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*THE JOURNAL OF INTERCULTURAL COMMUNICATION***

1. Manuscripts may be submitted by all members of SIETAR Japan, including: Regular members, Student members, Corporate members, Overseas members, and Honorary members. The first author must be a member at the time the manuscript is sent but co-authors need not be members. The Editorial Committee may also solicit contributions from non-members.
2. Manuscripts include Research Articles, Reports on Fieldwork or Practice, and Research Notes. All manuscripts must be original works of the author(s) and not have been previously published elsewhere. Your name should be removed from the cover page and also from the manuscript itself anywhere which would reveal your identity to the reviewers.
3. Manuscripts must be written in either English or Japanese. Papers written in English should be typed with 12-point font and double-spaced on A4-size paper with 3 cm top and side margins, 4 cm bottom margin (24 lines of text per page). Research articles should be no longer than 10,000 words while Research Notes and Reports on Fieldwork or Practice must be no more than 6,000 words. All manuscripts must include an abstract in English (no longer than 350 words) and Japanese (no longer than 700 characters) with three keywords (both in English and Japanese) designated below the abstract for future indexing. For all categories of publications, tables and figures should be included in the word count with each figure or table counted as 100 words.
4. If you are writing in a language that is not your native tongue, we strongly encourage you to have it proofread by a native speaker prior to submission.
5. For general guidelines on appropriate style and format, please refer to the latest edition of the *Publication Manual of the American Psychological Association*. Please also make sure to follow the *Template for Manuscripts*, *Template for Abstracts*, and to fill out the *Cover Sheet* and *Checklist* which can be found on our website.

Examples:

Hall, E. T. (1979). *The silent language*. Doubleday.

Yoshitake, S., & Ryan, S. M. (1997). A preliminary report on bilinguals' perception of changes in themselves when code-switching. *Journal of Intercultural Communication*, 1, 131-143.

Footnotes should be numbered consecutively throughout the article with the footnotes themselves presented at the end of the article.

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second proofs, the editorial committee reserves the rights to make final changes at their discretion.

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Include running title in header (See APA)

Research Article

Please write the category here.

Insert Title Here in English

Flush left, boldface, uppercase and lowercase heading

Name

Please do not put your name here UNTIL your paper has been accepted. Please write your name in **BOLD**.

Affiliation

This, too, should only be included after the paper has been accepted. Please only list the name of your institution, NOT your department.

Abstract

In **BOLD** and flush left.

Please insert ONE SPACE after a period.

Your abstract should be no longer than 350 words. The Japanese abstract should be in plain text (not italics). The abstract should be a single paragraph, and that paragraph should not be indented. Please also include an abstract (no longer than 700 characters) in Japanese in a separate file.

Use Times New Roman 12 point, double space throughout paper.

Keywords: Please include three keywords in English. Italicize the keywords.

The paper begins on a new page.

Insert Title Here in English

Centered, boldface, uppercase

1. Introduction

Level 1 Heading: Centered, boldface, uppercase and lowercase

This template is an attempt to ensure consistency between articles. In general, it is based on the *APA Manual*, 7th edition but there are some minor differences. As this template is by no means comprehensive, when in doubt, please consult the *APA Manual*, 7th edition.

2. Spacing and Headings

No blank lines before or after

The margins on the top, left, and right sides of page should be 4 cm, the margin on the bottom of the page should be 4 cm. The text should be flush left. Only the main (1st level) headings should be centered. The second and third level headings should be flush left, and the remaining headings should be indented (see p. 48 of the *APA Manual* on how to format headings). References in the bibliography should have a hanging indentation, starting with the second line. The paper should be double-spaced throughout (including the abstract and block quotations).

While the *APA Manual* suggests not numbering the headings and not including a heading for the “Introduction,” the *Journal of Intercultural Communication* requires both. Thus, your first heading should be “1. Introduction.” The formatting of the five levels of headings will be introduced throughout this template.

According to page 157 of the *APA Manual*, periods and commas should always be placed inside quotation marks. Other punctuation marks should be placed within quotation marks only if they are part of the quote.

4 cm margin

When citing multiple authors within one parenthetical citation, please list them in alphabetical order. For example, “Other positive outcomes include adaptability, resiliency, and creativity” (Gay, 1987; Johnson & Nagoshi, 1986; Poussaint, 1984).

List sources in alphabetical order.

When citing a source with multiple authors, please follow the rules delineated below by the *APA Manual*.

Use block quotations for quotes of 40 or more words. Do not italicize. No extra line spacing is required.

The format of the author element of the in-text citation changes depending on the number of authors and is abbreviated sometimes. . . . For a work with one or two authors, include the author name(s) in every citation. . . . For a work with three or more authors, include the name of only the first author plus “et al.” in every citation, unless doing so would create ambiguity. (American Psychological Association, 2020, p. 266)

Use “...” when omitting words from the text. If this is the

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4. Lists

Please refer to pages 189 to 191 of the *APA Manual*, 7th edition for rules about lists. APA allows both bullet points as well as numeration (see example below).

1. When numbering your points, place a period after the number.
2. Do not use parentheses (e.g., “(1)”).
3. Capitalize the first word and end with a period.

If you are listing items within a sentence, use lower case letters surrounded by parentheses. For example: “Four themes emerged: (a) happiness, (b) anger, (c) confusion, and (d) sadness.”

If the categories do NOT include an internal comma, then separate each phrase with a comma. Otherwise, use a semi-colon.

“See” should NOT be capitalized.

The Methods section should clearly explain who the participants were, the research methods used, the research design, the measures used, and information (see pp. 82–86, 94–103, of the *APA Manual*, 7th edition).

Page numbers should be separated by an en dash, not a hyphen.

5.1. Quantitative Articles

Level 2 Heading: Flush Left, Boldface, Uppercase and Lowercase Heading

If you are using instruments to measure constructs, make sure you describe the number of items used to measure each construct in addition to the alpha coefficients (or other relevant information) for your sample.

5.2. Qualitative Articles

Level 3 Heading: Flush Left, Boldface Italic, Uppercase and Lowercase Heading

5.2.1. Reporting Qualitative Data

When reporting qualitative data, make sure you explain the process by which you collected and organized your data, your data reduction techniques, and how you reached your conclusion (see Krippendorff, 1980; Krueger, 1998; Miles & Huberman, 1994; Strauss, 1987; Strauss & Corbin, 1998 for more details).

5.2.2. Quoting Participants.

When quoting participants, make sure you include demographic information such as the participant’s age, gender, and nationality.

5.2.2.1. Level 4 Headings. Level 4 headings are indented, bold, and use both upper and lower case. They end with a period. The text begins on the same line as the heading.

5.2.2.1.1. Level 5 Headings. Level 5 headings are just like Level 4 headings but are italicized.

5.3. Other Articles

Articles which employ other research methods, such as theoretical, interpretative, evaluative, and normative articles, should specify the methods employed, as appropriate, i.e., what the article is attempting to achieve and how the article goes about achieving it

3. Results

See pp. 86–89 and 103 of the *APA Manual*, 7th Edition.

Use tables and figures sparingly. If you are not sure how to report the results of a particular statistical analysis, consult Green and Salkind (2013). If you are not sure how to present your data in tables or figures, consult Nicol and Pexman (2010) or pp. 195–250 of the *APA Manual*, 6th edition. Here are examples of a Table and a Figure:

Leave one empty line before and after a table.

Table 1

Number your tables.

Write the title in italics.

One-Way Analysis of Variance Summary for Training Program

Source	df	SS	MS	F
Between groups	#	##.##	##.##	##.##**
Within groups	##	##.##	#.##	
Total	##	##.##		

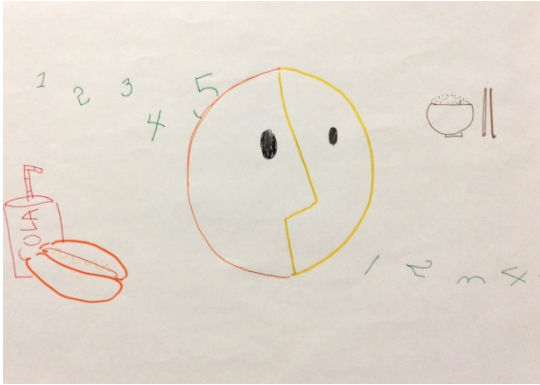
Note. **p < .01

Place your notes here.

Figure 1

The number and title of a figure are the same as for a table.

Patty's Identity



4. Discussion

See pp. 89–90 and 103–104 of the *APA Manual*, 7th Edition.

5. Conclusion

Begin on a new page.

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Hanging indent

Green, S. B., & Salkind, N. J. (2013). *Using SPSS for Windows and Macintosh:*

Analyzing and understanding data (7th ed.). Pearson Education International.

Kim, M.-S., & Kim, H.-J. (1997). Com

See pp. 281–309 of the *APA Manual* for how to list references.

between Korean and American speakers. *Personality and Individual Differences*, 23(3), 509-517.

Nam, K. Y. (2015). High-context and low-context communication. In M. J. Bennett (Ed.), *The SAGE encyclopedia of intercultural competence* (pp. 90-110). Sage Publications.

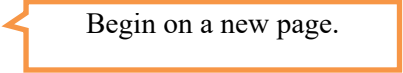
Nayar, S. (2015). Resituating models of acculturation: An occupational dimension. *International Migration & Integration*, (2015)16, 1141-1155. [https://doi:10.1007/s12134-014-0379-8](https://doi.org/10.1007/s12134-014-0379-8)

Provide a doi for any work that has one.

Yashiro, K., Machi, E., Koike, H., & Yoshida, T. (2007). *Intercultural training: Borderless-*

shakai wo ikiru [Intercultural training: Living in a borderless society]. Sanshusha.

When citing a non-English source, write the original and in brackets include the English translation. See p. 323 of the *APA Manual*.



Begin on a new page.

Appendix

Your Appendix should come after the references. If you have more than one Appendix, label them *Appendix A*, *Appendix B*. Start a new page for each Appendix. This is where you should list supplemental information that you do not have space for in your paper. For example, you might want to include the survey you used in your study here. For more information, see pp. 41-42 of the *APA Manual*, 7th edition.