

Instructions for Conference Paper Submission (For Poster Presentations)

Submission Deadline: Thursday, April 30th, 2026, 5:00 p.m. (JST)

[1] Instructions for Preparation of Conference Papers

1. Structure of a Conference Paper

- (1) A Conference Paper should include an Introduction, Methods, Results, Discussion, and References.
 - ① For a detailed guideline, please refer to the "JPA Publication Manual": https://psych.or.jp/wp-content/uploads/2017/09/jpr_publication_manual.pdf
 - ② In the "References" section, please list 1-3 previous studies cited in the paper.
 - ③ If the above structure does not apply to your research, you may make changes accordingly, provided the paper consists of multiple sections that serve the scientific purposes.
 - ④ Please report on the findings of completed research. Do not include uncompleted or in-progress reports.
 - ⑤ In the case of a series of multiple presentations, each presentation must contain at least one completed research report.
- (2) Please carefully avoid any personal information relating to the research participants or confederates (initials, residence, photograph, etc.) for the sake of privacy protection.
- (3) Please clearly state the following information if applicable; The research procedure is approved by the ethics committee; Informed consent has been obtained from the research participants; The reported research contains a conflict of interest.
 - ① When submitting your manuscript, please indicate whether the research procedure is approved by the ethics committee (Yes/No). If it was not reviewed for ethical concerns, please select "No".
 - ② If you have not undergone an ethics review, please select "No" and provide the details in the remark's column.
 - ③ For studies involving animal subjects, please explicitly state in the manuscript that approval was obtained from the animal experimentation committee (or equivalent) of your affiliated institution, and that appropriate ethical considerations were implemented. (This excludes cases involving only non-invasive observation where institutional approval is deemed unnecessary.)
 - ④ In case of secondary use of previously collected data, where you did not obtain informed consent directly from the participants, please state in the paper that the participants had given permission for secondary use of data.
- (4) Please refrain from personal/institutional advertisements, or derogatory expressions.
- (5) When using copyrighted materials (charts, images, etc.), please clearly state that permission has been obtained from the rights holders.
- (6) When using existing questionnaires or psychological tests, please check the latest terms of use and complete the required procedures (such as obtaining permission, entering into a license agreement, or purchasing manuals) as necessary.
- (7) When presenting a finding based on data already used in a previous publication/presentation, please clearly state the fact and put a reference to the original publication/presentation in the main text and in the references section. Please prepare a manuscript that includes viewpoints and analyses that differ from those of the original publication/presentation. Please note, the reviewer will basically check the format of the manuscript and will not comment on the content; Therefore, it is the author's responsibility to ensure that the conference paper differs from the original publication/presentation.

- (8) If you are presenting the contents of a preprint paper, please clearly state at the end of the conference paper, "For this presentation, please refer to the following preprint" and provide information about the preprint paper in the text and in the references section. Please make sure that the conference paper provides all the information required as a scientific paper, and do not let the preprint paper supplement the necessary information. (Please also refer to the following URL: <https://psych.or.jp/wp-content/uploads/2025/08/k09-8.pdf#page=2> This convention follows the policies of the previous one.)
- (9) Regarding the use of AI tools in manuscript preparation, please refer to the "Policy for Usage of AI in Writing Academic Papers" by the Japanese Psychological Association (<https://psych.or.jp/wp-content/uploads/2023/05/k09-7.pdf#page=2>).

The submitted papers will be reviewed in accordance with the above items 1) to 9). Please note that in case of violation, your paper may not be accepted for presentation.

2. Paper Preparation

- (1) A Conference Paper should be prepared in a size of A4, in one page.
- (2) It is strongly advised to use [the Conference Paper template file](#), which can be downloaded in a MS-Word format from the JPA2026 official website. Please see the section "3. Paper Format" below for the detailed instructions.

✖ **Please create your manuscript by overwriting the black text in the "General Presentation Paper Template" and ensure that all red-text annotations are deleted. In previous conventions, many manuscripts were submitted with these annotations remaining, resulting in a requirement for resubmission. Please double-check your document before final submission.**
- (3) A Conference Paper must be submitted to the registration system as a PDF file. Before submitting, please convert your manuscript file to a PDF format. The conversion instructions will also be posted on JPA2026 official website. The file size must not exceed 5MB (megabytes).

3. Manuscript Format

- (1) Please refer to the template for the layout of the manuscript. The font (Times New Roman) and font size used in the template file must not be changed.
Please make sure that the contents (title, name, affiliation, and keywords) of your paper matches the information entered to the registration system. Please note that if the registered information does not match the content of the submitted paper, your presentation may not be accepted.
- (2) "Title" (maximum of 200 letters) should be entered in 18-point font on the first and second lines of the paper. While the guidelines and template show the title field occupying only the first line, if your main title or subtitle exceeds one line, please shift the subsequent entry positions upward by the corresponding number of lines. (Note: The line numbers listed below are based on the original template layout.)
- (3) "Subtitle" (maximum of 200 letters) should be entered in 9-point font on the second line, leaving the second line blank if there is no subtitle. Do not use colon (:) or dash (-).
- (4) "Author Name(s)" should be entered in the third line, and in the case of a joint presentation, put a circle (○) in front of the name of the author to designate the responsible presenter. In addition, non-member co-presenters should add a hash mark (#) after their names. The "#" mark is not required for lead presenters who are currently applying for membership.
- (5) "Affiliation" should be entered in the fourth line, in round parentheses.
If your affiliation is a university, please enter the name of the university. If there are many joint authors, you may use any commonly accepted abbreviation. For example, "JSPS Postdoctoral Fellow (PD)" should be written as "JSPS PD". If you have no affiliation, please write "No affiliation".

- (6) Please provide up to three "keywords" in order of importance on the fifth line.
- (7) The sixth line should be left blank.
- (8) The number of lines and font size can be slightly modified, but please make sure to start the "main text" from the seventh line. The main text should be written in 9-point font (8-point font only in the Reference section). The section for the main text should be in two columns.
- (9) "References" should be placed at the end of the main text, containing 1-3 cited papers. The area of this field should not exceed 1/3 of the total text area. Please follow the example in the template and provide sufficient information. Abbreviation is recommended to save space.
- (10) The total area of figures, tables, and images should not exceed 1/3 of the total text area, and fit within the range of the main text area. Please confirm that the images are not broken when the paper is converted to a PDF format.
- (11) Figures, tables, and photographs can be presented in color. Please consider accessibility for people with vision impairments.
- (12) A Conference Paper should not exceed one page.

[2] Copyright of the Presentation.

The Conference Papers will be open to the public. Therefore, you are required to agree to the transfer of copyright to the Japanese Psychological Association at the time of registration of your Conference Paper. The registration of your paper will be considered as your agreement to the transfer of copyright.

Please check the following checklist before submitting your paper to the registration system.

Is your paper a match to the following?

- PDF file.
- 5 MB (megabytes) or less.
- It fits on one page.
- The "General Research Presentation Manuscript Template" was used.
- It is divided into sections such as Purpose, Methods, Results, Discussion, and References.
- Up to 1 - 3 references (1/3 of the text) are listed in the References section.
- No template notes (in red letters) remain.
- It is presented as a complete research paper.
- Figures, tables, and margins together do not exceed 1/3 of the text portion.
- Charts are clear.
- All titles, presenters' names, and affiliations in Japanese and English are listed.
- The information registered in the system matches the information in the paper.
- No company, institutional affiliation, or personal advertisements are listed.
- Information inappropriate for academic research, such as price lists for products, is not included.
- Permissions have been obtained for the use of copyrighted materials, portrait rights, and the disclosure of real names.
- Regarding the use of existing questionnaires or psychological tests, the latest terms of use have been confirmed, and all required procedures (such as obtaining permission, entering into a license agreement, or purchasing manuals) have been completed as necessary.
- No discriminatory or insulting expressions.
- There is no possibility of unwarranted intervention or invasion of the subject.
- Personal information is protected.
- Informed consent has been obtained. (If the research subjects are minors under 18 years of age or require consideration regarding their decision-making capacity, consent has been obtained from a legally authorized representative, along with informed assent from the subjects themselves in accordance with their level of understanding.) Alternatively, the research is exempt from informed consent requirements.
- We have obtained approval from the affiliated institution's animal experimentation committee for research involving animal subjects, and ethical considerations are clearly described. Alternatively, this study does not involve animal subjects. (This excludes cases involving only non-invasive observation where institutional approval is deemed unnecessary.)
- We have obtained the participant's permission for secondary use of the data, and this is clearly stated in the text. Alternatively, we have not made any secondary use of the data.
- Conflict of interest is clearly indicated. Alternatively, there is no conflict of interest.
- When presenting a finding based on data from a previous publication/presentation, we clearly state the fact, have put a reference to the original source, and present a different viewpoint from the previous one. Alternatively, this manuscript is not a previously published paper.
- We have complied with the "Policy for Usage of AI in Writing Academic Papers" by the Japanese Psychological Association.

*If not a PDF file

⇒Please use Word's "Save As" to make the file format PDF, or "Print" to "Save as PDF", etc.

*If the file size exceeds 5 MB

⇒If the problem is caused by a figure, use [Figure Tools] > [Format] > [Figure Compression] or trim the figure to

reduce the file size or trimming the figure will reduce the file size.

*If the PDF file exceeds one page

⇒If you have one page in Word but two pages in PDF, you can use "Tools/Organize Pages" in Adobe Acrobat to delete pages. For more information, please refer to the following:

<https://helpx.adobe.com/en/acrobat/using/manipulating-deleting-renumbering-pdf-pages.html>

Appendix: Review Checklist

During the review process, we check the following 23 items and may request revisions. Please use this list to verify your manuscript before submission. Items that are underlined are frequently flagged, so please pay particular attention to them.

- 1. The format is incorrect due to the template not being used or being modified.
- 2. The manuscript is not divided into standard sections (e.g., Purpose, Methods, Results, Discussion, References).
- 3. The References section contains either no entries or more than 4 entries (exceeding 1/3 of the body text).
- 4. Annotations from the template remain in the document.
- 5. The manuscript is not formatted as a completed research paper (e.g., results are incomplete, stating "will be reported at the convention").
- 6. Figures, tables, and margins combined exceed 1/3 of the body text.
- 7. Figures are significantly unclear or blurry.
- 8. The title, presenter name(s), or affiliation(s) are missing.
- 9. The information in the submission system does not match the information in the manuscript.
- 10. There are significant concerns regarding the content as a psychological study.
- 11. Permission for copyrighted materials, portrait rights, or the disclosure of real names has not been obtained.
- 12. There are doubts regarding compliance with the terms of use for existing questionnaires or psychological tests.
- 13. Personal information is not sufficiently protected.
- 14. There are deficiencies in the informed consent procedures.
- 15. For research involving animal subjects, approval from the affiliated institution's animal experimentation committee has not been obtained, or there is no description of ethical considerations. (This excludes cases involving only non-invasive observation where institutional approval is deemed unnecessary.)
- 16. Secondary data was used without obtaining participant consent (or consent was obtained but is not explicitly stated in the manuscript).
- 17. There is a possibility of unjust intervention or invasion of the subjects.
- 18. The manuscript contains discriminatory or insulting expressions.
- 19. Advertisements for companies, affiliated institutions, or individuals are included.
- 20. Inappropriate information for an academic study, such as product price lists, is included.
- 21. Disclosure of Conflict of Interest (COI) is clearly necessary but has not been included.
- 22. Previously published data is used without explicitly stating that it is "previously published," providing "citation information," or offering a "different perspective" from the original paper.
- 23. The manuscript does not comply with the "Policy for Usage of AI in Writing Academic Papers" by the Japanese Psychological Association.

We look forward to receiving your presentation applications.