

# Paper Title

Center align titles and use Times New Roman 16-pt font, bold. Title should be at most 2 lines long.

The first letter of every word in the title should be capitalized, with the exception of prepositions, conjunctions and articles. However, please still capitalize such words if they are longer than 4 letters (e.g., Between).

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Leave one blank line in 12-pt font and write the name(s) and affiliation(s) of author(s). First name first then write surname in all capital letters.

## Abstract

Leave one blank line after author names and insert an abstract as follows. Abstracts should be written in 12-pt Times New Roman font and should be about 200 words in length. Use bold font for the word “Abstract” and “keywords”. All abstracts should be written in English. Use a 4-character left and right-side full indent for the abstract and keywords. Indentation should be set to four characters on both the left and right. When setting indentation, do not adjust by repeatedly pressing the space bar on the keyboard; instead, use Word’s ruler function. In accordance with APA standards, the titles of English works should have each individual word beginning with a capital letter with the exception of prepositions (to, with, for, etc.), conjunctions (and, but, or) and articles (a, the). However, even such words should be capitalized when they are more than 4 letters long (e.g. Between). The first word of the title should also be capitalized, regardless of whether or not it is a preposition, conjunction, article, etc. (e.g., The Relationship Between Snacking and Metabolic Syndrome).

Italic. Words are not italic.

***Keywords:*** keyword, keyword, keyword, keyword, keyword, (5 or less keywords)

First line of each paragraph indented by 4 characters (set with the ruler, not spaces).

## 1. Introduction

Level 1 heading names should be written in bold, 12-pt Times New Roman font.

Indent the first line of each body paragraph by four characters. This template is to be used for manuscripts submitted to the ATEM Journal. Regardless of whether the submission is a research article or a practice report, manuscripts written in English must conform to this template. Irrespective of the language used in the main text, include an English abstract of no more than 200 words. After the abstract, leave one blank line and provide up to five keywords in English; set the label “*Keywords*” in italics, but do not italicize the individual keywords.

Only use one space after periods (not two).

## 2. Headings

### 2.1 Level-1 and Level-2 headings in bold

Level-1 and Level-2 headings are bold, 12-pt Times New Roman, numbered (e.g., 1, 1.1). Indent the first line of each body paragraph by four characters; use the ruler function rather than spaces.

#### 2.1.1 Level-3 headings

Level-3 headings are 12-pt Times New Roman and not bold. Use Arabic numerals only. Indent the first line of each body paragraph by four characters; use the ruler function rather than spaces.

## 3. Citations

### 3.1 In-text conventions

Follow APA 7th edition. Use double quotations. List references in alphabetical order. For three or more authors, write the first author's name followed by et al. For the notation of direct and indirect quotations in the text, please refer to the appendix.

## 4. Tables and Figures

### 4.1 Tables

Place the table number and title above the table: number on one line; title (italic, Title Case) on the next. Omit vertical rules. Leave one blank line above and below each table. Center numerical values. Report values to two decimal places; report p-values to three decimals.

**Table 1**

*Results of the Tests*

The table number appears above the table in bold font. And the table title appears one line below the table number in italic title case.

Test	<i>M</i>	<i>SD</i>	<i>t</i>	<i>p</i>
Test 1	59.13	57.21	53.77	.001
Test 2	64.33	57.17		

*Note.*  $n = 40$ ;  $M$  = mean

Statistical terms should be written in *italics*. Numerical values should be centered.

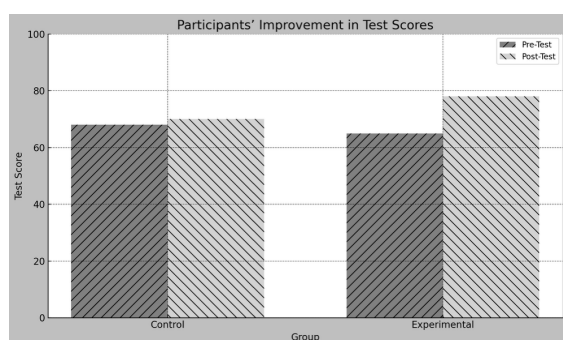
Vertical rules in tables should be omitted.

## 4.2 Figures

Number figures consecutively in the order they appear. Place the figure number (**bold**) and the figure title (*italic, Title Case*) above the figure: number on one line, title on the next. Leave one blank line above and below the figure. Put explanatory notes below the figure, beginning with "Note." in *italics*.

### Figure 1

#### *Results of the Simulation*



The figure number appears above the figure in bold font. And the figure title appears one line below the figure number in italic title case.

## 5. Preserve Anonymity

Avoid self-identifying text in the manuscript; refer to your own work as Author (2025) where necessary. In the reference list, list them in normal alphabetical order with details masked.

## 6. Reference Checks

For reference formatting, pay particular attention to the following: ensure there is no discrepancy between in-text citations and the reference list; for English references, capitalize only the first word of the title and proper nouns; list Japanese and English references separately; order English references alphabetically and Japanese references in Gojuon (Japanese alphabetical order).

## Acknowledgements

At the time of submission, avoid statements that could personally identify individuals.

## Notes

Leave a blank line after the end of the body text and create the following sections in this order as necessary: acknowledgements, notes, references, and appendixes. Use 12-pt Times New Roman font throughout and use bold text for the headings of any and all of these sections.

1. Compile notes **after** the main text and Acknowledgements.
2. In the body text, indicate notes with **superscript numerals** (e.g., <sup>1</sup>)

## References

Use hanging indent. For English titles in the reference list, use sentence case. Reference list ordering: Sort English alphabetically. Ensure full consistency between in-text citations and the reference list.

American Psychological Association. (n.d.). *Bias-free language*. APA Style.  
<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>

*Guinness world records 2022*. (2023). Guinness World Records Limited.

Kahneman, D., & Tversky, A. (1979). Prospect theory: An analysis of decision under risk. *Econometrica*, 47(2), 263–291. <https://doi.org/10.2307/1914185>

Kahneman, D., & Tversky, A. (1984). Choices, values, and frames. *American Psychologist*, 39(4), 341–350. <https://doi.org/10.1037/0003-066X.39.4.341>

When multiple works by the same author are listed, order them chronologically from oldest to newest, placing no-date items (n.d.) before dated items.

Kimppa, L. (2017). *Rapid formation and activation of lexical memory traces in human neocortex*. [Unpublished doctoral dissertation]. University of Helsinki.

Marshall, P. (Director). (1992). *A league of their own* [Film]. Columbia Pictures.

Give the name of the movie in italics, followed by the words [Film] in square brackets and then a period.

When referencing movies, give the name of the production company.

Munro, M. J. (2018). Dimensions of pronunciation. In O. Kang, R. I. Thomson, & J. M. Murphy (Eds.), *The Routledge handbook of contemporary English pronunciation* (pp. 413–431). Routledge.

Italicize book titles. For chapters within a book, include the page range in parentheses as (pp. xx–xx).

Ryan, R. M., & Deci, E. L. (2000a). Intrinsic and extrinsic motivations: Classic definitions and new directions. *Contemporary Educational Psychology*, 25(1), 54–67. <https://doi.org/10.1006/ceps.1999.0031>

For identical author–year entries, alphabetize by title and add a, b, ..., using the same letters in both the reference list and in-text citations.

Ryan, R. M., & Deci, E. L. (2000b). Self-determination theory and the facilitation of intrinsic motivation, social development, and well-being. *American Psychologist*, 55(1), 68–78. <https://doi.org/10.1037/0003-066X.55.1.68>

Saito, K., Trofimovich, P., & Isaacs, T. (2016). Second language speech comprehensibility: Effects of learner-specific factors and teaching experience.

*Applied Psycholinguistics*, 37(2), 217–240.

For periodicals with volumes, give italicized volume number followed by the issue number in parentheses without italics.

<https://doi.org/10.1017/S0142716414000502>

If a DOI is available, provide it in the <https://doi.org/> format. Only use a URL when no DOI is available.

Tamai, K. (2002). Risuningu-ryoku kōjō ni okeru shadōingu no kōka ni tsuite [Effect of shadowing training on comprehension skills]. *Interpretation Studies*, 2, 178–192.

For Japanese (or foreign language) works, give the title in the Roman alphabet followed by English translation in square brackets.

UNESCO. (2023). *2023 Global education monitoring report: Technology in education—A tool on whose terms?* <https://gem-report-2023.unesco.org/>

van Ek, J. A., & Trim, J. L. M. (1993). *Test of English as a Foreign Language*.

If an entry ends with the internet address, do not add a period. In all other cases, a period is required.

Wilkins, D.A. (1976). *Notional syllabuses*. Oxford University Press.

## Appendix

### In-text citations

#### 1. Direct quotations

- Smith and Jones (2010) stated that “quoted text goes here.” (p. 45)
- “Quoted text goes here” (Smith & Jones, 2010, p. 45).

- In running text, use and; in parentheses, use &.
- For direct quotations, page number(s) are required (p. xx / pp. xx–xx).
- For quotations of 40 words or more, use a block quotation (indented, no quotation marks, source cited at the end).

#### 2. Indirect quotations

- Deci et al. (1999) argue that certain extrinsic rewards can undermine intrinsic motivation.
- ... as suggested in recent meta-analytic and theoretical work (Deci et al., 1999).

- For three or more authors, use et al. from the very first citation.
- Page numbers are not necessary.
- *et al.* is not italicized; include the period after al.

#### 3. Multiple sources in one citation

- Many researchers have noted this point in Japan (Kobayashi, 1998; Wada, 2000).
- Kobayashi (1998) and Wada (2000a) pointed out these problems in Japan...

- List sources alphabetically by first author; separate items with semicolons.
- For multiple works by the same author, list chronologically (e.g., 1998; 2000).
- If an author has multiple works in the same year, use a/b suffixes (e.g., 2020a, 2020b) and match these in the reference list.

#### 4. Works (Sources) with no date of publication

- According to American Psychological Association (n.d.), authors should use a consistent citation style in scholarly writing.

- Use (n.d.) (“no date”) when the source does not provide a year.
- In the reference list, include the site/page title, site name (if distinct from the author), and the URL.

#### 5. Works (Sources) with no named author

- *Second language acquisition handbook* (2005) indicates that learner age can affect language learning outcomes.

- When no individual or group author is given, move the title to the author position.
- In in-text citations, italicize titles of stand-alone works (books, reports) and use sentence case.
- If a group author (e.g., UNESCO, MEXT) is clearly indicated, use the group name as the author instead of treating the work as authorless.