Guidelines for Preparing Manuscripts in English

I  Introduction

These guidelines are based on the current rules and regulations on paper submission and are summarized for authors who wish to submit manuscripts in English to the Journal of the Japanese Society of Agricultural Machinery and Food Engineers (here in after, referred to as JSAM), which is issued six times a year. The Board of Editors of JSAM (here in after, referred to as the Board) makes the final decision and exercises authority on all matters related to the editing of the Journal.

II  Copyright

The copyright of all papers, articles and other documents published in the Journal belongs to JSAM. A copyright transfer form is required from all authors after the acceptance of the manuscript.

III  Qualification of Membership

The first author should be either a full member or a student member of the Society at the time of submission. The authors must designate and indicate a corresponding author in the manuscript.

IV  Categories of Papers

Original and unpublished papers related to all subjects on agricultural machinery and engineering technology are published in the Journal under the categories of Research Paper, Technical Paper, Short Report, Materials or Review Paper. A research paper contains information of scientific value and originality; a technical paper emphasizes the importance of practical technology rather than its scientific value or originality, and is based on data obtained by the authors themselves. A short report is for rapid dissemination to readers of the Journal, and it may, at a later date, be submitted as a research paper or a technical paper. Materials provides data, calculations, charts and statistics useful for research, experiments, analyses and design, as well as the exposition of overseas trends and of newly developed products, instruments and facilities; such papers may, at a later date,
be submitted as a research paper or a technical paper. A review paper is intended to be an in-depth study of the state-of-the-art in the particular subject.

V Refereeing

All papers submitted are peer-reviewed. Usually two individuals with relevant knowledge are appointed to review research papers and technical papers. One reviewer is appointed for short reports, materials and review papers. Based on the evaluation of the reviewers, the Board determines whether publication in the Journal is merited. The Board reserves the right to request the authors to add, correct, revise or remove some part or parts of the manuscript submitted. The authors are then expected to send either the response to the reviewers’ comments or the revised manuscript to the Board as soon as possible or within two month of its receipt by the authors.

Upon acceptance of the paper for publication, the Board will send a letter of acceptance to the corresponding author, followed by Guidance for Electrical Submission of the manuscript and a Copyright Transfer Form for completion.

VI Charges for Offprints and Others

Authors must purchase 75 offprints of the research paper, technical paper, short report, materials or review paper published in the Journal. The charges are 37,500 yen for each of the former two, and 15,000 yen for each of the others.

Research papers and technical papers should not exceed 6 typeset printed pages, and the total number of figures and tables must be not more than 15 units; similarly, 2 pages and 4 units for short reports, 4 pages and 10 units for materials and 10 pages for review papers. One printed page in the Journal is equivalent to approximately 5,000 characters in the typeset printed manuscripts. One unit of figures and tables (64cm² = 8cm × 8cm) is equivalent to 0.2 page of the typeset print. Other charges are 10,000 yen per extra typeset page and 5,000 yen per extra unit of figures and tables.

VII Preparation of Manuscripts

1. General remarks

Manuscripts must be written concisely, typed double-spaced, black, using 12-point font on 21cm × 30cm (JIS A4 sheets), horizontally with a margin of about 3cm on each side. They must conform
to the general style of papers in recent issues of the Journal.

2. **Format of papers**

Original manuscripts must be arranged as follows; category of paper, title (main and subtitle), names of authors, abstract, keywords, body of text, title in Japanese, names of authors in Japanese, Japanese abstract, references, figures (including photographs), and tables.

3. **Style of text**

(1) **Category of paper**

The first page of the manuscript begins with a line indicating the category of the paper: Research Paper, Technical Paper, Short Report, Materials or Review Paper.

(2) **Title**

The main title of the paper should be definitive, concise, and may be followed by a subtitle after a line break. If the contents of the paper were previously presented at a meeting of JSAM or related society, the name of the meeting should be stated in a footnote to the title page, with a corresponding superscripted asterisk (*) on the right side of the last character of the title. Similarly, if the content of the paper was previously published in the Journal as a short report or materials, the volume and number of the Journal should be provided in the footnote.

(3) **Name of author**

The first and the last names of the author should be fully spelled out, with the last name in capital letters. For plural authors, the separation mark should be a comma (,) even for two authors. In the footnote to the title, membership of JSAM and a mailing address should be provided, and corresponding superscripted *1, *2 should be placed on the right side of the last names. Also, the corresponding author should be signified by †, with the e-mail address at the end of the footnote as follows.

[Example (Paper title and Author name)]

Automatic Control of Agricultural Tractor (Part 1) *

- Traveling Speed Control by Detecting Engine Load -

Taro NOKI*1†, Jiro INAHO*2
(4) Abstract

Abstracts not exceeding 120 words should include the objective, scope and results of the paper.

(5) Keywords

The authors are asked to provide 5 to 10 keywords; each word to start with a small letter; proper nouns with a capital letter.

(6) Body

a. Units

Units must be expressed in the International System of units (SI); for conventional items, both metric and avoirdupois (feet-pound) units may be used, with the latter in brackets.

b. Section Numbers

Section numbers and marks must be given to captions in the text and used as a rule in the following order. Major captions are centered, and minor captions are indented one blank space from the left margin.

I II III (Sections of major captions)

1. 2. 3. (Sections of minor captions)
(1) (2) (3) (Sections of minor captions)
a. b. c. (Sections of minor captions)
(a) (b) (c) (Sections of minor captions)
(i) (ii) (iii) (Sections of minor captions)

c. Figures and Tables

Figures (including photographs) and tables should measure either 8cm $\times$ 8cm or 8cm $\times$ 16cm in the finished prints, including marginal letters explaining ordinates, abscissas and such. They should
be sent full size, 1.5 or 2 times the size of the finished prints, with each on a separate sheet (JIS A4) and be of a quality suitable for camera-ready. The number of the figure or the table and the name of the first author should be given at the top right corner. The Board may request authors to correct unclear figures.

The preferred location of figures and tables should be indicated in the right margin of the main text.

d. Mathematical expressions

In the main text, mathematical equations should be indented 5 characters from the left margin.

[Example]
The force exerted on the share is obtained as below:

\[
W_z = \frac{C - D}{3\sin \beta} \left( \sum_{k=1}^{n} S_k + \log m \right) \quad \ldots(1),
\]

where \( C \) is the mass of the sample (kg), and \( \beta \) the angle of action (°).

Note that the variables are in italic or in Greek letters, and the units or mathematical operators are in Roman letters.

(7) Title, Authors’ Names and Abstract in Japanese

The title of the paper, the authors’ names and the abstract in Japanese should be included and printed on JIS A4 sheets, with 25 characters on each of 25 lines, with a margin of about 3cm on each side. The Japanese abstract should be within 300 characters.

(8) References

References must be listed alphabetically starting with the author's last name and publication year, without any serial numeral. References within the main text also should cite the author's name and year of publication. Fundamental style: Name of the author(s), year of publication. Title. Name of the journal, volume (number), cited page(s).

[Citation example in the main text]

Automatic control systems have already been reported (Noki, 1975; Inaho and Noki, 1993). Inaho and Noki (1993) have also reported an automatic control system for farm implements.
References


4. Other remarks

(1) Native check of English language

The Board of Editors strongly recommends proofreading of the manuscript by either a native professional in agricultural engineering or related fields or a professional proofreading concern. It is not the reviewer’s task to check structural or grammatical errors. Authors whose mother language is not English should attach a certificate of proofreading upon the first submission of the manuscript.

(2) Document of authors view (for Research Paper and Technical Paper only, optional)

An additional document (not more than 150 words) may be included explaining the following to the editor and the reviewers.

1) Research Paper: originality, scientific contribution, and practical applicability.

2) Technical Paper: relation to practical issues, applicability of data or mechanism, and novelty of the methods and the results.

(3) Content summary (for serial papers, optional)

If serial papers are not submitted simultaneously, authors may include summaries of successive papers.
5. Summary of paper submission

The manuscript should be submitted via an electronic editorial system. The address is below.

http://mc.manuscriptcentral.com/jsam

Check the following items for initial submission to the editorial office:

(1) A text file and a file that contains figures, tables and photos

(2) Document of authors view (optional)

(3) Content summary of papers under the same main title (for serial papers not submitted concurrently, optional)

(4) A certificate of English Language proofreading (for non-native authors)

VIII Final Electronic Submission

When the paper is accepted for publication, the authors will be asked to send electronic files of the manuscript (main text, figures, and tables) to the Board. Microsoft Word, Excel and PowerPoint files for Windows are preferred.