Manuscript Preparation Guidelines for Journal of Higher Education and Lifelong Learning: In the Form of a Template

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Abstract – This document describes manuscript preparation guidelines for the *Journal of Higher Education and Lifelong Learning*, published by the Institute for the Advancement of Higher Education, Hokkaido University. It also serves as a template for writing. This Word file enables contributors to create a manuscript that is formatted to be ready for submission. The editorial board of the journal asks all contributors to precisely follow these guidelines and template when preparing their manuscripts. The template has a page setup of 23 characters × 42 lines × 2 columns per page according to the normal layout of the journal. Only the title section of the front page (the current section) is not divided into two columns. Contributors are advised not to modify the page setup when they prepare manuscripts. For description and writing styles other than those described in this manual, please refer to the back issues of the journal.

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【Date of manuscript acceptance to be inserted by the editorial board】

**1. Introduction**

 This Word file contains manuscript preparation guidelines for the *Journal of Higher Education and Lifelong Learning*, published by the Institute for the Advancement of Higher Education, Hokkaido University. It also serves as a template for manuscript preparation. Using this template enables contributors to prepare a manuscript correctly formatted for submission. Please prepare manuscripts for submission in line with these guidelines and this template.

**2. Page Layout**

 The template has a page setup of 23 characters (for Japanese) × 42 lines × 2 columns per page in line with the normal layout of the journal. The title section of the front page is separated by a Word-formatting section break and is not divided into two columns.

**3. Language and Length**

 Contributors are asked to write their manuscripts for submission in either English or Japanese. The word count for the main text (including figures and tables) should be a maximum of 5,000 English words (20,000 Japanese characters).

 Please note that these guidelines and this template are for manuscripts in English. Contributors of manuscripts in Japanese should use the Japanese-language version of the guidelines and template.

**4. Spelling, Font, etc.**

 In principle, standard size (10.5 point) Western typeface (e.g., Times New Roman) should be used.

 Spelling can follow American, British, or Australian standards, but must be consistent throughout the manuscript.

 For formats other than those described in this manual, please refer to back issues of the journal.

**5. Title Section**

**5.1 Title, Name of Author(s), etc.**

 The title section on the first page of the manuscript should contain the title, the name(s) of the author(s), their institution(s), and their contact details.1

 Contact details will appear as a footnote in the printed version. In the submitted manuscript, however, they should be included in the prescribed position in the title section.

**5.2 Abstract**

 An English-language abstract of 150–200 words should be attached to the manuscript. It should be inserted at the bottom of the title section (immediately before the main text).

**6. Chapter and Section Headings**

 Headings within the body of the text should be in bold font and numbered 1., 2., 3. (chapters); 1.1, 1.2, 1.3 (sections within chapters); and 1.1.1, 1.1.2, 1.1.3 (subsections within those sections). The headings can be in standard size font (10.5 point). Please leave one line before and after each heading.

**7. Figures and Tables**

**7.1 Numbering and Specification of Location**

 If the manuscript has figures or tables, each should be given a number along the lines of Figure 1., Figure 2., Figure 3., or Table 1., Table 2., Table 3., and a title should be added. The location within the main body of the manuscript where the figures and tables are be inserted should be indicated. (At the insertion location, please include the number and title of the relevant figure or table in bold type.)

**7.2 Preparation of Originals**

 Originals of the figures should be prepared in a standard image format, such as JPEG.

 Originals of the tables should be prepared directly within the body of the manuscript using the table formatting function of Word or attached in an Excel file.

**8. Notes**

 Items needed to supplement the main text but whose inclusion as a note within the body of the text is inappropriate should be included as separate notes. Numbers for such notes should be inserted in superscript (1, 2, 3) at the relevant place in the text, and the notes themselves should be included at the end of the main text.2

 References should be in the format below. Notes should not be used to only list bibliography information of references.

**9. References**

**9.1 Method of Quotation or Citation**

 When referring to previous literature, the name of the author(s) and year of publication should be included in the text in parentheses immediately after the quotation or citation [Example: (O'Flaherty and Phillips 2005)]. Where there are two authors, both names should be included connected by “and”; where there are three or more, the lead author’s name should be included followed by “et al.”

 Where multiple previous studies are cited at the same time, the names of their respective author(s) should be separated by a semicolon [Example: (Dewey, J. 1915; Bond and Jing 2019)]. When there are references to multiple studies by the same author(s) published in the same year, they should be distinguished by the addition of “a,” “b,” or “c” after the year.

 When reference is made to a website, this should be indicated within the body of the text in the same way as above [Example: (Hokkaido University 2021)]. In addition, author name(s), year of information release (or year of the most recent update of the website), name of the page (or title of the content), and the URL and date of access should be included in the reference list.

**9.2 Reference List**

 The reference list should be included at the end of the manuscript. For each piece of literature cited or referred to in the body of the text, it should include author(s) name, date of publication, title, journal, city, and publisher. The title of the journal or book should be in italics, and the title of the relevant article or chapter should be included within double quotation marks in standard font.

 For references to literature in Western languages, the list should be in alphabetical order according to the name of the author.

 For the format of the reference list, please see the examples at the end of this template.

**10. Manuscript submission**

**10.1 Manuscript**

 The manuscript should be prepared in Word using this template and emailed to the address below. Any separate figure and table files should be submitted at the same time. If there are any specifications regarding layout, a PDF file with a mockup of the layout should be prepared and sent at the same time as the manuscript.

**10.2 Address for Manuscript Submission and Enquiries**

 Contact details for manuscript submission and for enquiries are as below. Please send the manuscript by email.

Editorial Board of the Journal of Higher Education and Lifelong Learning

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**Additional Comments**

 When information is to be included relating to acknowledgements or research grants, this should be included under an “Acknowledgements” or “Additional comments” heading immediately after the main text and immediately before the notes.

 The English-language version of the guidelines and template was prepared on March 22, 2022. The Japanese-language version of the guidelines and template on which it is based was prepared in August 2021 as a result of revision of the existing separate guidelines and template for the journal and their combination into one document.

**Notes**

1 Some of the authors’ names and institutions in this template are fictional.

2 Notes are listed in numerical order, as shown here.

**References**

Bond, M. H. and Jing, Y (2019), “Socializing Human Capital for Twenty-First Century Educational Goals: Suggestive Empirical Findings from Multinational Research,” in Redding, G, Drew, A. and Crump, S eds., *The Oxford Handbook of Higher Education Systems and University Management*. Oxford: Oxford University Press, 40–63.

Dewey, J. (1915), *The School and Society, revised edition*. Chicago: University of Chicago Press.

Hokkaido University (2021), Hokkaido University International website, https://www.global.hokudai.ac.jp/ (Accessed on August 1, 2021) .

O'Flaherty, J. and Phillips, C. (2015), “The use of flipped classrooms in higher education: A scoping review,” *Internet and Higher Education* **25**, 85–95.