

Submission Guidelines for the “Journal of Sport and Physical Education Center,  
University of Tsukuba”

Revised July 5, 2023

1. The “Journal of Sport and Physical Education Center, University of Tsukuba” (hereafter referred to as “the Journal”) accepts papers from physical education educators and teaching assistants in domestic and overseas universities, junior colleges, and other higher education institutions.
2. The editorial committee of the Journal (hereafter referred to as “the editorial committee”) may commission educators and researchers in higher education institutions or other institutions to write papers for the Journal.
3. The following types of papers, all related to physical education and sports at the university level, are published in the Journal: review articles, original investigations, research materials, teaching portfolios, reports, book reviews, and articles on domestic and overseas research trends. The specifics of some of these types are provided below.
  - Review article  
A paper that provides a comprehensive commentary on, or critique of, a specific topic or subject in university-level physical education or sports, based on relevant literature and material.
  - Original investigation  
Highly original, academic research (and practical research) papers that can contribute to the further development of university-level physical education and sports.
  - Research material  
Material that summarizes findings that are unable to meet the standards of originality and academic rigor demanded of original investigations but that nevertheless have the potential to contribute to university-level physical education and sports.
  - Teaching portfolio  
A carefully constructed account of an educator’s career, in which they reflect upon the highlights of their educational practice and describe their achievements in education in their own words, based on a variety of evidence through participation in the program with the assistance of a mentor.
  - Report  
Materials that summarize members’ faculty development activities and are related to university-level physical education or sports, or materials that record the activities of university-level physical education educators, such as attendance at international competitions.

4. The editorial committee will assess review articles, original investigations, and research materials submitted for publication in the Journal to decide whether the submitted manuscript should be published or needs revision, when a manuscript must be submitted, and when it is to be published.
5. As a general rule, the Journal is published annually.
6. The manuscript should be submitted as an attachment to the email sent to the specified address.
7. The manuscript should be submitted as a Microsoft Word file. The cover (first page) should mention the paper type, title (in Japanese and English), names of all the authors and their affiliations (in Japanese and English), and contact information (email addresses). The second and subsequent pages should include an abstract (only for certain paper types, specified below), the main text, and a list of references cited in the text. Figures should not be included in the main manuscript, but compiled in a separate file. Authors' information, such as names, affiliations, or any other identifying information should not be mentioned anywhere other than on the cover page.
8. Review articles, original investigations, and research materials must include an abstract. Submissions in Japanese must include the following: an English abstract (around 200 words), English keywords (3 words), and a Japanese translation (less than 1,200 characters) of the English abstract. Submissions in English must include the following: an abstract in Japanese (less than 1,200 characters) and Japanese keywords (3 words).
9. Text in a Japanese manuscript should be horizontal on portrait A4 paper, with a maximum of 30 lines of 40 full-width characters per page (alphanumeric characters are considered half-width).
10. Text in an English manuscript should be horizontal on portrait A4 paper, with half-width characters, and double-spaced.
11. The main text of the paper and the list of references should include line numbers (that restart on each page) in the left margin, as well as page numbers at the center of the bottom margin.
12. As a general rule, the manuscript should be no more than eight pages in print, including figures, abstracts, and any other elements (for a Japanese manuscript, this means approximately 12,000 characters).
13. As a general rule, figures should comprise no more than two printed pages of the manuscript. While this depends on their size, 6-8 figures can be accommodated in the manuscript.
14. Figures, tables, and images should be submitted with clear information and in print- or release-ready conditions and can be published without revision. They should be numbered

serially, titled, and compiled in a PDF file, separate from the main manuscript.

Placeholders for figures should be inserted in the main manuscript in bright red font, to indicate each figure's placement.

15. The references cited in the text should follow the author-date format (Tsukuba, 2019). Complete references should be listed after the main text alphabetically by the last name of the first author. References of journal articles should include the following information in the given order: author name, article title, journal name, issue number, article page numbers, and year of publication (in the Western format). References of independently published books should include the following information in the given order: author name, book title, page numbers, place of publication, and year of publication (in the Western format). References of web pages and other Internet resources should include the following information in the given order: author name, URL, and date of access.

Examples:

- Journal article

Tsukuba, T. Study on Physical Education for Higher Education, *Journal of Sport and Physical Education Center, University of Tsukuba*, 42, 1-8, 2019.

- Book

Tsukuba, T. *New Theory for Physical Education*, 10-20, Ibaraki Publishing, 2019.

- Web page/Internet resource

Ministry of Education, Culture, Sports, Science, and Technology,  
[http://www.mext.go.jp/a\\_menu/shotou/new-cs/index.htm](http://www.mext.go.jp/a_menu/shotou/new-cs/index.htm), 2019.9.30.

16. The author's corrections will take place only once before publication. When performing such corrections, the authors are only permitted to amend typographical errors. No other alterations are permitted, including text revision, insertion of text not included in the final manuscript, or revision of figures. 17. Contributors wishing to receive separate prints of their paper must contact a member of the editorial committee with the number of copies required when performing their author's corrections. The cost of printing these copies is borne by the contributor.
17. All copyrights of the paper published in the journal belong to the editorial committee. All authors are responsible for the content of their paper. Securing permission to use the figures and images in the manuscript, and de-identification of any personal information, is the authors' responsibility.
18. Papers published in the Journal will also be available in the Tsukuba repository.