

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

## 1. General Information

- 1.1 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 record it on the Application Form.  
Note: Leave margins of 35 mm for the top/bottom and 30 mm and the left/right. Indicate the insertion position of the tables and figures at the right-hand margin. One printed page consists of two columns (52 lines each) and contains approximately 600 words.
- 2.2 The article title, names of authors (given name, middle initial, family name), affiliations, and mailing addresses including the zip code should be written on the first page of the manuscript. The subsequent pages shall have the Abstract, Keywords (five (5) items or fewer, each one comprising three (3) words or fewer), text, list of references, tables, and figures.

## 3. Necessary Items for Manuscripts

- 3.1 Manuscripts for Research Papers, Technological Reports, Notes, and Letters should be submitted along with the Application Form for Paper Submission, Abstract, text, and a list of references, tables, and figures. Captions for figures and table titles should be recorded on separate sheets.
- 3.2 The article title should be simple and must indicate the contents of the article clearly (Avoid using a style such as "A Study of xxx Number nn"). Use footnotes if a generalized title is necessary.
- 3.3 The Abstract, which should address important issues discussed in the article, must be limited to 150–200 words, double-spaced, and printed on a separate sheet using a word processor.
- 3.4 The Abstract of a manuscript submitted as "Notes" must include no more than 60 words. Use American style spelling.
- 3.5 The text for Research Papers, Technological Reports, and Letters should compose the Introduction, Experimental Results, Discussion, and Conclusion (Unnecessary item(s) can be omitted from Letters.). The text of Notes should compose the Objective, Approaches, and Results.
- 3.6 Formats of tables and figures should conform to the instructions presented below.
- 3.7 Chapters and sections should be designated using the following numbering system.

Chapters	1.	2.
Sections	1. 1	2. 1
Subsections	1. 1. 1	2. 1. 1

- 3.8 The total number of tables and figures must not exceed 10 for Research Papers, and Technological Reports, and must not exceed 3 for Letters and Notes, except in cases approved by the Editorial Board.
- 3.9 References should be indicated by superscripted number citations in consecutive series. The list of references should be appended at the end of the text. Unpublished results or items that cannot be referenced may not be used as a reference. Manuscripts that have been accepted for publication may be cited and then included along with references as "in print."
- 3.10 Journal abbreviations should be of the form 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 designated as "*Kinzoku Hyomen Gijutsu*" (until 1988), "*Hyomen Gijutsu*" (1989–2001), or "*J. Surface Finish. Soc. Jpn.*" (2002 and thereafter).

### B. Monographs

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

### C. Patents

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

## 4. Nomenclature, Symbols, and Units

- 4.1 Nomenclature should follow the rules and norms 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 from the text by a line.

## 5. Formulas and Equations

- 5.1 Numbers should be Arabic numerals. Large numbers should be expressed using scientific notation. 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  $x/a$  and  $y/(b+c)$ .
- 5.3 Fractional equations not in sentences and symbols for integrals and summations should be separated from the text by a single blank line above and one below the equation.
- 5.4 As parentheses (brackets), the following symbol should be used:  $\{ \{ ( ) \} \}$ . 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 an italic typeface.
- 6.2 Units should be expressed using lower case letters. 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 text 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 Tables should fit within 85 mm or 180 mm margins.
- 7.3 Figures must be prepared in camera-ready form. Revision of figures after acceptance is not allowed.
- 7.4 The reduction ratio of a figure 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 at least 300 dpi and in grayscale.
- 7.6 Color printing of figures is available upon request to the Editorial Board. Authors should contact the Editorial Board for an estimation of the cost.