

Conference Handbook Manuscript Guidelines

We are pleased to inform you of the format guidelines for the JSLS2024 Conference Handbook manuscript. The handbook will be accessible in pdf form on the JSLS2024 website. For those planning to present at the conference, please follow the instructions below for submitting your presentation manuscripts. If you have any questions, please contact the Conference Handbook Editor.

Contact Information: jsls.handbook@gmail.com

Submission Deadline:

The deadline for manuscript submission is **May 17 (Fri), 2024**. We kindly request your cooperation in submitting your manuscript on time.

Method of Submission:

- Manuscripts should be submitted in PDF format as an attachment. **Do not include page numbers.**
- The file name should be in the format "JSLS2024-YourName.pdf" (e.g., JSLS2024-SmithJane.pdf).
- The subject line of your email should be "JSLS Handbook Manuscript".

Submission Email Address:

jsls.handbook@gmail.com

Format: (Please refer to the sample format)

- **Paper size:** A4
- **Paper length:**
 - **Keynote lecture:** 8 pages or less including abstract, figures, tables and references
 - **Oral /alternate presentations:** 4 pages or less including abstract, figures, tables and references
 - **Poster presentations:** 2 pages or less including figures, tables, and references (Abstracts are not required for poster presentations)
- **Language:** The language of the manuscript should be the same as the language of your presentation. If the written language is not your native language, please make sure to have a native speaker proofread your manuscript.
- **Margins:** Top and Bottom: 30mm, Left and Right: 25mm
- **Line spacing:** 38 lines per page, single-spaced
- **Font style:** Times New Roman (or a similar font)
- **Font size:** 12 point for titles, 11 point for names, affiliations and body text, 9 point for abstracts, footnotes, references, figures and tables (See next page for details.)
- **Header (Only on the first page):** 9-point font with “The Japanese Society for Language Sciences” on the far left and “JSLS 2024 Conference Handbook” on the far right

- **Front page:** Please list the following items in order. Leave one line between items.
 - 1) Header 9 point, normal ***first page only
 - 2) Title 12 point, bold, centered
 - 3) Name (Affiliation) 11 point, bold, centered
 - 4) Abstract 9 point, normal, justified, approx. 100 words ***Oral presentations only
 - 5) Body 11 point, normal, justified
 - If there is more than one author, please separate each author's name (affiliation) with a comma.
 - If there are many authors, multiple lines are acceptable.

- **Section Headings:**
 - 1) Each section should be numbered as follows:
 - 1 Heading of the section
 - 1.1 Heading of the subsection
 - 1.1.1 Heading of the sub-subsection
 - 2) The font should be 11 point, bold, left-justified.
 - 3) Make a blank line above the heading, but no blank line below.
- **Figures and tables:** Place the title of the figure at the bottom and the title of the table at the top.
- **References:**
 - 1) The format of references should basically **follow the APA style**. However, titles of books, etc. should be italicized, not underlined.
 - 2) Headings ("References") should be 11 point, bold, and left justified. The text of references should be 9 point, normal, hanging indent.
 - 3) As for Japanese books, refer to the format of the following journal: <http://www.jcss.gr.jp/>
- **Notes:**
 - 1) Notes should be footnotes.
 - 2) The font should be 9 point.
 - 3) Put a separating line between the body and the footnotes.
 - 4) Note numbers should be numbered consecutively throughout the manuscript.