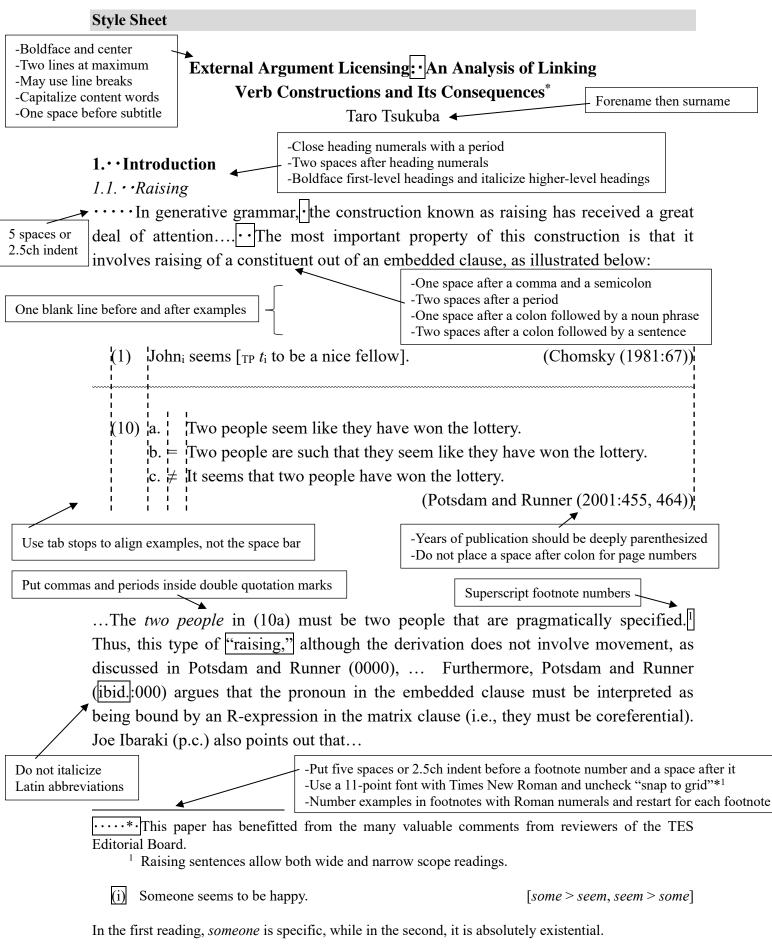
Tsukuba English Studies Author Guidelines (Updated February 2021)

On manuscript submission

- Only members of the Tsukuba English Linguistic Society are qualified for manuscript submission. If it is a work by more than one person, at least one of the authors is required to have a membership.
- Send the manuscript to <u>teseditor@gmail.com</u> by the announced deadline, including both WORD and PDF files. It will be best if the PDF file contains bookmarks corresponding to headings in the WORD file.
- On manuscript submission, rename the document as *TESxx Surname #y.y* if it is an article manuscript and as *TESxx-AR Surname #y.y* if it is an Annual Report manuscript, where *x* is the volume number and *y* is the draft number. Include only the surname of the first author even if it is a work by more than one person. For example, if it is an article by Taro Tsukuba and Ayaka Ibaraki, and if it is the second draft for the 40th volume of TES, name it as *TES40 Tsukuba #2.0*. If there is a slight modification of the document after submission, the draft number may be changed to *#2.1* and the document may be resubmitted as long as permission is given by the Editorial Board. The draft number of a final draft should be *#F.0*.

On general manuscript layout

- Article manuscripts should be no longer than 25 pages. Annual Report manuscripts should be no shorter than 4 pages and no longer than 16 pages. These page guidelines include notes, tables, figures, and references and are based on single-spaced pages with font and margins as specified below. If the number of pages exceeds the requested limit, reduce it to a possible minimum via the review sessions.
- Prepare the manuscript in a 13-point font with Times New Roman.
- Leave a 25.4mm (1 inch) margin on all sides of the page.
- Single-space the entire manuscript. One page should have 38 lines with 0-point spacing before and after each line.
- Justify all text in the body, footnotes, and references.
- All manuscript pages should be numbered at the bottom center with a 1.5cm footer margin in a 13-point font with Times New Roman, using the automatic page numbering function. Remove these numbers on the submission of the final draft of the manuscript. (Note that a broader footer margin may reduce space in the body; hence the specification above.)
- Tsukuba English Linguistic Society prepares an articulated version of author guidelines. If interested, contact <u>teseditor@gmail.com</u>.



-Boldface and center

-Use a 11-point font with Times New Roman (in the whole reference list)

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	Baker, Mark C. (1988) Incorporation: A Theory of Grammatical Function Changing, University of								
	Chicago Press, Chicago. Single author								
	Levin, Beth and Malka Rappaport Hovav (1995) Unaccusativity: At the Syntax-Lexical Semantics								
Books	Interface (Linguistic Inquiry Monograph 26), MIT Press, Cambridge, MA. Two authors								
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