

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

Articles of the following types 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 presenting original and significant findings and results obtained in the area of surface science and technology: also articles including unique and new aspects for discussion.

2.2 Technological Reports

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

2.3 Notes

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

2.4 Letters

Letters include 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.

3. Prohibition of Research Misconduct

When submitting research, authors must not engage in misconduct related to Fabrication, Falsification, and Plagiarism as explained in "Guideline for Responding to Misconduct in Research" adopted August 26, 2014 by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Fabrication

Making up data or research results, etc.

Falsification

Manipulating research materials, equipment, or processes to change data or results obtained from research activities.

Plagiarism

Appropriating the ideas, analysis, analytical methods, data, research results, research paper(s), or words of other researchers without obtaining the permission of the researchers or giving appropriate credit.

4. Instructions for Manuscript Preparation

- 4.1 Authors should carefully consult the instructions for manuscript preparation provided by the Society.
- 4.2 Article lengths should follow the limits listed below:

Category of article	Length of article
Research Paper	5 printed pages or fewer
Technological Report	5 printed pages or fewer
Note	2 printed pages or fewer
Letter	2 printed pages

*The limits presented above might be exceeded if approved by the Editorial Board. An additional page fee will be required in such cases.

4.3 Authors shall be responsible for all manuscript contents. They shall obtain official approval from copyright holders when using published figures or other such materials.

4.4 Upon submission, the authors should clearly indicate the article category and attach the Application Form for Paper Submission with the necessary information provided.

5. Submission of Manuscripts

5.1 Authors are requested to submit their manuscript electronically to the journal's editorial management system (<https://www.editorialmanager.com/sfj/>). The corresponding author must take responsibility for communication with the journal until the acceptance of the manuscript.

5.2 The received date is the date on which the journal's editorial management system received the original manuscript. However, manuscripts not formatted according to the journal requirements may not be accepted.

5.3 Authors should download the Application Form for Paper Submission from the website and fill out the form. The handwritten signature(s) of the applicant(s) are required on the form.

5.4 Authors should upload the application form, text, table, and figure files to the website and follow the related instructions. The acceptable file types are shown on the upload page. Additionally, revised versions of manuscripts should be submitted with reviewer comments and author responses.

6. Refereeing and Acceptance of Manuscripts

6.1 The Editorial Board reviews and chooses to accept or reject submitted manuscripts using peer reviewers' reports.

6.2 The Editorial Board may request that revisions be made to submitted manuscripts.

6.3 Authors must revise their manuscripts promptly upon request by the Editorial Board. The manuscript will be rejected if a revised version is not resubmitted within two weeks (for Letters) or two months (for other articles).

7. Page Proofs

Before publication, Authors will be requested to review the page proofs. No revisions, insertions, or deletions, other than the correction of printing errors, is allowed at that time. No errata or addition to the contents to the published articles will be accepted, except in cases approved by the Editorial Board.

8. Page Charges

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