Guidelines for Proceedings of the Phonetic Society of Japan

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1. Introduction

This file contains guidelines for preparing the proceedings paper for the annual convention of the Phonetic Society of Japan. In this MS-Word file, the page size, number of lines per page, and the font size and style of the title, author name, e-mail address, and section headings have been formatted appropriately so that this file can be used as a template for writing your paper.

1. Instructions for manuscript preparation

General guidelines

Please adhere to the following guidelines when preparing manuscripts for the proceedings of the convention. The proceedings will be made available at the time of the convention. Your paper should clearly state your research theme and describe methods and results in detail using supporting materials.

Specific instructions

* Please submit a camera-ready version of your manuscript. It will be sent directly to the printing office.
* Figures and tables should be clear and readable. If you are manually pasting figures or tables in the manuscript, please make sure that they are securely pasted onto the page.
* The manuscript should be on A4 paper, but will be reduced to size B5 for the proceedings.
* For papers written in Japanese, there should be approximately 35 characters per line and 40 lines per page. For papers in English, there should be approximately 80 characters per line and 40 lines per page. All papers should be six pages in length or less, including figures and tables.
* Top, left, and right margins: 30 mm (1.2 inches). Bottom margin: 35 mm (1.4 inches). Your manuscript may not be printed correctly if the margins are not set properly.
* Please leave a blank line between the paper title and the author/affiliation, and another blank line below the author/ affiliation. Please enclose the affiliation in parentheses. Following the affiliation, you may wish to provide contact information (postal and/or e-mail address) of one or more authors.
* Please write page numbers with a pencil at the bottom right-hand corner of each page. The actual page numbers will be added later.

MSWord-specific instructions

* Please use the predefined styles in this sample file as much as possible. Styles such as “English title” and “Section” can be selected by using the pull-down menu next to the font name.
* If the title needs to be split into multiple lines, please spill over the text into the next line by inserting blank spaces rather than use the “Enter” key.
1. Example

The Phonetic Society of Japan was founded in 1926 under the name Onsei-gaku Kyokai. At the tenth anniversary (1935), its name was changed to Nihon Onsei-gaku Kyokai. Finally, right before its 25th anniversary (1946), it was renamed to its present name Nihon Onsei Gakkai (Phonetic Society of Japan).

Table : Mean score and mean reaction time.

|  |  |  |
| --- | --- | --- |
|  | Score | Reaction time (sec.) |
| Group A | 134.450 | 1.202 |
| Group B |  98.023 | 1.225 |
| Group C | 128.229 | 1.559 |



Figure : Points during 2003.

1. Conclusion

When the society was first established, its purpose was “to study the sounds of the Japanese language and languages spoken within Japanese territory” (from article 1 of the regulations of the society). Currently, the society’s purpose is “to promote the study of sounds in languages, and to foster communication and interaction among society members” (from article 2 of the regulations of the society).

References

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