

Paper Submission Guide

Updated: March 15, 2024

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out. However, we accept submissions that have previously appeared on preprint servers (for example: Jxiv, arXiv, bioRxiv, Nature Precedings, Philica, Social Science Research Network, and Vixra); have previously been presented at conferences; or have previously appeared in other “non-journal” venues (for example: blogs or posters). Authors are responsible for updating the archived preprint with the journal reference (including DOI) and a link to the published articles on the appropriate journal website upon publication.

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The publisher and journals have a zero-tolerance plagiarism policy. We check the issue using two methods: a plagiarism prevention tool (iThenticate) and a reviewer check. All submissions will be checked by iThenticate before being sent to reviewers.

Manuscripts should be prepared in Microsoft Word format and submitted through email. The editors reserve the right to edit or otherwise alter all contributions, but authors will receive proofs for approval before publication. If you have any questions, please contact the editor of the journal.

1. Publication Process

- a) Upon receipt of a submission, the editor sends an e-mail of confirmation to the submission’s author within one to three working days. If you fail to receive this confirmation, your submission e-mail may have been missed.
- b) Peer review. We use a double-blind system for peer review. The review process may take four to ten weeks.
- c) Notification of the result of review by e-mail.
- d) If the submission is accepted, the authors revise accordingly and pay the Article Processing Fee (for formatting and hosting). If the fee is waived, it will appear “0” in the notification.
- e) A PDF version of the article is available for download on the journal’s webpage free of charge.
- f) We will provide free print copies for authors who really need them. Authors are requested to kindly fill an application form to request free print copies. Additionally, we are happy to provide the journal’s eBook in PDF format for authors, free of charge. This is the same as the printed version.

2. Manuscript Selection

We review and select manuscripts following the below steps:

Step 1: Basic Check

The editor or editorial assistant checks a received manuscript to determine whether it fits the journal's aim and scope. Manuscripts out of the journal's scope are rejected. Articles published fully or partly in other publications/websites are not reviewed or accepted.

Step 2: Similarity Check

Please be aware that we check all submitted manuscripts for plagiarism. We use Similarity Check (powered by iThenticate, the leading plagiarism-detection system) to check for similarity to previously published documents. All manuscripts containing plagiarism, including self-plagiarism, and dishonesty are rejected.

Step 3: Peer Review

We use a double-blind system for peer review; both reviewers' and authors' identities remain anonymous. The submitted manuscript will be reviewed by at least two experts: one editorial staff member as well as one to three external reviewers. The review process may take four to ten weeks. In some rare cases, according to the recommendations from editors and reviewers, a second round of peer review may be initiated. Please see a sample of Result of Review.

Step 4: Acceptance/Rejection Decision

The decision to accept an article is based on the average score given by reviewers. The reviewers grade a submitted manuscript on a scale of 1 to 5. To be accepted for publication, the manuscript must obtain an average score not less than 2.5 (some journals require a higher score). However, we may reject a manuscript with a score higher than 2.5 when an editor or reviewer thinks it is not suitable for publication.

3. General Requirements

3.1 Journal Scope

Your article must match the journal's scope. We will not review manuscripts outside the journal's scope.

3.2 Language and Numbers

Please write your manuscripts in proper Japanese, with the English title, abstract, keywords and author information. When writing numbers, use a period, not a comma, to represent the decimal point and a space to separate numbers of more than five digits into groups of three, whether on the left or the right of the decimal point (i.e., 10 000.471 85, but 1000.4718).

3.3 Length of Paper

Papers between 3 000 and 8 000 words are preferred.

4. Manuscript Preparation

We have prepared a MS-Word template for authors. Please use this template for your manuscript preparation.

The manuscript shall contain the following items.

4.1 Title Page

The title page shall include the below items:

Article title (Japanese)

Article sub-title (if applicable, Japanese)

Author's names (Japanese)
Author's affiliations (Japanese)
Correspondence: author name, phone and email (Japanese)

Article title (English)
Article sub-title (English)
Author's names (English)
Author's affiliations (English)
Correspondence: author name, phone and email (English)

Article processing details and doi: authors please do not change it, our editorial staffs will process it.

4.2 Main Body of Article

Please use maximum three level headings.
Please follow the MS-Word template we provide.
Please check for spelling and grammar errors.
Please ensure that the text is consistent in terms of style and formatting.
Please verify that all references are correct and complete.

5. References Style

Our journals follow the APA Reference Style (7th Edition). It is one of the most popular reference styles in the academic world and is friendly to online resources and the DOI system.

We provide various examples in the MS-Word template fore your reference.