

## Guidelines for

# *Eruditi: The CGCS Journal of Language Research and Education*

2016.08.01  
Updated 2017.10.18

*Eruditi: The CGCS Journal of Language Research and Education* is an annual peer-reviewed digital journal established to promote the research and teaching activities within the Center for Global Communication Strategies (hereafter “CGCS”) in the College of Arts/Graduate School of Arts and Sciences, The University of Tokyo. The articles published in this journal will be available through open access and can be downloaded from the following site:

<http://www.cgcs.c.u-tokyo.ac.jp/eru/index.html>

## Definitions

**CGCS:** a research and educational organization under College of Arts and Sciences/Graduate School of Arts and Sciences, The University of Tokyo. The center is located on the Komaba Campus and includes faculty who teach in and manage several language programs, including ALESS, ALESA, FLOW, and TLP.

**CGCS Members:** faculty members and staff associated with the CGCS either directly or through cross appointments.

## Journal Structure

The journal consists of three sections:

### 1) Original Research

Articles in this section should be the original research of the CGCS Members in fields related to CGCS’s educational mission, including global communication, linguistics, language acquisition, language education, and multilingualism. Research conducted within linguistics, sociology, anthropology, economics, and other relevant disciplines’ frameworks as well as through interdisciplinary approaches is welcome. Articles in this section undergo Single Blind Review.

### 2) Pedagogic-Methodological Practices

Articles in this section are descriptions of specific teaching methods and practices used by CGCS Members. Reports of the CGCS Members’ working sessions can be also submitted to this section. This section employs Open Review.

### 3) Guest Articles

One guest article per issue will be accepted from authors outside CGCS. The editors will determine the relevancy of each submitted manuscript individually. The article has to incorporate a perspective of value for CGCS, which has global communication, language education, linguistic diversity, and language education/usage in Japan as its fields of concern. Potential contributors are encouraged to contact the editorial board in advance to express their

intention to submit a manuscript. Moreover, the editorial board may solicit participation of guest authors in this section by sending a formal guest submission request. This section employs Open Review.

## **Language**

Articles in both English and Japanese are accepted. The authors are encouraged to obtain editorial services prior to submission if they are not writing in their first language.

## **Submission Guidelines**

The basic guidelines for authors contributing to each relevant section can be found below. Please refer to the References section for the rules regarding citations and references.

### Original Research

- Eligibility to submit to this section is restricted to the CGCS Members; however, in case of co-authorship, the second and later authors may be from outside of CGCS. The authorship share of the authors outside CGCS should not exceed that of the CGCS-affiliated author(s).
- Articles in English shall be 5000-7000 words in length.
- Articles in Japanese shall be 12,000-14,000 characters in length.
- A title in English should be provided additionally if the article is written in Japanese.
- Abstracts shall be in English and consist of about 300 words.
- Three to five keywords shall be provided in English (and Japanese, if the report is written in Japanese).
- The cover page should include the title, its translation, the name(s) and affiliation(s) of the author(s) as well as the abstract.
- Use the journal's template as the basis for your paper. If you are unable to use the template, the following applies. Times New Roman 12 point should be used for the main body of text and references and 10.5 point for footnotes. Use 14 in bold for the title and 12 for the author information. Apply normal margins in Word (2.54 cm top/bottom/left/right). Use single spacing throughout the document.
- Footnotes should appear at the bottom of the page on which they are referenced. Tables and charts should be incorporated into the text.
- The preferred citation style is MLA; however, other styles are also permitted as long as consistency is strictly preserved throughout the article and its references section.

### Pedagogic-Methodological Practices

- Eligibility to submit to this section is restricted to CGCS Members; in cases of co-authorship, the co-authors should also be affiliated with CGCS.
- Reports in English shall be 3000-5000 words in length.
- Reports in Japanese shall be 10,000-12,000 characters in length.

- A title in the language that the report is discussing should be provided additionally. For example: A report in either English or Japanese discussing teaching French should have a French title provided; a report in Japanese discussing teaching English should have an English title provided; a report in English discussing teaching Japanese should have a Japanese title provided. In addition, a report in Japanese discussing teaching Japanese should have an English title provided. A report in English discussing teaching English does not need an additional title in another language.
- Abstracts shall be in English and consist of about 300 words.
- In addition to a 300-word abstract in English, a 300-word abstract written in the language that the report is dealing with is required for this section. For instance, Russian language lecturers reporting on their teaching practices must submit an additional abstract in Russian. Please follow the additional title guidelines above (in this section) to determine the language of the second abstract.
- Where the report is a joint initiative, describing the practices pertaining to several languages taught under CGCS, a 300-word abstract in English will suffice.
- Three to five keywords shall be provided in English (and Japanese, if the report is written in Japanese) and the language of concern of the report.
- The cover page should include the title, its translation, the name(s) and affiliation(s) of the author(s) as well as the abstract(s).
- Use the journal's template as the basis for your paper. If you are unable to use the template, the following applies. Times New Roman 12 point should be used for the main body of text and references and 10.5 point for footnotes. Use 14 in bold for the title and 12 for the author information. Apply normal margins in Word (2.54 cm top/bottom/left/right). Use single spacing throughout the document.
- Footnotes should appear at the bottom of the page on which they are referenced. Tables and charts should be incorporated into the text.
- The preferred citation style is MLA; however, other styles are also permitted as long as consistency is strictly preserved throughout the article and its references section.

### Guest Articles

- Contributors from outside CGCS are welcome to submit to this section; however, only one manuscript per issue will be published.
- The editorial board may solicit submissions from authors outside CGCS by sending a formal submission request.
- Articles in English shall be 5000-7000 words in length.
- Articles in Japanese shall be 12,000-14,000 characters in length.
- A title in English should be provided additionally if the article is written in Japanese.
- Abstracts shall be in English and consist of 300 words.
- Three to five keywords shall be provided in English (and Japanese, if the report is written in Japanese).
- The cover page should include the title, its translation, the name(s) and affiliation(s) of the author(s) as well as the abstract.

- Use the journal's template as the basis for your paper. If you are unable to use the template, the following applies. Times New Roman 12 point should be used for the main body of text and references and 10.5 point for footnotes. Use 14 in bold for the title and 12 for the author information. Apply normal margins in Word (2.54 cm top/bottom/left/right). Use single spacing throughout the document.
- Footnotes should appear at the bottom of the page on which they are referenced. Tables and charts should be incorporated into the text.
- The preferred citation style is MLA; however, other styles are also permitted as long as consistency is strictly preserved throughout the article and its references section.

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## Fees

There is NO submission fee and NO remuneration to the authors.

## Submission Flow and Deadlines

The articles and reports should be submitted electronically by **the end of December** of the relevant year to [eruditi@cgcs.c.u-tokyo.ac.jp](mailto:eruditi@cgcs.c.u-tokyo.ac.jp).

The authors are encouraged to notify the editorial board about their intention to submit by **November 15** of the relevant year. However, such a notification is not obligatory.

Each submission will receive a confirmatory e-mail.

If you have any questions prior to the submission, please consult with the editorial board at [eruditi@cgcs.c.u-tokyo.ac.jp](mailto:eruditi@cgcs.c.u-tokyo.ac.jp).

Upon completion of refereeing, the authors will receive one of the following replies to their e-mail addresses used to submit the article:

- Accepted without revisions①
- Accepted with minor revisions②
- Accepted with major revisions③
- Major revisions required; recommended for revision and resubmission for the following volume④
- Not accepted⑤

Authors will be notified about the deadline for the re-submission of their revised manuscripts together with their responses to the reviewers. Articles accepted under Type ③ will be considered for the same volume only if resubmitted within the allocated time frame.

## Citations and References

The preferred citation and reference style is MLA; however, other styles are also permitted as long as consistency is strictly preserved throughout the article and its references section. Authors are asked to adhere to the following rules:

- When citing authors whose names do not employ the Latin script, please provide their Romanized names as well. Example:

Yanagita, Kunio

2010(1910) 柳田國男「遠野物語」大和書房

- Within the text, please cite all authors' names in their Romanized equivalent. Example:

The author argues that (Yanagita 2010) ...

- Please employ the following Romanization standards for the following languages:

Chinese – Pinyin

Japanese – Hepburn (Refer to the Department of English Language's guidelines for Romanization at <http://goo.gl/8BpCHL>)

Russian – ALA-LC

- The authors are encouraged to confirm if the cited author has articles written in English and the Romanization he/she employs for his/her own name. If none can be found, follow the Romanization guidelines above.