

***Notes to Contributors and Manuscript Preparation
for the Journal of the Japan Society of Erosion Control Engineering***

The Editorial Board of J. of JSECE

April, 4, 2008

Notes to Contributors

1 . Authors

One of the authors needs to be the society member.

2 . Types of contribution

English papers are limited to four types as follows ; original articles, technical report, disaster report, short communications and general reviews. Each paper must be original, unpublished and has not been submitted for publication elsewhere.

3 . Page length

Papers are limited to eight printed pages for original articles, technical reports disaster reports and general reviews, and to four printed pages for short communications. When final printed pages are out of the limitation, authors should pay the excess fair. Available printed excess pages are twelve for original articles, technical reports and general reviews, or eight for short communications.

4 . Polishing up

Submitted papers should be of high quality and conform to the editorial styles outlined under the manuscript preparation. When your manuscript is submitted to JSECE , please attach the original signed written oath (please refer to Page 68) .

5 . Reprints

Authors are needed to pay the reprint fair that includes fifty copies ; also can be ordered for optional reprints at fixed prices as follows ;

Standard (50 reprints) ; ¥5,000

Options (100 reprints) ; $5,000 + 4,000 \times 1 = ¥9,000$,

(150 reprints) ; $5,000 + 4,000 \times 2 = ¥13,000$

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6 . Page charge

Color pages will incur extra charges depending on the numbers of color pages and color figures or photographs as follows ;

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The Mizuho Bank, Ltd. Kojimachi Branch

Branch number : # 021

Account number : # 1938696

Account name : The Japan Society of Erosion Control Engineering

7 . Submission of manuscript

Prepare original manuscript according to the JSECE paper format seen at <http://www.jsece.or.jp/>. Send several sets of photocopies that can be clearly read. The numbers of copies are five sets for original articles, technical reports and general reviews, three sets for short communications.

A cover sheet should accompany each manuscript

Describing ; (1) full name of contributor, (2) institution, (3) full postal address, (4) phone and fax number and email address, (5) title of submission, (6) full names institutions of all authors and members of the society or not (7) type of contribution, (8) full sheet numbers of the contribution, (9) ordered number of reprints, (10) number of color pages, (11) other remarks.

All the required materials should be submitted to :

Mr. Takanori Sato, Secretary of the Editorial Board of Journal of the Japan Society of Erosion Control Engineering, c/o Nissei Eblo Inc., 5-20-4, Shinbashi, Minato ward, Tokyo 105-0004, Japan.

Phone : + 81-3-5733-5157, Fax : + 81-3-5733-5167

e-mail : eblo_h4@eblo.co.jp

8 . Acceptance of contribution

The author will receive notification of acceptance, following acceptance of the submitted manuscript by the Editorial Board of J. of JSECE according to plural referees.

9 . Proofs

One set of page proofs will be sent to the corresponding author as given on the title page of the manuscript. Any changes from the manuscript will be subject to an additional charge.

10 . Copyright

The copyrights of published papers belong to JSECE, except the copyright was holding another publications.

11 . Inquiry

Any inquiries should be sent to ; Mr. Taro Uchida, Chief Secretary of the Editorial Board, J. of JSECE

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Japan

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E-mail ; t-uchida@pwri.go.jp

Manuscript Preparation

1 . Style

Manuscripts should be arranged as follows ; (1) title page, (2) abstract, (3) text, (4) literature cited, and (5) tables and figures (include photographs). Abstracts are not required for short communications.

2 . Typing

Manuscripts, preferably, should be prepared on a word processor and printed in black ink with margins (approximately 3 cm) on top, bottom and each side of white paper with dimensions of approximately 21 x 29.6 cm. The location of tables and figures in the text should be indicated with red ink in the right margin.

3 . Letters

Letters to be printed in italic, gothic and small capital forms should be indicated by single, wavy and double underlining, respectively.

4 . Title page

The title should include ; (1) the title of the paper, (2) the name(s) and address(es) of the author(s), (3) the full postal address with the telephone, fax number and e-mail address of the corresponding author, (4) type of manuscript, (5) manuscript length, including abstract and figures separately, (6) number of reprints, and (7) any necessary footnotes.

5 . Abstract

The abstract should be approximate 250 words, followed by up to five key words. Abstracts are not required for general reviews and short communications.

6 . Heading

Headings of the text should be numbered as follows ;

Chapter : 1, 2, 3, and so on

Section : 1.1, 1.2, 1.3, and so on

Subsection : 1.1.1, 1.1.2, and so on

Additional headings may be numbered as 1), 2), 3) and so on.

7 . Tables

Tables must be numbered with Arabic numerals according to their sequence in the text. Each figure should be attached

on a separate sheet of paper. Each table should have a brief and self-explanatory title. Any explanation essential to the understanding of the table should be given as a footnote at the bottom of the table.

8 . Figures

Figures (drawings and photographs) must be numbered with Arabic numerals according to their sequence in the text. Each figure should be attached on a separate sheet of paper, and identified in the upper right corner by its number and author's name. Figures should be designed with the format of the page of the journal in mind. Figures should be of the printed page size or of such a size as to allow a reduction of more than 50%. Each figure should have a title, and these should be typed on a separate sheet of paper. Figures should be publication quality, laser prints or line drawings in black ink on white paper. Color illustrations will be included if the author pays for the cost of color reproduction. Photographs accompanying manuscript copies should be the same as those submitted with the original manuscript.

9 . Literature cited

All cited publications should be listed as literature cited following the text. Articles cited in the text should appear as the surname of the author with the year of publication in parenthesis. If both are in parenthesis, the name of the author and the year of publication are separated by a comma. Consecutive citations in the text are placed in chronological order and separated by a semicolon. If there are more than two authors, only the first author's name is given followed by the phrase, et al. However, in the list of literature cited, names of the first author and the co-authors should be given. Literature cited should be listed alphabetically by given author's names.

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