

Cover Sheet

Name (in English): _____

Name (in Japanese): _____

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Home or Office Address (check one): _____

Tel: _____

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Manuscript Type (check one):

Research Article Research Note Report on Fieldwork or Practice

Language of Manuscript: English Japanese

Total Word Count: _____ Total Pages: _____ (not including title page)

Manuscript Title (in English): _____

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Submission Checklist

	Item	Response
1	I have read the <i>Rules for Manuscript Submission to the Journal of Intercultural Communication</i> .	Yes · No
2	I understand that I must be a member of SIETAR in order to submit a manuscript	Yes · No

	and I have paid my dues for this academic year in their entirety.	
3	I have written my manuscript in accordance with the <i>Rules for Manuscript Submission</i> and <i>Template for Manuscripts</i> .	Yes · No
4	I have marked on my manuscript the category to which it belongs (Research Paper, Research Note, Report on Fieldwork or Practice).	Yes · No
5	The manuscript is written only by the author(s) listed on the cover sheet and has not been previously published.	Yes · No
6	The number of words in the manuscript is within the prescribed word limit for its paper category. Please circle the appropriate number.	< 10,000 < 6,000
7	I have included both an English abstract (no longer than 350 words) and a Japanese abstract (no longer than 700 characters).	Yes · No
8	I have provided a list of 3 keywords in both English and Japanese which appear after the appropriate abstract.	Yes · No
9	I have attached a number to each figure and table which appears in the manuscript.	Yes · No
10	For tables, the title appears above the table; while for figures, the title is below the figure.	Yes · No
11	I have included a single list of References, including both Japanese and English sources, listed in alphabetical order. For Japanese sources, I have followed the <i>Template for Manuscripts</i> .	Yes · No
12	Footnotes, if any, appear at the end of the manuscript.	Yes · No
13	I have written all citations, references, and footnotes in accordance with the <i>Rules for Manuscript Submission</i> , and <i>Template for Manuscripts</i> .	Yes · No
14	I have included, in my List of References, dois (Document Object Identifiers) for all works for which a doi exists.	Yes · No
15	I have removed from the manuscript author name(s) or any other information which might reveal the identity of the author(s) to the reviewers.	Yes · No
16	I have removed all information indicating the author name(s) from the manuscript's digital file title and properties.	Yes · No
17	(If English is not the native language of the author(s):) I have had the manuscript checked for errors by a native speaker of English.	Yes · No · N/A
18	I have filled out a cover sheet.	Yes · No
19	I have created a separate file that includes the title, abstract, and key words in Japanese based on the <i>Template for Abstracts</i> .	Yes · No
20	I will send the following five documents to the Journal Committee: (1) the cover sheet, (2) the file with the title, abstract, and keywords in Japanese, (3) the manuscript in Word format, (4) the manuscript in PDF format and (5) this completed checklist.	Yes · No
21	There is a description of research ethics in the text or in a footnote.	Yes · No
22	No sentences in this manuscript have been composed using generative AI (e.g., Chat GPT)	Yes · No