

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

Article 1

These guidelines regulate the submission and editorial processes for the Bulletin of the Center for Special Needs Education Research and Practice, Hiroshima University (hereinafter referred to as "the Bulletin"), published by the Center for Special Needs Education Research and Practice (hereinafter referred to as "the Center"), the Institute for Diversity & Inclusion, Hiroshima University.

Article 2

The Bulletin is managed under the responsibility of the Editorial Board (hereinafter referred to as "the Board") and is, in principle, published once a year.

Article 3

The Bulletin accepts unpublished manuscripts related to the fields of special needs education, inclusive education, and welfare or rehabilitation for individuals with disabilities (hereinafter referred to as "special needs education fields"). Categories of publication include original articles, practical research, materials, reports, and operational reports of the Center. These categories are generally defined as follows:

- (1) Original Articles: Research papers contributing to clinical or practical development in special needs education fields.
- (2) Practical Research: Papers or reports focusing on practices in schools, facilities, or related institutions.
- (3) Materials: A compilation of various data obtained through surveys and experiments, which is a useful reference for research, development, and evaluation.
- (4) Reports: Reports on academic meetings, seminars, or conferences, introductions to teaching materials or tools, or local information.
- (5) Operational Reports: Reports on educational consultations, seminars, research meetings, and other activities conducted by the Center.

The Board may establish additional categories or organize special features as necessary. All manuscripts must undergo a plagiarism check using plagiarism prevention software before publication.

Article 4

Manuscripts submitted to the Bulletin must comply with the Submission Guidelines for the Bulletin of the Center for Special Needs Education Research and Practice, Hiroshima

University. Manuscripts that do not comply will, in principle, not be accepted.

Article 5

The primary author of a manuscript must meet one of the following criteria:

- (1) Current or former faculty/staff members of Hiroshima University.
- (2) Graduates of the Graduate School at Hiroshima University.
- (3) Guest researchers affiliated with the Institute for Diversity & Inclusion.
- (4) Individuals invited to contribute by the Board.
- (5) Current student of the Graduate School at Hiroshima University.
- (6) Faculty/staff members of the Hiroshima University-Changchun University Special Needs Education Research Center.
- (7) Others approved by the Board in Article 7.

Article 6

1. A maximum of two manuscripts per author, including co-authored works, may be accepted for each issue.
2. When authors include individuals listed in Article 5 (5) or (7), a faculty member from the Center or the Special Needs Education Field must be involved in writing or reviewing the manuscript.
3. No honorarium will be provided for accepted manuscripts, but authors will receive an electronic copy of the published paper.

Article 7

1. The Board shall be established under the Center Meeting.
2. The Board shall consist of several members selected from the Center Meeting.
3. The Chair of the Board shall be the Director of the Center.
4. The Board shall manage the following:
 - (1) Policies for editing the Bulletin.
 - (2) Scheduling submissions and publication.
 - (3) Deciding the acceptance or rejection of submissions.
 - (4) Other matters as deemed necessary by the Chair.

Article 8

An Editorial Secretary may be appointed by the Chair from among the faculty or staff of the Center or the Special Needs Education Field to handle administrative tasks.

Article 9

The Board decides the acceptance or rejection of submitted manuscripts.

Article 10

The Board may request authors to revise manuscripts before publication and specify deadlines for resubmissions. For significant changes to content, titles, or categories, authors will be consulted.

Article 11

Reprinting published manuscripts requires the approval of the Board, and the reprinted material must indicate its original publication in the Bulletin.

Supplementary Provisions

These guidelines shall take effect on April 1, 2025.