

Journal of Higher Education Practices Manuscript Creation Guidelines

(June 18th, 2025, Tohoku University IEHE Bulletin and Publications Committee)

1. Aims of this journal

The Journal of Higher Education Practices (henceforth, “this journal”) is published with the goal of aiding the support and development of higher education and student support, the sharing of information and results from real practices, and the normalization of practical education reporting.

2. Manuscript types

1) Submitted manuscripts

Papers that deal with the research, development, practices, and considerations of higher education and student support at Tohoku University, and which exhibit originality, validity, usefulness, timeliness, and present new information.

2) Invited manuscripts

Papers that align with the details of (1), above, but are written by request. Requestees may be members of individual general education committees, those in departments or graduate schools dealing with education, or the winners of awards such as the Tohoku University Educational Contribution Award or the President’s Award for Excellence in Education.

3. Guidelines for authorship

When creating a manuscript, the template for this journal must be used. The detailed template has all of the fine rules, but an outline of those rules is provided below.

- 1) **Paper structure:** title, author names, affiliations, keywords, the text of the paper, (notes), (acknowledgements), and references
- 2) **Title:** Write the title of the paper in both Japanese and English.
- 3) **Names of authors:** Write the names of all authors in both Japanese and English. Place an asterisk (*) after each author’s name and indicate their affiliation in both English and Japanese in the footer of the first page.
- 4) **Keywords:** Provide between one and five keywords.
- 5) **Body of the paper:** Headings should be used for sections, subsections, and other areas to make the paper easier to look at.

(e.g.) 1 st level section	→	1.
2 nd level subsection	→	1.1
3 rd level subsection	→	1.1.1
Numbered lists	→	(1)

- 6) **Figures and Tables:** Figures should be easy to see. Figures and Tables should be numbered in the

text and labeled. Labels should come below figures and above tables.

- 7) **Fonts:** The main font of the text of the paper should be Times New Roman 10pt for English papers and MS Mincho 10pt for Japanese papers. Commas and periods in Japanese text should be full-width. However, they should be half-width in references and English writing even if the paper is in Japanese. If the paper is written in Japanese, all numbers should be half-width.
- 8) **Page limits and styling:** The manuscript should be prepared for A4-sized paper and use two columns. Papers written in Japanese must have 24 characters per row and 41 rows per page. The manuscript may not exceed 8 pages, including figures, tables, and references.
- 9) **Writing style:** For papers written in English, either American or British spelling is allowed, but the spellings should be unified throughout the paper. Acknowledgements are not necessary but may be added. When using them, insert them just before the references section.
- 10) **Citing and referencing:** Cite only sources with information directly related to the paper. When doing so, cite by putting the number of the cited work inside of brackets like this: [1]. At the end of the paper, include a list of referenced works in order of reference.

In-text citations and referencing example:

We are working to reevaluate the systems used to ensure high quality work and improve education reform in line with recent trends in this new era[1].

Kushimoto [2] has shown through an academic classification table that there are issues with current field-specific statistics.

Several studies have shown the importance of data-driven educational support [1][3].

List of referenced works

- [1] Tohoku, T., Tohoku, H., and Tohoku, J., “Tohokudaigaku zengakukyoiku ni okeru kyouiku-kaizen no jissen”, Journal of Higher Education Practices, vol. 1, no. 2, p. 25–32 (2026).
- [2] Kushimoto, T., “Kagaku-tokei bunrui-hyo ni motodoku senmon-bunya betsu tokei no hihan-teki kento: Gakushi katei kyoiku no shitsu hosho to daibunrui ‘sono hoka’”, Daigaku Kaikaku / Gakui Kenkyu, vol. 26, p. 103–112 (2025).
- [3] Spring, R., and Ono, N., “Creating an automated tool to assist with event-conflation studies: An explanation and argument for its importance”, Research Methods in Applied Linguistics, vol. 3, no. 1, 100054. (2024)

The list of references should be limited to those cited in the paper. The references should follow the formatting below. For papers written in English referencing non-English works, please write the title of the works in Roman letters. If the journal has an official English name, use that.

① Papers Published in Academic Journal

Surname, N., "Title of paper", Title of Journal, vol., no., p. start-end, (year).

(examples)

- [1] Tohoku, T., Tohoku, H., and Tohoku, J., "Tohokudaigaku zengakukyoiku ni okeru kyouiku-kaizen no jissen", Journal of Higher Education Practices, vol. 1, no. 2, p. 25–32 (2026).
- [2] Kushimoto, T., "Kagaku-tokei bunrui-hyo ni motodoku senmon-bunya betsu tokei no hihan-teki kento: Gakushi katei kyoiku no shitsu hoshu to daibunrui 'sono hoka'", Daigaku Kaikaku / Gakui Kenkyu, vol. 26, p. 103–112 (2025).
- [3] Spring, R., and Ono, N. "Creating an automated tool to assist with event-conflation studies: An explanation and argument for its importance", Research Methods in Applied Linguistics, vol. 3, no. 1, 100054. (2024)

② Papers Published in Books or Collections of papers

Surname, N., "Title of paper", Title of book or collection, editor names, publisher, p. start-end, (year).

(examples)

- [4] Tomizawa, Y., "Gaikokugo ni okeru douki", in K. Fukuda (ed.), AI ha kyoiku wo kaeru noka, Hirose Shobo, p. 59-97 (2024).

③ Papers in the proceedings of conferences, research meetings, symposiums, etc.

Surname, N., "Title of paper", Name of Meeting or Conference, Location of meeting, Dates of meeting, Association responsible for the meeting, p. start-end (year).

(examples)

- [5] Yamada R., et al., "Tohoku Daigaku ni okeru gakusei shien no torikumi", in Abstracts of the Tohoku-area Higher Education Study Session, Sendai, Japan, 2025-09-18/19, Tohoku University IEHE, p. 39-40 (2025).
- [6] Moore et al., "An automatic question usability evaluation toolkit", Abstracts of the 25th International Conference on Artificial Intelligence in Education, Recife, Brazil, 2024-7-8/12, AIED Society, p. 31-47 (2024).

④ Books

Surname, N., Title of Book, Editions, Publisher, p. start-end (year).

(examples)

- [7] Aoba, T., and Hirose, H. Kotokyoiku no Kadai, 2nd ed., Katahira Shuppan, p. 54-68 (2022).
- [8] Field, J., Learning Support in Higher Education, TU Press (2014).
- [9] Jones, K., Learning Environment in Higher Education: Service-Learning for Citizenship, TU Press (2014), M. Miyagi (trans.), Kotokyoiku no Gakushu Kankyo, Sendai Shuppan (2016).

⑤ Book Chapter or Subsection of a Book

Surname, N., "Title of chapter", Title of Book, Editor Names, Editions, p. start-end (year).

(examples)

[10] Date, m., et al., “Daigaku ni okeru gakushu shien”, Daigaku Kyoiku to Raitingu Kyoiku, A. Kawauchi (ed.), Sendai Shuppan, p. 54-68 (2023).

[11] Harrison, B. R., “Risks of handling cytotoxic drugs”, The Chemotherapy Source Book, 3rd ed., Lippincott Williams & Wilkins, p. 566-580 (2001).

⑥ Unpublished official reports from meetings or government institutions

(examples)

[12] MEXT, “Kotogakko gakushu shido yoryo (heisei 30nen kokuji)”,
https://www.mext.go.jp/content/20230120-mxt_kyoiku02-100002604_03.pdf, (Accessed 2025-05-27).

⑦ Web pages

Name(s), “Title of webpage”, Website name, URL, (date accessed).

(examples)

[13] JSTA, “Kagaku gijutsu joho ryutsu kijun sansho bunken no kakikata (SIST 02)”,
https://warp.ndl.go.jp/info:ndljp/pid/12003258/jip.sti.jst.go.jp/sist/handbook/sist02_2007/main.htm,
(Accessed 2025-05-27).

⑧ Databases

Name of Creator, Database name, Version, Publisher, Year of publication, Date of update or revision, URL, (date accessed).

(examples)

[14] Aichi University Chu-nichi Daijiten Compilation Office, Chugokugo goi database, 2020-02-01,
<https://hcs.aichi-u.ac.jp/>, (Accessed 2025-05-27).

For reference materials not covered by the above, refer to the resources below:

[The SIST Description of Bibliographic References \(SIST 02\)](#)

Appendix

The referencing style for this journal was created referencing the documents below [1][2]. The paper template for this journal was created referencing the documents below [3][4].

[1] Japan Science and Technology Agency, “SIST 02 Description of Bibliographic References”, Standards for Information of Science and Technology,
<https://warp.ndl.go.jp/info:ndljp/pid/12003258/jipsti.jst.go.jp/sist/perusal/index.html>, (Accessed 2025-05-17)

[2] IEEE Reference Style Guide for Authors, https://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE_Reference_Guide.pdf, (Accessed 2025-05-17)

[3] JSiSE, Manuscript Creation Template (Updated June, 2024), https://www.jsise.org/wp-content/uploads/2024/06/JSISE-Paper-Template_202406.pdf, (Accessed 2025-05-17)

[4] Information Processing Society of Japan, MS-Word Template File,
<https://www.ipsj.or.jp/journal/submit/style.html>, (Accessed 2025-05-17)

* The paper template will be sent to the authors who submitted the entry form and will also be made available on the “Journal of Higher Education Practices” page within the Tohoku University IEHE website.