# BATJ Journal: Guidelines for Contributors

BATJ Journal is the refereed journal of the British Association for Teaching Japanese as a Foreign Language. It is published every year in September in order to provide an opportunity for its members to present their opinions, exchange ideas and encourage debate relating to the teaching and learning of the Japanese language as an academic discipline. BATJ Journal welcomes contributions from all members.

1. **Eligibility:** Contributors must be members of the BATJ at the time of submission. In the case of articles by multiple authors, the first author must be a member of the BATJ.

2. **Content, Category and Length:** Any submission must fall under one of the five categories listed below and contribute to Japanese language education in the UK or Europe (indirect contributions are also acceptable). Submissions must be unpublished and not under review by any other journal. Full Articles, Short Papers, and Book Reviews are peer review, while Abstracts of Master's/Doctoral Thesis and Annual Conference Presentation Reports are, in principle, not peer review (see Section 6 for details). The word counts below (including notes, references, and figures/tables) should be taken as general guidelines. If you have any questions, please contact journal@batj.org.uk .

**a) Full Articles:**

Research Articles: Original academic research into the teaching and learning of the Japanese language or other related subjects around the field of Japanese language and linguistics, which will promote the teaching and learning of the Japanese language
Language of submission and length: up to 20,000 Japanese characters or up to 10,000 English words, with a maximum of 16 pages advisable.

Survey / Practical Articles: Articles which present the results of surveys or report practical examples based on clear evidence in accordance with their aim, thereby contributing to research and education in the field of teaching and learning Japanese language.
Language of submission and length: up to 20,000 Japanese characters or up to 10,000 English words, with a maximum of 16 pages advisable.

b) **Short Papers:**

Research Notes: Progress reports on ongoing research in the field of teaching and learning the Japanese language, which has the potential to provide a base for future research or develop into substantial research in the future.
Language of submission and length: up to 10,000 Japanese characters or up to 5,000 English words, with a maximum of 8 pages advisable.

Survey / Practical Notes: Reports on classroom practices or surveys that offer broad insights for future research.
Language of submission and length: up to 10,000 Japanese characters or up to 5,000 English words, with a maximum of 8 pages advisable.

c) **Book Reviews:** In principle, it is restricted to reviews of academic books, pedagogic guides, teaching materials, dictionaries, or books in related fields (such as applied linguistics, second language acquisition, Japanese linguistics, language policy, intercultural studies, etc.) that are connected to Japanese language education, published within the past three years. Book reviews should not be limited to a summary of the book's contents but must include analytical and evaluative discussion that considers the significance and characteristics of the work for Japanese language education in the UK and Europe. At the beginning of the review, clearly state the bibliographic information (author name, book title, publisher, year of publication, ISBN, etc.).
Language of submission and length: Japanese or English, summarised in approximately within two pages.

d) **Abstracts of master's Dissertations and Doctoral Thesis:** In principle, submissions are restricted to theses completed within the past three years in the field of Japanese language education or related

areas. Reviews should not be limited to a simple summary of the thesis but must include evaluative discussion that considers the significance and characteristics of the work for Japanese language education in the UK and Europe. At the beginning of the review, clearly ate the institutional affiliation, programme name, and the degree obtained e.g., MA, MSc, Res, MPhil, PhD) together with the year of completion.
Language of submission and length: Japanese or English, summarised in approximately within two pages.

e) **Annual Conference Presentation Reports:** Formal reports of the papers that were presented (including poster presentations) at the BATJ Annual Conference within the same academic year. If the content of a conference presentation has been further improved or expanded, please submit it to the Full Article Section or the Short Paper Section.
Language of submission and length: Japanese or English, summarised within a range of 3 to 4 pages.

3. **Instructions for Submission:** When submitting, please attach all required documents listed below in a single email and send them to the Journal Coordinator (journal@batj.org.uk).

a) **Manuscript:** Please attach an editable manuscript (in .docx or .odt format) created by overwriting the sample document (downloadable from https://batj.org.uk/journal/) together with its PDF version. If preparing the manuscript in the specified format is difficult, please contact the Journal Coordinator. For details on formatting, please refer to the "Writing Guidelines" available on the BATJ website (https://batj.org.uk/journal/).

b) **Submission Form:** Please complete the required items on the Submission Form (downloadable from https://batj.org.uk/journal/) and submit it together with your manuscript. The Submission Form requires you to provide information on the items listed below. For details, please refer to the Submission Form itself.

- **Consistency with the BATJ Journal**: In the designated field, please provide a concise statement on how your submitted manuscript may contribute to Japanese language education in the UK and Europe (indirect contributions are also acceptable).
- **Research Ethics**: If your work has undergone an ethics review at your institution, please indicate this. If you are submitting without an institutional affiliation, please consult the UK Research Integrity Office's Advice for independent researchers and small charities
- **Use of Generative AI:** If generative AI has been used, please provide a statement specifying how it was used and for what content.
- **Copyright:** If you need to reproduce figures, tables, or other materials, please indicate whether you have obtained permission from the author or publisher as required under copyright law.
- **Anonymity for Review (For the peer-reviewed section only):** Please ensure that the author's name and institutional affiliation do not appear in the main text. When referring to your own publications within the manuscript, replace identifying information with "Blinded for review." Please also ensure that no part of the manuscript, including the main text, appendices, or any supplementary materials, contains names of individuals, institutions, or any other information that could lead to identification of the author or those involved in data collection.

c) **Bilingual Abstract in Japanese and English:** Please overwrite the sample document (downloadable from https://batj.org.uk/journal/) and prepare an abstract within one page, consisting of approximately 400 Japanese characters and approximately 200 English words. An abstract is not required for submissions to the Annual Conference Presentation Reports, Master's and Doctoral Thesis Abstracts, or Book Reviews sections.

4. **Important Notes for Submission:**

- If you use generative AI, you must verify the accuracy of the generated content, the correctness of sources, and the authenticity of any citation information. Generative AI may produce inaccurate content or fabricate references, and using such output without verification constitutes a serious breach of research ethics. Authors bear full responsibility for all submitted content. To ensure

the reliability of your research, the use of AI-generated material should remain strictly supplementary, and all final judgments and critical evaluation must be carried out by the author. In addition, if AI has been used, you must provide detailed information on how it was used in the Submission Form. If you have any questions, please consult the UK Research Integrity Office's guidance (https://ukrio.org/news/hepi-policy-note-highlights-ukrios-ai-guidance/) and contact the Journal Coordinator before submission.

- Manuscripts that do not align with the aims of this journal (for example, those whose relevance to Japanese language education in the UK and Europe is unclear) may be declined by the Editorial Committee before entering the peer-review process. The same applies to manuscripts in which research-ethics concerns are suspected, those that overlap with submissions to other journals, those whose reliability cannot be assured (including misinformation or hallucinations produced by generative AI), or those containing numerous typographical errors or unclear structure and content. For non-peer-reviewed sections, submissions may likewise be declined for these reasons. Before submitting, please review the aims of the journal and the submission guidelines, and ensure that your work demonstrates appropriate relevance, research integrity, and clarity in both content and structure.

5. **Indicative Deadlines for Each Section:** Submissions are accepted at any time for all sections. However, if you wish your work to be considered for publication in the journal for the following September, please refer to the following indicative deadlines.

- Full Articles: due by the end of January
- Short Papers: due by the end of February
- Book Reviews: due by the end of March
- Master's & Doctorate Thesis Abstracts: due by the end of April
- Annual Conference Presentation Reports: due by the end of April

The review and decision process normally requires 8 to 12 weeks. Please note that, in order for an accepted manuscript to be included in the September issue, the final approved version must be submitted by mid-July.

## 6. Peer-Review and Decision Process:

a) **Full Articles/ Short Papers** : The Editorial Committee will first review the theme and content of the submitted manuscript and select appropriate anonymous reviewers. Normally, two external reviewers are invited; however, if their evaluations differ substantially, a third reviewer may be added. As a general rule, reviewers are selected from specialists outside the Editorial Committee, but if securing suitable reviewers proves difficult, a member of the Editorial Committee may serve as a reviewer. In such cases, anonymity will be maintained as far as possible. After the peer-review process is completed, the Editorial Committee will make a final decision. Taking into account the reviewers' evaluations and comments, the Committee will determine the outcome based on the following four categories.

- **Accept:** Manuscripts that can be published without revision or with only very minor revisions that can be completed within one month.
- **Revise and Resubmit:** Manuscripts that are expected to be publishable once the indicated issues are addressed, typically within two to three months.
- **Rewrite and Resubmit:** Manuscripts that are not suitable for publication at the current stage but contain elements of value; with substantial rewriting over three to six months, they may become eligible for Accept or Revise and Resubmit.
- **Reject:** Manuscripts with fundamental problems that are unlikely to become publishable even with approximately six months of revision.

b) **Book Reviews :** Once a submission is received, it is generally evaluated and decided upon by the Editorial Committee. The acceptance categories are the same four used for the Research Articles and Notes sections (Accept, Revise and Resubmit, Rewrite and Resubmit, Reject).

c) **Thesis Abstracts and Annual Conference Presentation Reports:** In principle, manuscripts submitted to these sections are published as received. However, in cases involving concerns such as issues related to research ethics, overlapping with submissions to other journals, lack of reliability in the content (including misinformation or hallucinations generated by AI), or significant deviation from the actual presentation delivered at the BATJ Annual Conference, the Editorial Committee may decide not to publish the manuscript in order to maintain the fairness and integrity of the journal. Such decisions are rare and are taken as exceptional editorial measures rather than as part of a peer-review process.

7. **Post-Publication Repository Registration:** Authors can upload a copy of their accepted manuscript (the version which has been through peer-review with any resulting changes, but before BATJ's copy-editing) into an institutional or not-for-profit subject repository (but not commercial repository.) The AAM (author accepted manuscript) should be embargoed until the date of publication. Please include a set statement linking the AAM to the published article: "This is an Author Accepted Manuscript of an article published by BATJ in BATJ Journal on [date of publication], [issue number], available at: https://batj.org.uk/journal/ Reuse is restricted to non-commercial and no derivative uses."

> *"This is an Author Accepted Manuscript of an article published by BATJ in BATJ Journal on [date of publication], [issue number], available at: https://batj.org.uk/journal/ Reuse is restricted to non-commercial and no derivative uses."*

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