Article Type

Paper Title

Author Name1 \*, Author Name2 \*\* and Author Name3\*\*\*

(Received XX XXXXX 20XX and accepted in revised form XX XXXXX 20XX)

***Abstract*** This paper presents a template for *Information and Technology in Education and Learning (ITEL)*, which comprises a part of the author instruction. Authors are recommended to use this template to prepare their paper for journal submission. The submitted paper must have an abstract within 150 words here.

***Keywords*** keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

1. Introduction

*Information and Technology in Education and Learning* (ITEL) is the joint international journal published by JSET (Japan Society for Educational Technology) and JSiSE (Japanese Society for Information and Systems in Education). ITEL aims to spread unique study results to professionals all over the world concerned with practice of technology in education, including theories of instruction and learning, as well as the development of the theory and methodology regarding the field of computer usage for education. It is an open access journal using J-STAGE as its platform.

Because the educational technology and information systems in education form an interdisciplinary area, the scope of the journal is widely concerned with the various aspects of education and learning technology research, such as practice humanities, social sciences, science and engineering, the learning sciences, educational psychology, and other human-related disciplines, as well as information science, such as databases and artificial intelligence, and cognitive science.

2. Types of Papers

2.1 Research Papers

2.1.1 Regular Paper

Regular papers should be manuscripts of original, rigorous studies related to information and technology with quantitative, qualitative, or mixed methods related to the research, development, and practice of formal and informal education and learning in a variety of areas. These papers should be novel and reliable, and have significant impacts on prospective studies and practices in this area. These papers should also provide a sufficient literature review in order to prove the theoretical foundations.

  \* Graduate School of Information Science, Japan Institute of Technology, Japan

 \*\* JSET Laboratory, ITEL Inc., Japan

\*\*\* Faculty of Education, JSiSE University, Japan

©Japan Society for Educational Technology & Japanese Society for Information and Systems in Education 20XX. This is an open access article published under a Creative Commons Attribution 4.0 International (CC BY-NC-ND 4.0) license (http://creativecommons.org/license/by/4.0).

2.1.2 Practice Paper

Practice papers should be manuscripts that describe studies on educational practices and their results with regard to information and technology in formal and informal education and learning in a variety of areas, as well as how the practices were conducted in the study. The educational practices described in practice papers should clearly explain specific educational interventions, such as information communication technologies (ICTs), instructional designs (IDs), information designs, teaching methods in classroom practices, and others related to learning environment designs, which are the foci of the studies. A literature review to explain the originality and reasons of the interventions is required. Practice papers need to clarify the methods and conditions of the practice so that readers can understand their practice situations and the significance of the papers, even though this category of papers does not require the use of rigorous methodologies.

2.1.3 Development Paper

Development papers should focus on technological developments, such as ICTs, which aim to improve education and learning in a variety of areas. The design of the proposed technologies should be clearly described in the development papers so that the readers can replicate similar technologies to those proposed by the authors. Originality is required with regard to either the developed system itself or the combination of underlying or component technologies. Thus, a literature review is required for its technological aspect to explain the originality and significance of the proposed development. Development papers do not need rigorous studies or evaluation in educational practices, but should present results that imply improvements in education and learning.

2.1.4 Short Paper

Short papers are manuscripts that include new approaches in education and learning, such as pioneering studies in educational technology or educational practice using ICTs in formal or informal education and learning. Short papers should provide a clear description of the research's motivation, methods, and results. The manuscripts should also prove the originality and reliability of the studies in this area, as well as present its reliability. A detailed review regarding related work or rigorous evaluation is not required.

2.2 Review Paper

Review papers aim to summarize recent and past research history and provide directions for educational technology research, such as research methods, theories, and system design, based on systematic review methods.

2.3 Translation

Translations are English translations from papers that have been published in *the Japan Journal of Educational Technology* (Japanese version). The content must be identical and written in proficient English. Papers in this category are NOT recognized as a research achievement. The original and translated manuscripts are reviewed by the Editorial Board of *the Japan Journal of Educational Technology*, and are then transferred to our journal to be approved for publication.

2.4 Invited Paper

Invited papers are informative papers written by the outstanding researchers invited by the ITEL Editorial Board.

3. Conditions for Submission

1. When submitting a paper, with the exception of a Translation, the authors must ensure that the manuscript is original and has not been published previously nor is currently being considered for publication elsewhere. However, as an exception, the authors may enhance papers they have presented at international conferences, domestic annual meetings, or technical workshops, etc. when developing their manuscripts for submission. In this case, please ensure to indicate their original sources as references and include a clear description that shows the authors’ intention to enhance their previous achievements in the current manuscript. If the authors have a paper under consideration for publication that is about to be published in another journal or book and has a similar content to a part of the manuscript, please will advise us by sending a copy of that paper as an attachment in a separate email (to the ITEL Editorial Board, see below for details) when the authors submit the manuscript so we can consult with them.
2. Contributions for the Translation category must be submitted to the original journal’s Editorial Board. The translated manuscript from Japanese must be a well-written, complete English translation from the original Japanese article, which has been reviewed and approved by the original journal’s Editorial Board.
3. The submission of a manuscript indicates that its publication has been approved by all co-authors, and that the submitting author has ensured that all co-authors have contributed to the development of the manuscript through the research process.
4. When submitting a manuscript that includes figures, tables, or text passages that have already been published elsewhere, the authors must obtain permission(s) from their copyright owner(s) and include evidence that such permission(s) have been granted. Any material received without such evidence will be assumed to originate from the authors. Both self-plagiarism or plagiarism of other authors is strictly prohibited. This does not apply if a citation is made appropriately according to the law.
5. The authors must keep in mind compliance and ethics. When submitting their manuscript, the authors are assumed to have obtained consent from the responsible authorities at the institute/organization at which the research outlined in the manuscript has been conducted. Submission of a manuscript that uses any kind of sensitive data with privacy or personal information requires the authors to ensure obtaining consent from the individuals concerned (such as participants, cooperators, institutions) before the study began. Even with this permission, the authors must exclude any personal information or information that allows readers to identify specific people or institutions where the research was conducted. Using confidential information in some organizations or institutions for the research written in the manuscript also requires the authors to obtain proper permission in advance.
6. In addition, the authorship should be clarified; all co-authors must agree with the content of the manuscript, and all must give their consent to submit the manuscript before submission.
7. When submitting their manuscript, the authors must ensure that the manuscript is free from typographical errors and is written in quality English that reviewers can easily understand.
8. A publication charge applies for each article accepted for publication in this journal. Submitting the manuscript indicates that the authors ensure their intention and ability to pay the publication charge when their manuscript is accepted for publication. The submission is NOT limited to members of JSET or JSiSE; however, the submission from the authors, including at least one member from either society, is highly recommended so as to qualify for the discounted publication charge for members. If non-member authors request the membership discount, at least one of them should become a member of either society before the final decision regarding publication. For the publication charge options, see our website (www.j-itel.org) for details.

4. Copyright and Ethics

4.1 Copyright

All domestic and foreign copyrights, including all the rights stipulated in Articles 21 to 28 of the Japanese Copyright Act (which shall be deemed to include the corresponding rights in foreign countries, the foregoing shall apply hereafter), shall be equally transferred to the JSET and JSiSE at the time the papers are accepted (the accepted paper shall be referred to as “the Accepted Paper”).

The authors covenant not to exercise the author’s moral rights against JSET and JSiSE and their designated third party regarding the Accepted Paper.

The authors shall be deemed to agree to this author’s instructions by submitting one’s paper to ITEL. A contributor of an article represents and warrants that one indicated this author’s instructions to all the authors of a submitted paper and obtained their agreements prior to submission.

The authors of the Accepted Paper shall be granted the right to use the same for academic and educational purposes by oneself, including, but not limited to, including the Accepted Paper into one’s own edited compilations public transmission via the Internet, copying and distributing, without any restriction on the condition that the credit containing article title, volume page, and year of publication must be indicated. No application for permission to JSET nor JSiSE is required by the author.

4.2 Ethics

The ITEL Editorial Board is committed to upholding the integrity of the scientific record.

The manuscript should not be submitted to more than one journal or book chapter for simultaneous consideration.

The manuscript should provide transparency on the re-use of material that the authors have published elsewhere in order to avoid concerns about self-plagiarism or dual or double publications. Translation papers automatically contain attached information regarding the original source published in the Japan Journal of Educational Technology. This journal considers translation as one of the ways through which to convey promising advancements of knowledge in the area of study in education and learning in Japan to people around the world who cannot understand the original Japanese expressions.

A single study should not be split up into different parts in order to increase the number of submissions so that the authors have a higher possibility of being accepted by any journal. In addition, the authors should carefully and seriously consider inappropriate salami-publishing behavior, which is intended to increase the number of articles published in one journal over time.

The authors should present results clearly, honestly, and without any fabrication, falsification, or inappropriate data manipulation. The authors should adhere to rules for collecting, selecting, and processing data in our field of research.

Plagiarism (not only expressions, but also data or results) is strictly prohibited. The authors must acknowledge other works and follow citation rules in the area of study in information and technology in education and learning, which is also according to the Copyright Law. The authors must respect third parties’ rights, such as copyright and/or moral rights.

All authors whose names appear in the manuscript must contribute any of the following procedures in the research written in the manuscript: the design of the study, reviewing literature, conducting surveys, experiments, classroom practices, or other opportunities to collect data, software development, data analysis, developing arguments based on the results in order to lead their conclusions, developing or revising the manuscript, etc. The primary affiliation for each author should be the institution where the majority of their work was done. Each author must obtain consent for the submission from the organization to which they belong when the content of the manuscript is not only related to them, but also to their affiliation.

5. Manuscript Format

5.1 Overview of Manuscript

(1) The manuscript format should follow the Word template. The template provides you with an A4 size exact format with an explanation regarding how to format the paper in an exact manner.

(2) The manuscript should be written in quality English. Receiving proof-reading by native English speakers is highly recommended, either in British or in American English. Submitting the proof of proof-reading is preferable for the Editorial Board to recognize the English quality of the manuscript.

(3) The initial manuscript should use a 9 pt Times New Roman font in a double-columned format, as shown in this template. Do not make it double-spaced. The manuscript must be submitted publication-ready after it is accepted.

(4) The number of pages, including the figures, tables, author portrait with biography, acknowledgements, and appendix for all submission categories, except Short papers, should be basically within 8 pages. The number of pages for Short papers should be basically 4 pages for your initial submission, and strictly within 6 pages for publication.

5.2 Structure of Manuscript

The manuscript should include the title, author(s) name(s), abstract, keywords, body text, references, and a portrait section with biography, in the order listed. The portraits can be attached after receiving the decision of acceptance. Acknowledgements are optional but, if necessary, they should be provided before the reference list. An appendix section could also be placed at the end of the document.

5.2.1 Title

The manuscript must have a title in English, in 14 pt Arial font written in title case.

5.2.2 Name of Author(s)

The manuscript must contain the name and affiliation of each author. Use 11 pt bold Times New Roman font for the name of each author.

5.2.3 Abstract

The manuscript must have an abstract within 150 words after the heading ***Abstract***, which is in bold/italic, 8 pt, Times New Roman font. The body text of the abstract should be written in 8 pt Times New Roman.

5.2.4 Keywords

About 5 keywords should be listed after the heading ***Keywords***, which is in bold/italic, 8pt Times New Roman font. The keywords should be written in 8pt Times New Roman.

5.2.5 Body Text

Body text shall be made easier to read by putting chapters, sections, clauses and item names before paragraphs. All headings must have their numbers and alphabets in the following order. The font size of the body text should be 9pt. Times New Roman. The font size of each chapter headings is 11pt Arial while those of sections and clauses is 10pt Arial. All headings should be bolded.

[Example]

1. Chapter 1

 1.1 Chapter 1, Section 1

 1.1.1 Chapter 1, Section l, Clause 1

 (1) Item 1

 (a) Detail Item 1

 (b) Detail Item 2

 (2) Item 2

 1.1.2 Chapter 1, Section 1, Clause 2

 1.2 Chapter 1, Section 2

5.3 References

The number of the references listed, which are directly related to the content, must be indicated in the related text in brackets [number]. The references format must follow the IEEE Style. Please visit the IEEE Reference Guide on https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf [5] for details.

5.4 Figures and Tables

Figures and Tables must be embedded in the body text and explained in the manuscript; for example, Fig.1 shows the logo images of JSET and JSiSE; Table 1 shows the relationships between the abbreviations and actual names of both societies. Figures must be prepared clearly so they are printed without any modification when the article is published. Figures and Tables must be numbered consecutively throughout the paper. The caption of each figure must be indicated below the figure, while that of each table must be placed above the table. Pictures or images should be handled as figures.

Our journal does not allow for the publishing of multimedia data in the manuscript; however, the authors are allowed to prepare online supplementary materials in the case they provide information as an appendix and guarantee to keep the information online permanently.

 

**Figure 1.** Logo images of JSET and JSiSE

**Table 1.** Names of JSET and JSiSE

|  |  |
| --- | --- |
| Abbrev. | Actual Names of Societies |
| JSET | Japan Society for Educational Technology |
| JSiSE | Japanese Society for Information Technology in Education |

6. Submitting Instructions

All manuscripts, except for Invited papers and Translation papers, must be submitted via our online submission system, accessible at the following URL. For more information regarding how your manuscript will be proceeded in our review process, please visit our website www.j-itel.org.

[ITEL Online Submission and Review System]

 https://iap-jp.org/j-itel/journal\_e

7. Contact Address

For any further inquiries or questions, please feel free to contact our Editorial Board.

ITEL Journal Editorial Office

E-mail: contact@j-itel.org

Acknowledgements

If needed, author(s) should provide a brief acknowledgement section here.

Author notes

If needed, authors(s) could briefly describe the originality of this research, or the original study that is presented in this manuscript.

References

1. J. K. Author, “Name of paper,” *Abbrev. title of Periodical*, vol. x, no. x, pp. xxx-xxx, Abbrev. month, year.
2. K. Suzuki and A. Kashihara, “Now launched,” *Inf. Technol. Educ. Learn.*, vol. 1, no. 1, pp. xxx-xxx, Jan. 2021.
3. J. K. Author, “Title of chapter in the book,” in *Title of Published Book*, N. Editor, Ed. *x*th ed. City of Publisher, State (only U.S.), Country: Abbrev. Of Publisher (in Language), year, ch. *x(chapter number, if applicable)*, sec. *x(section number, if applicable)*, pp. xxx–xxx.
4. A. Kashihara, “Information and Technology in Education and Learning,” in *Intl. Handbook of Educational Technology and Information Systems in Education*, K. Suzuki, Ed., 2nd ed. Tokyo, Japan: Kokusaibunken (in Japanese), 2021, ch. 1, pp. 1-10.
5. IEEE Periodicals, “IEEE Reference Guide.” IEEE Author Center. https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf (accessed Mar. 1, 2020).

Appendix

If needed, author(s) should place the appendix here.

Author Name1 received the M.E. from XXX University in XXXX. She is a Ph.D. candidate in XXX University. Her research interests include XXX, XXX and XXX. She is a member of XXX, XXX and XXX.

Author1 Photograph

(2.7cm \*3.3cm)

Author Name2 received the B.E. and M.E. from XXX University in XXXX. He received the Ph.D. from XXX University in XXXX. He is currently a professor in the faculty of XXX, XXX University. His research interests include XXX and XXX.

Author2 Photograph

(2.7cm \*3.3cm)

Author Name3 received the B.E. and M.E. from XXX University in XXXX. He received the Ph.D. from XXX University in XXXX. He is currently a professor in the faculty of XXX, XXX University. His research interests include XXX and XXX.

Author3 Photograph

(2.7cm \*3.3cm)