

Regulations for paper submission to *Journal of the Surface Finishing Society of Japan*

1. Qualification of Authors

The author of the article should be a member of the Society. Non-member(s) can be included as co-author (s).

2. Categories of Articles

The following types of the articles, which have not been published, can be submitted. The manuscripts should be written in Japanese or English.

2.1 Research Papers

Research Papers are full length papers containing original and significant findings and results in the area of surface science and technology. Articles containing unique and new aspects of discussion, which are derived from the integration of series of published results, may be considered in this category.

2.2 Technological Reports

Technological Reports contain original methods, findings and data which contribute to the promotion of surface science and technology.

2.3 Notes

Notes are short reports containing new facts, significant data and experimental techniques, etc.

2.4 Letters

Letters contain original results with new facts and valuable data which require prompt publication. Full length Research Papers or Technological Reports may be submitted based upon results described in Letters.

2.5 Technological Data

Technological Data contain the results of measurements and observation, and case studies related to surface science and technology, or reports for the activities of the Divisions of the Society.

2.6 Discussion

Discussion contains opinions, discussion about the articles appearing in the Journal, and the answers to these from the authors.

3. Instructions for manuscript preparation

3.1 The authors should carefully consult the instructions for manuscript preparation provided by the Society.

3.2 Length of the articles should follow the limits listed below:

Category of articles	Length of articles
Research Papers	5 printed pages or less
Technological Reports	5 printed pages or less
Notes	2 printed pages or less
Letters	2 printed pages
Technological Data	5 printed pages or less
Discussion	1 printed pages or less

*The above limits may be exceeded if approved by the Editorial Board. Additional page charge will be required.

3.3 The authors should submit two copies of the manuscripts for all categories of articles. (One original plus one photocopy. Two original copies should be submitted for photographs.)

3.4 The authors shall be responsible for all of the contents in the manuscript. They shall obtain the official approval from the copyright holder when they use published figures etc.

3.5 Upon submission, the authors should clearly indicate the category of the article and attach the Application Form for Paper Submission in which the necessary information is provided.

3.6 The manuscripts should be sent to the Editorial Office. The arrival date of the manuscripts to the Office will be the date of acceptance. Manuscripts which do not follow the regulations for paper submission will not be accepted.

[Mailing address]

The manuscripts should be sent by registered mail to the Editorial Office;
Editorial Office, The Surface Finishing Society of Japan
2-7-1, Kanda-Suda Cho, Chiyoda-ku, Tokyo 101-0041, Japan

4. Refereeing and acceptance of manuscripts

4.1 "Research Papers," "Technological Reports," "Notes," and "Letters" are reviewed by the Editorial Board. The authors may be requested to revise the submitted manuscripts.

4.2 Acceptance/rejection of "Technological Data" and "Discussion" is decided by the Editorial Board.

4.3 The authors must revise the manuscript as soon as possible, upon request by the Editorial Board. The manuscript will be rejected if its revised version is not re-submitted within two weeks (for Letters) or two months (for other articles).

5. Page proofs

Prior to the publication, the authors will be requested to review the page proof. No revision, insertion or deletion, other than correction of printing errors, is allowed for that time. No errata and addition of the contents to the published articles will be accepted, except in cases approved by the Editorial Board.

6. Providing electronic files on a CD-ROM (or a floppy disk)

After acceptance of the manuscripts for publication, the authors are requested to prepare a finalized version of the manuscript which fits the format described in the instructions for manuscript preparation. The CD-ROM (or a floppy disk) containing the electronic file of the manuscript should be sent to the Editorial Office.

7. Reprints

The authors of "Research Papers," "Technological Reports," "Notes," "Letters," and "Technological Data" should purchase more than 5 reprints. The Reprint Order Form will be sent to the authors together with the page proofs.

8. Copyrights

Articles that appear in the Journal become the exclusive property of the Surface Finishing Society of Japan.