

Submission Guidelines for the Bulletin of the Center for Special Needs Education Research and Practice, Hiroshima University

1. Scope of Applicable Manuscripts

This Bulletin accepts original articles, practical research, materials, and reports as defined in Article 3 of the Editorial Guidelines for the Bulletin of the Hiroshima University Center for Special Needs Education Research and Practice. All manuscripts must be unpublished (oral presentations, including abstracts within 800 words and distributed materials, are exempted) and must undergo plagiarism checks using recommended software. Additionally, the Bulletin may include operational reports of the Hiroshima University Institute for Diversity & Inclusion, Center for Special Needs Education Research and Practice.

2. Manuscript Specifications

- (1) The manuscript length must not exceed 7,000 words, including the abstract, tables, figures, notes, and references.
- (2) Manuscripts must comply with the latest edition of the APA Publication Manual.
- (3) The abstract must not exceed 300 words and should include the title, the author(s) name(s), the affiliation(s), and keywords.
- (4) Tables and figures are generally calculated as occupying 1/4 page each.
- (5) Manuscripts must be prepared using word processing software with a layout of approximately 250-300 words per A4-sized page at single-line spacing.
- (6) The title should be written on the first line of the first page. Long titles may span two lines. Titles must contain no more than 12 words.
- (7) Leave one blank line below the title and write the author's name(s) and affiliation(s).

For multiple authors, list each on a separate line. Examples of affiliations include:

Faculty Members: "Department of XX, Graduate School of Humanities and Social Sciences, Hiroshima University."

Graduate Students: "Doctoral Program, Major of XX, Graduate School of Humanities and Social Sciences, Hiroshima University."

School Teachers: "XX Prefectural XX Special Needs School" or "XX City XX Elementary School."

Others: "National XX Research Institute," "XX Prefectural XX Rehabilitation Center."

Affiliation details will appear as a footnote at the bottom of the first printed page.

- (8) Leave one blank line below the author's name(s) and write an abstract. Follow the abstract with 3–5 keywords on the next line.
- (9) Begin the main text on the next page.
- (10) Provide a running title (shortened title) within 4-5 words on a separate sheet. If the title itself is 4-5 words or fewer, a running title is not required.

3. Manuscript Submission and Procedures

- (1) Submit two types of manuscript files: one in .docx format and one in .pdf format. Manuscripts and required documents may be saved on a CD-R (W) or DVD-R (W) and submitted directly or by post to the Editorial Secretary along with the required documents. Or, they may be shared via cloud storage or attached to an email addressed to the Editorial Secretary. File names must include the author's name.
- (2) Tables and figures should be embedded in the main text. If insertion is not practical, create one file per table or figure, indicating the insertion point within the main text. File names should follow the format "Fig. 1 (Author Name)" or "Table 1 (Author Name)." Final placement may be adjusted during layout.
- (3) If special fonts, characters, or symbols are used, they must be highlighted in red, bold, and underlined to ensure accurate reproduction.
- (4) In principle, submitted manuscripts and electronic files will not be returned.

4. Specifications for Tables, Figures, and Photographs

- (1) Tables and figures must be easy to comprehend and created with black ink on white paper.
- (2) Photographs should generally be in black and white, suitable for direct photo reproduction. For necessary color use, provide comments explaining its necessity on the relevant items. Recommended resolutions: monochrome/600 dpi, color/350 dpi.

5. Plagiarism Check

- (1) For primary authors who are Hiroshima University faculty: Conduct a plagiarism check using recommended software before submission and attach the results as an electronic file.
- (2) For primary authors who are Hiroshima University students: The principal advisor must conduct the plagiarism check using recommended software, attach the results as an electronic file, and submit a confirmation letter verifying the mutual review of the results (format is flexible).
- (3) For all other primary authors: One Editorial Board member will conduct the plagiarism check. Based on the results, the Board will decide whether to request revisions or reject the submission.

6. Acceptance of Manuscripts

Manuscripts must be submitted as final drafts. Manuscripts that do not meet the requirements outlined in Sections 1–5 of these guidelines will not be accepted.

7. Proofreading

Authors may request one round of proofreading for the first proof only, limited to correcting

typographical errors. Substantial additions, revisions, or deletions are not permitted during proofreading. The Editorial Board manages any subsequent proofreading.

8. Printing Format

The Editorial Board reserves the right to unify fonts, layouts, and other printing formats unless there are exceptional circumstances.