

Notes on preparation of manuscripts for submission

Manuscripts for submission should be prepared in accordance with the Sample of English manuscripts for Journal of JSCE. Please follow the prescribed format and help us maintain the high standards of the journals. Please note that any major problems in the format or quality of a manuscript will result in resubmission.

The following are points to keep in mind when preparing your manuscript. The reason why the Editorial Committee on Journal of JSCE is asking you to do this is that it is now possible for individuals to create high-quality manuscripts by using desktop publishing tools on computers. However, differences in the OS and software used may cause slight discrepancies in font size, type, layout dimensions, and other factors. The Editorial Committee admits such discrepancies and will accept manuscripts that do not strictly conform to the dimensions specified in the sample.

1. Fonts

(1) Text

Basically use standard Roman typefaces such as Times New Roman.

Use **Roman fonts in bold** for: the title of the paper; headings to chapters, sections and sub-sections; **Table 1** and **Fig. 2**; the headings **ACKNOWLEDGEMENTS**, **APPENDIX** and **REFERENCES**.

Use all capital letters for: the title of the paper, author's last name, chapter headings, and the headings **ACKNOWLEDGMENT**, **APPENDIX**, and **REFERENCES** (all **in bold** except for the author's last name).

(2) Keywords

Use *italic* type for keywords. The heading "**Keywords**" should be ***in bold italic*** type. Keywords should begin with a lowercase letter unless they are proper nouns.

(3) Font Size

The Sample of English manuscripts for Journal of JSCE was created using Windows PC software (MS Word, Word Perfect). The font sizes used in this sample, such as 9 pt and 20 pt (point), are standard for such software. The font size may vary slightly depending on the OS and software, even at the same setting of 9 pt, but this level of difference is acceptable.

2. Layout

(1) Number of lines per page

Use a top margin of 19 mm and bottom margin of 24 mm. The standard number of lines per page is 56. However, some software programs have functions that automatically adjust line spacing above and below symbols with superscript notation or fractional numbers, or automatically widen overall line spacing on page to avoid a heading from appearing at the bottom. A decrease in the number of lines in such a case would be acceptable.

(2) Number of strokes per line

The standard number of strokes is 47 per line in a two-column layout. However, as mentioned in 1.(4), the font size varies depending on the OS and software, so a slight increase or decrease in the number of strokes per line would be acceptable.

(3) Keywords

Please limit the number of keywords to about five and no longer than two lines.

(4) Miscellaneous

Texts should be justified and aligned both left and right sides. Also, please use hyphenation so that there are no unnecessary spaces between words.

When using symbols or equations with superscript notations, bear in mind that script size should not be larger than ordinary characters.

Good example: Drag coefficient is denoted as C_D . Bad example: Drag coefficient is denoted as C^D .

3. Common errors

The following are some of the most common errors found in submitted camera-ready copies. Please take note.

- Make sure commas “,” and periods “.” or a superscript notation, e.g. “³” are not positioned at the beginning of a line.
- Make sure parentheses are not positioned at the end of a line.
- Numbers and symbols (especially those with superscripts and subscripts) should not span two lines.
- Chapter and section headings should not appear at the bottom of the page. In such cases, insert a blank line and move the heading to the top of the next page or column.
- Numbering of equations in the main text should be written as Equation (1) and Equation (2).
- Equations should be centered. Do not add a dot leader between the equation number and the equation.
Bad example (dot leader inserted): $A=B+C\dots\dots(1)$
- Equation numbers should be right-justified.
- No italicization of units.
Good example: m/s Bad example: *m/s*
- Superscript notations for the REFERENCES should not be done as 1,5) but as 1),5).
- Italicize the names of journals and books appearing in the REFERENCES
- Where an entry in the REFERENCES span two or more lines, indent the second line and others that follow, as shown in the Sample of English manuscripts for Journal of JSCE.
- Please indicate on the last page the date you were notified of your receipt number and the date you were notified of acceptance of your manuscript for publication.

Examples: (Received July 1, 2022)

(Accepted November 1, 2022)

N.B. Please enter (Received mm dd, yyyy) for the date you submitted a manuscript for the first time and (Accepted mm dd, yyyy) for the date you submitted a revised manuscript.

- Keywords should be in italics; they should not begin with capital letters and the first keyword is no exception, except for proper names that should begin with capital letters.