

Journal of International Student Advisors and Educators

No. 26 Posting Regulations

〈Qualification for Posting〉

1. Those who post this Journal must be members of the Council of International Student Advisors of National Universities. Non-members can be included as co-authors, but the primary author must be a member of the Council of International Student Advisors of National Universities. However, manuscript orders, especially by the editorial committee, can be ordered for non-members. Consecutive posts by the same author are limited to 2 posts under normal circumstances.

〈Contents Posted, Languages Used, Categories〉

2. Content Posted:
Content posted must be related to Advice to International Students, International Education Exchange or their related fields, and must be as-of-yet-unannounced. Duplicate postings to other academic conference journals are prohibited, provided that oral presentations and handouts are not limited to this.
3. Languages Used:
Japanese or English. When the languages of posters' manuscripts are different from their native languages, the submitted manuscripts must be checked by a native speaker.
4. The categories to be posted are as follows. Posters must clearly describe the categories of their manuscripts.
 - 1) Research Article:
The Research Article is required to clearly describe unique study outcomes with academic significance related to Advice to International Students, International Education Exchange of their related fields, which should be added to existing knowledge. It is necessary that preceding studies related to the field are well understood, research agenda is clearly set and the answers to the agenda are shown empirically and logically.
 - 2) Research Note:
In the Research Note, contents which lead to future excellence in Advice to International Students, International Education Exchange including fresh perspectives/ideas, discovery of novel facts, prerequisite considerations, pioneering ideas, introduction of budding research agendas and re-examination of previous studies can be freely developed regardless of the format of the Research Article.
 - 3) Practice Report/Research Report:
In the Practice Report, the contents at the sites of the Advice to International Students and International Education Exchange must be described concretely and expressly, and must have clear significance to disclose and share widely. In the Research Report, it is required that the purpose of the research is clear, the methods of research, analysis and interpretation are reasonable, and the findings of the research must be recognized to have material value in the Advice to International Students and International Education Exchange fields, Either Practice Reports or Research Reports are not just reports but accurate considerations must be given.
 - 4) A Book Review:
A Book Review is a commentary on the Advice to International Students and International Education Exchange, etc.
 - 5) Others:
Specially requested by the editorial committee. (special issues, special contributions, lectures, etc.)

〈Ethic Guidelines〉

5. Observe the following ethics when posting.
 - 1) Explain your procedure to research subjects and obtain their consent regarding implementation of research and publication of results.
 - 2) Take due consideration for personal privacy and pay careful attention so that personal information cannot be identified or inferred. Prior to publication, obtain consent from parties involved as much as possible.
 - 3) For research targeting specific institutions, obtain consent from the head(s) of those institutions prior to publication.
 - 4) Clearly state on your manuscripts that ethical consideration has been taken.

〈Manuscripts〉

6. Format:
 - A4 Horizontal writing
 - Japanese characters 43x30 lines (English 44 lines)
 - File format: PDF file
 - Colored figures, lists and pictures will be converted to grayscale.
7. Volume:

The Research Articles, Research Notes and Practice/Research Reports must be under 15 pages (including figures, lists pictures etc.), and Book Reviews under 2 pages, except when designated by the editorial committee. At the beginning of a book review, indicate 1. Book title, 2. Author's name, 3. Publisher's name 4. Year of publication, 5. No. of pages, 6. Fixed price, 7. Reviewer's name 8. Reviewer's university. The same is applied to Western books, but titles must be written in italics.
8. Summary/Keywords:

Attach a summary of about 400 characters for Japanese and about 200 words for English to Research Articles, Research Notes and Practice/Research Reports. Also Attach 5 or less keywords. Write summaries only on the post contact form but not on the manuscript.
9. Proper nouns in the manuscript: Names of places or universities that could possibly specify the author must be substituted with letters/symbols (e.g., prefecture A, university α). However, in some cases such that the use of proper nouns is unavoidable given the content of the manuscript, after proper deliberation and peer review by the editorial committee, the use of real names may be permitted in accordance with the ethical guidelines.
10. Citations: All the authors' names must be listed (example: Kagami, Yokota, Tsuboi, Kudo (2012)) regardless of the number of the authors. However, if the same document source is cited more than once, the surnames of ALL authors must be listed ONLY when they first appear, and only the surnames up to the third author are listed in the second and subsequent citations, the rest of authors being omitted. (Example: Kagami, Yokota, Tsuboi et al. (2012)).
11. Quotations and reference items are separately listed. All quotations and references used in the manuscript must be included in the list, without excess or deficiency, in the following orders. The lists are summarized at the end of the manuscript.
 - Single Japanese research books: Write the Author's name (Publication year), 『Book title』 and Issuing bookstore's name.
 - Single Western research books: Write Author's initials of the surname and first name, (Publication year), 'Title', and Publisher.
 - Japanese journals: Author's name, (publication year), 「Title」, 『Name of journal』, Issue no., Relevant pages.
 - Western journals: Write Author's initials of the surname and first name, (Publication year), 'Title', *Journal title*, Volume, Number, Pages.

In the case of materials quoted from a website, include the name of the source, (year of posting), 「Title」, URL, (Date of access).

All the authors' names must be listed regardless of the number of the authors. Summarize Japanese and foreign literatures, respectively, and list them in the order of first Japanese and then foreign literature. Japanese literature is arranged in the Japanese alphabetical order by the surnames of the primary authors, and foreign literature is in the alphabetical order by the surnames of the primary authors. When a translation into Japanese is quoted, summarize it as Japanese literature. When materials are quoted from websites, summarize the material quoted from Japanese websites as Japanese literature and from foreign sites as foreign literature, respectively.

Avoid using phrases like 'my research book' or 'my research manuscript' when quoting from a writer's own literature in order to avoid revealing the author's identity. Do not use ciphers.

Example

[Quotation/Reference Literature]

加賀美常美代・横田雅弘・坪井健・工藤和宏 (2012) 『多文化社会の偏見・差別—形成のメカニズムと低減のための教育—』明石書店

高松里 (2006) 「国際交流学生サークル活動への教育的サポート：九州大学国際親善会の活動と会への支援」『九州大学留学生センター紀要』第15巻、pp.67-74

日本語教育振興協会 (2006) 「日本語教育機関の概況」

<http://www.nisshinkyō.org/j147.pdf> (2016年12月20日閲覧)

ホール・エドワード (日高敏隆・佐藤信行訳) (1970) 『かくれた次元』みすず書房 (Hall, E. (1966) *The Hidden Dimension*, Anchor Books)

Piller I (2010) *Intercultural Communication: A Critical Introduction*, Edinburgh University Press

Schwartz SJ, Unger JB, Zamboanga BL, Szapocznik J (2010) "Rethinking the Concept of Acculturation Implications for Theory and Research", *American Psychologist*, vol.65, No.4, pp.237-251

Zhou Y, Jindal-Snape D, Topping K, Todman J (2008) "Theoretical Models of Culture Shock and Adaptation in International Students in Higher Education", *Students in Higher Education*, vol. 33, No.1, pp.63-75

〈Acceptance or Rejection of Posts〉

12. Acceptance or Rejection of posted manuscripts is decided by deliberation among the editorial committee after peer review for categories 1) -3) and by deliberation among the editorial committee for 4)-5).

As a result of deliberation, if it is determined that contents, structure, expressions etc. are inappropriate, posters may be requested to make corrections and/or change their category.

〈Proofreading〉

13. Proofreading by a poster is limited to the first draft. After the proofreading, content changes are not allowed under normal circumstances.

〈Copyrights〉

14. Copyrights of the manuscripts published on the Journal of International Student Advisors and Educators belong to Council of International Student Advisors of National Universities. By publishing in the journal, authors agree to allow COISAN to publish their article online.

〈Offprint〉

15. Posters who wish to offprint shall follow the method designated by the chief editor at the time of manuscript completion. Full cost for offprint is borne by the posters.

〈Posting Application and Manuscript Deadline Dates〉

16. Those who plan to post should apply to the chief editor by e-mail, clearly stating their titles and posting categories by July 15th of that year.

Then send their manuscripts (in PDF format), posting contact forms and posting check lists to the chief editor via email by August 31st. Download the posting contact form, posting check list and format from the homepage of the Council of International Student Advisors of National Universities.

Write the summary only on the posting contact form, but not on the manuscripts. Be careful not to leave the poster's personal information on the PDF properties, etc.

(Homepage of the Council of International Student Advisors of National Universities)

<http://coisan.org/>

〈Revision of Regulations〉

17. Any revisions to these regulations shall be approved by the executive committee and reported at the general meeting.

〈Where to apply postings to/ Where manuscripts are sent to〉

e-mail: w.hisako@iee.nagoya-u.ac.jp

(Professor WADA, Chief Editor of the Journal of COISAN)

Editing Regulations for 『Journal of International Student Advisors and Educators』

〈Name〉

1. This journal is the Journal of International Student Advisors and Educators (hereinafter referred to as 'COISAN'), and is published once a year under normal circumstances.

〈Categories of Articles Published〉

2. The Research Articles, Practical Reports, Research Reports, Book Reviews and others related to Advice for International Students and International Exchange are published in the Journal. Each content is as follows.

1) Research Article:

The Research Article is required to clearly describe unique study outcomes with academic significance related to Advice to International Students, International Education Exchange of their related fields, which should be added to existing knowledge. It is necessary that preceding studies related to the field are well understood, research agenda is clearly set and the answers to the agenda are shown empirically and logically.

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4) A Book Review:

A Book Review is a commentary on the Advice to International Students and International

Education Exchange, etc.

5) Others:

Specially requested by the editorial committee. (special issues, special contributions, lectures, etc.)

⟨Decision of Acceptance and Reject⟩

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⟨Proofreading⟩

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⟨Offprint⟩

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⟨Revision of Regulations⟩

6. Any revisions to these regulations shall be approved by the executive committee and reported at the general meeting.