

# Instructions for manuscript preparation for *Journal of the Surface Finishing Society of Japan*

## 1. General information

- 1. 1** The authors should prepare their manuscripts following these Instructions as well as the requirements for paper submission to the *Journal of the Surface Finishing Society of Japan* provided by the Editorial Board of the Society.

## 2. Preparation of the manuscript

- 2. 1** Double-spaced text should be printed on one side of A4 paper in a portrait format using a word processor. Use 12-point “Times” and “Symbol” fonts. Estimate the total number of words and indicate it in the Application Form.
- Note: Leave margins of 35 mm for top/bottom and 30 mm and left/right. Indicate the insertion position of the tables and figures at the right-side space. One printed page consists of two columns (52 lines each) and contains approximately 600 words.
- 2. 2** The title, the names of the authors (first name, middle initial, family name), affiliations, and mailing addresses including zip code, should be written on the first page of the manuscript. The following pages contain the abstract, keywords (five (5) items or less, each of which consists of three (3) words or less), text and list of references, tables and figures.

## 3. Necessary items for the manuscripts

- 3. 1** Manuscripts for “Research Papers,” “Technological Reports,” “Notes,” “Letters,” and “Technological Data” should be composed of the Application Form for Paper Submission, Abstract, text, and a list of references, tables and figures. Captions for the tables and figures should be written on separate sheets.
- 3. 2** Manuscripts for “Discussion” should be composed of the text and the Application Form for Paper Submission. They may include tables and figures (captions for the tables and figures should be written on separate sheets) according to their approval by the Editorial Board.
- 3. 3** The title of the article should be simple and must clearly indicate the contents of the article (Avoid using a style such as “A Study of xxx Number nn”). Use footnotes if a generalized title is necessary.
- 3. 4** The Abstract should address the significant issues discussed in the article, and must be limited to 150–200 words, double-spaced and printed on a separate sheet using a word processor. The abstract of a manuscript submitted to “Notes”

must be no more than 60 words. Use American style spelling.

- 3. 5** Abstracts for “Technological Data,” written within 60 words, should be submitted for review.
- 3. 6** The text for “Research Papers,” “Technological Reports,” and “Letters” should be composed of the Introduction, Experimental results, Discussion, and Conclusion (Unnecessary item(s) can be omitted from “Letters.”). The text of “Notes” should be composed of the Objective, Approaches, and Results. “Technological Data” and “Discussion” can be prepared in a simple and effective style.
- 3. 7** The formats for the tables and figures should conform to the instructions given below.
- 3. 8** Chapters and sections should be designated using the following numbering system:
- |             |             |             |
|-------------|-------------|-------------|
| Chapters    | <b>1.</b>   | <b>2.</b>   |
| Sections    | <b>1. 1</b> | <b>2. 1</b> |
| Subsections | 1. 1. 1     | 2. 1. 1     |
- 3. 9** The total numbers of tables and figures must not exceed 10 for “Research Papers,” “Technological Reports,” and “Technological Data,” and must not exceed 3 for “Letters” and “Notes,” except in cases approved by the Editorial Board.
- 3. 10** References should be indicated by superscripted numbers in consecutive series. The list of references should be appended at the end of the text. No unpublished result or any item that cannot be referenced may be used as a reference. Manuscripts that have been accepted for publication may be referred to in terms of “in print.”
- 3. 11** Journal abbreviations should follow those used in Chemical Abstracts. Some examples are shown below:

### A. Academic Journals

- 1) J. H. White, M. C. Green, A. F. Yellow; *J. Electrochem. Soc.*, **98**, 345 (1951).

This Journal should be referred to as “*Kinzoku Hyomen Gijutsu*” (until 1988), “*Hyomen Gijutsu*” (1989–2001), or “*J. Surface Finish. Soc. Jpn.*” (2002 and thereafter).

### B. Monographs

- 2) A. Terasawa; *Surface Technology*, p.100 (Surf. Finish. Pub. Ltd., 1980).
- 3) K. Wilson; *Proc. 10th World Cong. Sur. Finish.*, p.123 (Surf. Finish. Soc. Jpn., 1995).

### C. Patents

- 4) T. Tashiro; JP2002-345678 (2002).
- 5) A. Terasawa; JP3752522 (2006).
- 6) T. R. Brown; US Pat. 523478 (1968).

#### 4. Nomenclature, symbols, and units

- 4.1 Nomenclature should follow the rules established by IUPAC. Symbols and units should follow the International System of Units (SI). A conversion table must be provided if non-SI units are used. Do not use both SI and non-SI units in the same article.
- 4.2 Abbreviations, technical terms, substances, apparatus, and methods that are not commonly used must be explained in the text when they are first used. Footnotes signified by the symbols “\*” and “\*\*” may be used for this purpose. The description should appear at the bottom of the page, separated by a line.

#### 5. Formulas and equations

- 5.1 Numbers should be Arabic numerals. Large numbers should be expressed using the involution system. For example, 58,300 should be expressed as  $5.83 \times 10^4$ . Do not express it as  $5.83 \cdot 10^4$ .
- 5.2 Fractional equations in sentences should be expressed as  $x/a$ ,  $y/(b+c)$ .
- 5.3 Fractional equations not in sentences and symbols for integrals and summations should use two line spaces.
- 5.4 Parentheses should be used as  $\{ ( \ ) \}$ . If an equation requires more than two lines to express, then the second and subsequent lines should start with operators such as  $\times$ ,  $+$ , and  $-$ .

#### 6. Fonts

- 6.1 Symbols expressing physical quantities should be expressed using italic typeface.
- 6.2 Units should be expressed using lower case Roman characters. The first letter of proper nouns should be capitalized. For quantitative expression of fluids, use “dm<sup>3</sup>.” If it is necessary to use the unit “liter,” then it should be expressed as “L.”

- 6.3 Use red pencil for indicating fonts, subscripts/superscripts, etc.

#### 7. Tables and figures

- 7.1 Each table and figure should be prepared on a separate A4 sheet.
- 7.2 The tables should fit within 85 mm or 180 mm margins.
- 7.3 The figures must be prepared in camera-ready form. Revision of the figures after acceptance is not allowed.
- 7.4 The reduction ratio of the figures should be indicated on each. The maximum size of figures is 86 mm (width)  $\times$  250 mm (height) or 180 mm (width)  $\times$  250 mm (height).
- 7.5 Figures (and photographs) should be more than 300 dpi and in grayscale.
- 7.6 Color printing of figures is available upon request to the Editorial Board. The authors should contact the Editorial Board for an estimation of the cost.

#### 8. (Electronic) submission of manuscripts

- 8.1 The authors should download the Application Form for Paper Submission from the web site of The Society ([http://www.sjf.or.jp/journal/pdf/en\\_application.pdf](http://www.sjf.or.jp/journal/pdf/en_application.pdf)) and fill in the form. The handwritten signature of the applicant is required on the form.
- 8.2 Transform the Application Form and the manuscript into one pdf file of less than 4 MB. A pdf file larger than 4 MB is not acceptable. An oversized file should be reduced by changing the compression of the pdf file or the resolution of the figures embedded in the file.
- 8.3 Send the pdf file along with e-mail to the Editorial Office ([journal@sfj.or.jp](mailto:journal@sfj.or.jp)). The subject of the e-mail should be “Manuscript submission”.
- 8.4 Once the submission has been received by the Editorial Office, a confirmation e-mail will be sent to the submission address within about five (5) days.