or more authors	According to Meyer et al. (2000), or It is believed that (Meyer et al., 2000).	Meyer, A. D., Cassel, C.K., Thompson, G., Howe, J., Hasegawa, A., Fulmer, T., & Jones, A. J. (2010). <i>Moral education: A Casebook for X country</i> . South Melbourne, Vic. Australia: Thompson Press.
4. Book chapter in edited book	(Bowling, 1995) Bowling (1995) explains that	Bowling, M. E. (1995). Redeveloping secret island. In M.V. Colin & T. Bowen (Eds.), <i>Attractive tourism: Principles and challenges</i> (pp.105-113). Chichester, England: X Publishing. ✓ pp. is used to indicate page numbers for books, dictionaries, encyclopedias, theses, book chapters, conference papers, etc. if you cite more than 2 pages.
5. Journal article	(Hampton & Papa, 2006) or Hampton and Papa (2006) argue	Hampton, B. & Papa, R. (2006). The development of an indigenous knowledge program. <i>Anthropology and Education Quarterly</i> , 36 (1), 57-87. ✓ Journal title shall be capitalized except for prepositions, and, & , etc. and italicized. Use italic to write journal title and volume (in this case, 36). ✓ pp. is <u>NOT</u> used for journal articles or reviews in the journal. ✓ You do not have to list URLs if necessary information is provided (JICE rule)
6. Journal article (internet only)	(Shell & Hogger, n.d.) or Shell and Hogger (n.d.) suggest “.....” (para. 3)	Shell, D., & Hogger, D. (n.d.). The psychology of heavy metal communities. Te kura Kete Arouni, 1. Retrieved March 19, 2010, from www.abcdefg.com ✓ Do not underline URLs (in this case, www.abcdefg.com) ✓ Add retrieved date after “retrieved”
7. Newspaper	(Hampton, 2007)	Hampton, J. (2007, December 13). Boy merchants in a city X. <i>The Impression</i> , pp. C1, C2.

	(Parker-Pope, 2008). If no author, ("Drivers Reject Fuel Prices", 2005)	Parker-Pope, T. (2008, April 6). Psychiatry handbook linked to drug industry. <i>The New Work Times</i> . Retrieved March 19, 2011 from http://www.someaddress.com/full Drivers reject fuel prices driven by war threat. (2005, March 7). <i>The Timaru Herald</i> , p.2 ✓ If there is no author, the article title comes first.
8. Thesis or unpublished working paper, discussion paper, etc.	(Dewstow, 2006) Dewstow (2006) illustrates ...	Dewston, R. A. (2006). <i>Using the internet to enhance teaching</i> (Unpublished master's thesis). University of ACB, Tokyo, Japan.
9. webpages	(Statistics New Zealand, 2007) ✓ Do not write URLs in the text.	Statistics New Zealand. (2007). <i>New Zealand in profile 2007</i> . Retrieved from http://www.stats.govt.nz (Accessed on March 20, 2011).
10. Published work by an organization	(World Bank, 2011).	World Bank (2011). <i>World Development Report 2011</i> . Washington, D.C.: World Bank.
11. Unknown author	(Merriam-Webster's dictionary, 1993)	Merriam-Webster's dictionary (10 th ed.). (1993). Springfield, MA: Merriam-Webster.

12. Translated book	(Sartre, 1962) or Sartre (1962) is an example of	Sartre, J.-P. (1962). <i>Imagination: A psychological critique</i> (F. Williams, Trans.). Ann Arbor, MI: University of Michigan Press.
13. Foreign language studies	(Suzuki & Sasaki, 2008)	Suzuki, A. & Sasaki, B. (2008). <i>Nihon no gakko</i> [Schools in Japan]. Tokyo: Sakura Publishing. ✓ Give a relevant translation of the book title, journal article title, etc. but not publishing company). Use [] for the translated words.

Note. Information in these reference examples has been changed.