

Instructions to Authors and Guidelines for Editorial handling and Publishing Relevant to Submissions to the Journal of the Geological Society of Japan

All submissions to the Journal of the Geological Society of Japan (JGSJ) will be subject to the following *Instructions to Authors, and Guidelines for Editorial handling and Publishing* in addition to the those stated in the relevant separate subsections.

A. Submitted Manuscript Requirements

1. To submit and publish a manuscript in the JGSJ, all the authors and the contents should meet all the following four requirements.

1) The research covered in the submitted manuscript should represent a significant scientific contribution for example in the planning or structuring of the study; as the result of field survey, experimentation, or measurement; or the development of theoretical interpretations and models.

2) All authors should have been involved in the preparation of the manuscript, made clear their opinions concerning the main points of the research and been involved in the completion of the manuscript.

3) All authors should accept the contents and conclusions.

4) The authors should accept that responsibility for the manuscript content rests solely with the authors, and neither the evaluation explained in D. nor the publication in JGSJ imply any shared responsibility for the manuscript contents.

2. Manuscripts must meet all of the following requirements.

1) The contents of the manuscripts must be suitable for publication in JGSJ as stated in C., and each manuscript must be prepared in the manner given in H. and I.

2) The submitted manuscript contents should not have been already published, be in preparation to be published or be submitted for publication in any forum including domestic or international academic journals, commercial publications, institutional memoirs, booklets, conference extended abstracts or pre-print servers. Where appropriate, the contents should also meet the following two criteria.

a. In the case that the contents are part of a thesis that has already been registered in a repository, then the reproduction rights, public distribution rights, and rights of distribution should not be held only by the author's affiliated university (or other institution) and the author (and co-authors) should be in possession of the copyright and has (have) the authority to pass the copyright to the Geological Society of Japan.

b. In the case that part of the contents of the submitted manuscript are already in the public domain but more detailed field study, analysis or experimentation has led to new results that are summarized in the manuscript, then due acknowledgement of previously published material should be made by including listing of the previous work in the reference list, or, in the case of material from a conference abstract, by including a mention of this within the text, and making clear the differences with the contents of the current manuscript.

B. Manuscript Submission, Acceptance, and Storage

1. First authorship of submitted manuscripts is limited to members of the Geological Society of Japan, except in cases where the articles are commissioned by the Editorial Board.
2. The submitted manuscript should be prepared in Japanese or English and sent to the editorial board using the electron submission and review system as explained below. (The field trip guides that are issued as part of the annual conference should be sent to the *editorial board for the field trip guides*.) The necessary information should be entered in the form available at the following URL <http://mc.manuscriptcentral.com/geosoc> and electronic files (main text, figures and tables) should be submitted in the stipulated formats. In addition, the guarantee form covered in L. should be signed and submitted.
3. The Editorial Board shall receive manuscripts submitted together with a signed Certification Form, record the date of receipt, and store them. Articles that obviously do not comply with the Instructions to Authors, however, may be returned to the authors without being received, together with a note giving the reason for their return.
4. If the Editorial Board receives a manuscript that mainly discusses a published manuscript, it will show the received manuscript to the other author(s) of the published manuscript and request a response, as far as possible.
5. The Editorial Board may request manuscripts from both members and non-members of the Geological Society of Japan.

C. Contents of the Journal of the Geological Society of Japan

1. Manuscripts shall be concerned with geology in the broad sense of the term. The following types of manuscripts are accepted.
 - 1) Article: Original research manuscripts comprising mainly reports of academic research that have not been published in printed form elsewhere.
 - 2) Letter: a paper with contents that require speedy handling or are of an exploratory basis containing provisional interpretations.
 - 3) Review: Articles that provide a comprehensive overview, exposition, or description of research and theories in a particular field or that describe matters such as notable geological phenomena (such as volcanic eruptions or earthquakes), important regions or objects of study, or research techniques and methods.
 - 4) Note: Reports or descriptions of matters such as techniques, procedures, or academic terms, or educational expositions on specific themes or fields commissioned by the Editorial Board.
 - 5) Report: Reports of original data from undergraduate or Masters' theses, or data obtained during business activities and other activities that are significant in geological terms.
 - 6) Lecture: an educational article that explains a particular theme from the fundamental level to the frontline of research. In most cases such contributions will constitute a series of papers but single papers will also be considered. The main text should be in Japanese and the detailed regulations governing lectures should be followed.
 - 7) Pictorial: Previously unpublished color photographs and expositions of notable geological phenomena, outcrops,

landforms, rocks, minerals, fossils, or geological environments, to be published on the front pages of the journal.

8) Discussion: Academic discussions of manuscripts of types 1)–7) published in the Journal of the Geological Society of Japan .

9) Glossary: a publication that provides an explanation of specialist vocabulary that appears in any of the contributions 1)–7) listed above. In principle such publications should be submitted together with other types of papers and both should be published in the same issue of the JGSJ.

2. Should the authors so request and the Editorial Board judge that it is appropriate based on the separate Journal of the Geological Society of Japan Open Files Publication Bylaws, the contents of manuscripts listed in Section 1 above may be published simultaneously as open files on the Geological Society of Japan website.

3. In addition to the types of manuscript listed in 1. and 2. above, Field Excursion Guides and other items can be considered for publication at the discretion of the Editorial Board.

D. Review Process and Acceptance/Rejection of Manuscripts

1. The Editorial Board shall screen the manuscripts it receives and determine whether to accept them for publication.

2. With the exceptions of discussions, the editors will request reviews from society members and non-members for all submitted manuscripts. For an article, review, or lecture the number of reviewers will be two or more. For a letter, note, report, pictorial, and glossary the number of reviewers will be one or more. The final responsibility for the review process will rest with the editorial board.

3. The Editorial Board may request the authors to make corrections to submitted manuscripts. Should manuscripts to which corrections have been requested not be returned to the Editorial Board within three months, the manuscript shall be treated as a new submission.

4. The Editorial Board shall record the date of acceptance for manuscripts accepted for publication (hereafter, “acceptance”), and shall notify the authors.

5. After receiving notification from the editorial board that the manuscript has been accepted for publication, the author must print and sign the copyright transfer agreement form as outlined in L, and send this to the editorial board accompanied by a hard copy of the final manuscript. As far as possible, the text part of the manuscript should also be submitted in electronic format. In addition, the printed text should include proofreader’s marks for sub- and superscript, italics and other features, as appropriate. Standard sections such as the title, reference list etc. that require distinct character types compared to the main body do not require special author instructions.

6. In principle, manuscripts shall not be returned after printing.

7. The Editorial Board shall return manuscripts rejected for publication to the authors, together with a written statement of the reason.

8. Should the authors disagree with the reason for the rejection given by the Editorial Board, the authors may petition the rejection to the president of the Geological Society of Japan.

E. Treatment of Proofs

1. Initial checks of the proofs to a manuscript shall in principle be made by the authors (the Editorial Board shall make subsequent checks).
2. When there are severe time constraints for publication, proof checks by the authors will be omitted and the Editorial Board shall carry out the initial proof check.
3. The authors may not rewrite the manuscript significantly during the correction process, unless authorized as necessary by the Editorial Board. Should printing costs increase as a result of authorized rewriting, the increased cost shall be borne by the authors.

F. Order of Publishing Manuscripts

1. The order in which accepted manuscripts are published in general follows the order in which they are accepted following B. 3. However, after taking the following points into consideration some changes in this order may be made.
 - 1) The editors will endeavor to publish discussion articles at the same time as the reply from the authors.
 - 2) In the case of special issues or special papers etc. special consideration will be given to the order of publication.
 - 3) A series of lectures are expected to be published with one per issue of the journal. However, an exception can be made by the editorial board to publish the first and second contributions of a lecture series in the same issue.

G. Reprints

1. Authors who are full members of the Geological Society of Japan and eligible for the members' discount shall receive a certain number of reprints free of charge, as set out in the Bylaws.

H. Japanese Manuscript Preparation (submitted and accepted manuscripts)

1. The following structure must be followed for Japanese manuscripts.
 - 1) All manuscripts must include an English title and the authors' names in Roman letters.
 - 2) Articles and Review articles must include an abstract in both Japanese and English. Other languages are not permitted. Letter, report and note manuscripts should include an English language abstract. Lectures do not have abstracts. Only Japanese and English are used for abstracts. The Japanese abstract must be 400 characters or less, and the English abstract must, in principle, be 300 words or less for Articles and Review articles and 200 words or less for Notes and Reports and must be prepared in accordance with the style set out in Section H ("English Manuscript Preparation"). Both the Japanese and English abstracts must be submitted separately from the main text.
 - 3) The authors' affiliations and address for correspondence must be written in Japanese and English on the first sheet of the manuscript.
 - 4) Manuscripts other than Pictorials must include a running head in Japanese of 30 characters (includes spaces) or less to appear at the top of the printed page. The running head should include the full list of author names (lists of

5 or more authors may be abbreviated using hoka) and a running title of the manuscript.

5) Manuscripts other than Discussions and Pictorials must include English keywords or key phrases on a separate sheet. [Example] Keywords: Neogene, Sambagawa, active fault, sedimentary environment, paleontology, K-Ar dating

6) The authors of articles can attach a short profile at the end of an paper. However, such profiles are not attached to pictorials. In the case of a lecture series, a new profile can be added each time a new author is included. The maximum number of author profiles is 5 per paper and for each author profile the maximum number of words is 150. The author profile may contain given and family names, current position, a short employment history, mention of research speciality, email address and an appropriate URL for obtaining related information. In addition, authors may include a personal photograph including informal snap shots with a printed size of height 2.5 cm × width 2 cm. Depending on the availability of space, the number of photos may be limited to one or more representative author(s). The photographs will be reproduced in black and white.

Example: 地質花子 ○○大学大学院○○学研究科○○学専攻助教. 05 年 ○○大学○○学部卒, 10 年 ○○大学大学院○○学研究科博士後期課程修了(○○学博士), 10 年 学術振興会特別研究員, 12 年 ○○研究所研究員, 14 年から現職. 研究内容:○○地域の層序および地学教育, 特に○○による○○の解明. E-mail: xxx@xxx.xxx.ac.jp, URL: www.xxx.ac.jp/xxx/xxx.html.

地質太郎 ○○株式会社○○部. 98 年 ○○大学○○学部卒, 00 年○○大学大学院○○学院博士前期課程修了, 00 年から現職. 研究内容:○○化石による古環境変動の解明. E-mail: xxx@xxx.xxx.xx.jp, URL: www.xxx.co.jp/xxx/xxx.html.

地質次郎 ○○市役所○○部. 00 年○○大学卒業.

7) The contributions made by each author should be summarized succinctly in a section following the list of cited references.

8) If the submitted work is of the type covered in A. 2. 2) then the authors should state at the beginning or end of the manuscript that the work is or is planned to be recorded in a repository and give the name of the repository.

2. The following text and writing styles must be used.

1) The writing style used must follow regular academic Japanese (the de aru style) written in hiragana and kanji characters and using the modern forms of kana characters.

2) Kanji characters must be those in common use. Exceptions may be made, however, in the cases of proper names or technical terms in common use within the academic community.

3) Punctuation is limited to commas (,) and periods (.).

4) Honorifics must be omitted when referring to people's names in the main text (except in acknowledgements).

5) Arabic numerals must be used to denote numbers.

6) As a rule, SI units are used and a single space should be placed between the number and unit symbols.

7) The use of English in the text must be avoided as far as possible. Exceptions may be made, however, in cases

such as the scientific names of organisms, technical terms for which there is no appropriate Japanese translation, proper names, and when required to indicate figures and tables.

8) English in the text must, in principle, be written in lower case.

9) In the case of proper nouns where the correct pronunciation may be unclear, phonetic kana should also be shown.

3. The following format must be used when submitting manuscripts.

1) In principle, manuscripts must be prepared on A4 paper, with each sheet containing 30 lines of 40 Japanese characters and with ample margins of 3 cm on each side. Sheets must be numbered. Where possible authors are requested to use manuscript templates available on the JGSJ home page.

2) Placement of figures and tables must be indicated in the right-hand margin of the manuscript.

4. Irrespective of the type of paper, all works referred to should be listed in a reference list, and the format details should match those given in the following instructions. Unpublished work cannot be referenced. For a lecture series, a separate list of referenced works should be provided for each of the articles.

1) References in the text must follow the examples below. Should there be ambiguity concerning authors' names, however, full names should be given.

[Examples]

Ogawa (1899) called this the Central Japan Transverse Rift Zone.

Some scholars have also called this the Central Japan Transverse Rift Zone (Ogawa, 1899).

According to these studies (Harada, 1888; Ogawa, 1899; Ozawa, 1923a, b) ...

Other studies (Sugihara etc, 1972; Machida Hiroshi, 1973; Machida Mizuo, 1973) ...

This subject has been studied by numerous scholars (Ogawa, 1899; Ozawa, 1923, 1924).

2) References must be placed at the end of the text as a separate list in alphabetical order by author, with works by the same author ordered first by the date of single-author manuscripts and then by alphabetical order of the second author's name, and manuscripts by the same combination of authors listed in chronological order. An English version should be provided for any reference in the Japanese language. Where references are provided for work published in Japanese, both the given and family names should be stated for all authors. For works that include 7 or more authors, the names of the first 6 should be listed followed by the symbol for abbreviation (in Japanese this is '.....' and in English '...') before giving the name of the final author.

[Examples]

加瀬善洋・仁科健二・川上源太郎・林 圭一・高清水康博・廣瀬 亘.....石丸 聡, 2016, 北海道南西部奥尻島で発見された津波堆積物. 地質雑, 122, 587-602. [Kase, Y., Nishina, K., Kawakami, G., Hayashi, K., Takashimizu, Y., Hirose, W.,...Ishimaru, S., 2016, Tsunami deposits recognized in Okushiri Island, southwestern Hokkaido, Japan. *J. Geol. Soc. Japan*, 122, 587-602.]

3) In cases where references are in western European languages that use the Roman alphabet, the same formatting rules apply as for references in English. In cases where the Roman alphabet is used but the language is likely to be unusual and difficult to comprehend for most readers then the title and journal name should also be given in English and the language stated at the end. In the case of languages not using the Roman alphabet, the names of the authors, title and journal name should be given in English and not in the original language. The original language should be stated at the end of the reference.

4) When referencing online editions of academic journals and other sources, the same reference format must be used as that used for the regular print editions, unless a particular referencing method is specifically indicated in online editions. If an article was published simultaneously in the printed edition and online, in principle, the printed edition takes priority and must be referenced.

5) Citations of webpages should be restricted to those that will be accessible for a suitably long period of time after their publication and to those with fixed contents. The URLs for webpages should be given in the same order as they appear in the main body of the text and placed after the reference list stating the appropriate symbol, name(s) of the author(s), title and URL for each. Examples are given below.

[URL1] 日本地質学会 (The Geological Society of Japan), 地質学雑誌 (Journal of the Geological Society of Japan), <http://www.geosociety.jp/publication/content0002.html>.

[URL2] 地質花子 (Chishitsu, H.), 日本列島の形成 (Formation of the Japanese Islands), <http://www.xxx.xx.html>.

[URL3] Jones, A. B., Geology of XXX, <http://www.yyy.xx.html>.

When webpages are referred to in the main body of the text and the symbols shown above, e.g. [URL1] should be used.

5. The following formats must be used for figures, tables, and plates.

1) For manuscripts other than Pictorials, display items must be classified into the following three types and numbered separately.

a. Figures: Diagrams or photographs that are placed within the text or as a folded insert.

b. Tables: Display items that consist only of symbols, characters, and lines and are placed within the text or as a folded inserts.

2) Figures and tables must be submitted as separate sheets, one item to a sheet and separate from the main text, as far as possible. The author's name and the figure, table, or plate number must be indicated on each sheet.

3) When indicating the sizes of items shown in figures, do not use numerical expressions such 'as one quarter size' but rather include a scale bar in the figure.

4) Figures, tables and plates must be submitted as PDF files of sufficiently high quality or printouts to ensure clarity in the printed journal. Should submitted copies not be suitable for printing, the Editorial Board will request replacements.

- 5) When submitting hand-drawn figures, these must be drawn clearly and neatly on white paper or pale blue graph paper in Indian ink or black ink. Consider the size and balance of lettering, symbols, and lines to allow resizing of figures.
 - 6) All text in pictorials, figures, tables, plates, and any accompanying captions must be in English, and any text to be printed in type must be provided on a separate sheet. Proper names such as place names in figures should also be indicated in English. Japanese captions may also be added.
6. Styles and format of mathematical equations are provided in a separate bylaw determined by the directors' meeting.

I. English Manuscript Preparation (submitted and accepted manuscripts)

1. Manuscripts may be submitted in English. Discussions and responses to Discussions, however, must be written in the same language as the corresponding manuscript.
2. English manuscripts must be checked to ensure that there are no linguistic problems, and the final responsibility for the completed manuscripts rests with the authors.
3. When the English manuscript includes romanized forms of Japanese names or other proper names normally written in kanji, an alphabetical list of the names of people, places, and formations with the kanji of the Japanese name used in the English manuscripts must be prepared in the form of a table following the references. However, exceptions may be made for well-known names.
4. A running title of 40 characters or less, including spaces.
5. With the exception of Discussions and Pictorials, manuscripts in English must include an English abstract, and Articles and Review articles must additionally include a Japanese abstract. Both the English and Japanese abstracts must, in principle, be 300 words and 300 characters, respectively, or less for Articles and Review articles, and 200 words and 200 characters, respectively, or less for Notes and Reports.
6. With the exception of Discussions and Pictorials, manuscripts must include English key words or key phrases. Manuscripts must be prepared according to the regulations for Japanese manuscripts in all other respects. If possible, the author profile section should be written in Japanese. The format should be the same as given for Japanese language manuscripts.
7. Manuscripts in English must be formatted with double spacing on A4 paper, with a margin of 3 cm on each side.
8. When referencing publications in languages other than English, add an asterisk to the end of the reference and an explanation of the meaning of the asterisk at the end of the reference section.
[Example] *In Japanese with English abstract.
9. For matters not covered above, follow the instructions given in Section H ("Japanese Manuscript Preparation").

J. Printed Manuscript

1. In principle, the maximum number of print pages for manuscripts (including any author profile) is as follows.
Manuscripts should also follow the rules 1) through 5) given below.
Article: 16 printed pages

Letter: 6 printed pages

Review article: 16 printed pages

Note: 6 printed pages

Report: 10 printed pages

Lecture: 16 printed pages (per lecture in a series)

Pictorials: 2 printed pages

Discussions: 4 printed pages

Glossary: 1 printed page (per one entry)

- 1) At the discretion of the editorial board, the lengths of article, letter, review, note, and report papers can exceed the page limits given above. However, when the number of printed pages exceeds these limits, the authors will be obliged to cover some of the increased publication costs.
 - 2) In principle, authors are limited to one Discussion per article.
 - 3) Pictorial captions may be provided with each photograph or collected on a single page.
 - 4) Figures and tables printed as folded inserts will be treated as two pages.
 - 5) In principle, Pictorials may consist of up to five figures and photographs in total, with up to three references. Each caption must be 100 words or less, with a total combined length of 400 characters or less in Japanese or 300 words or less in English.
2. Printed originals of figures, with the exception of figures for folded inserts, must be no larger than a single sheet of newspaper (40 cm x 50 cm). Tables must be submitted in electronic form or as camera-ready copy, and will not be typeset. Accordingly, the authors should prepare tables that are easy to read including selecting appropriate fonts and styles for text and individual letters.
3. Any excess page charge to be borne by the authors, the number of reprints that are supplied free of charge and the cost of any additional reprints shall follow the rules on publication costs determined by the Board of Directors. These rules can be reviewed and changed every financial year.
4. Once the extra page cost has been determined and an invoice sent from the Geological Society of Japan to the author(s), the author(s) should arrange for payment to be made as soon as possible.
5. Limits on the number of printed pages for Excursion Guidebook issues shall be set individually.

K. Copyright

1. In accordance with section, D. 3, the copyright of manuscripts published in the JGSJ is the property of the Geological Society of Japan.
2. The authors of manuscripts published in the JGSJ shall not exercise their moral rights (right to make a work public, right to attribution, and the right to the integrity of the work) with respect to the Geological Society of Japan, a third party who has legitimately obtained the appropriate rights from the Geological Society of Japan or a party who has inherited the rights from the third party, and the author(s) should comply when such parties make a reasonable request for the rights to be exercised.

3. To make use of a manuscript or other published material for which the Geological Society of Japan owns the copyright, the rules given in the separate Rules for the Use of Copyright Materials must be followed.

L. Guarantee and Copyright Transfer Forms

1. The Guarantee Form should have the format shown in the accompanying document 1.
2. The Copyright Transfer Form should have the format shown in the accompanying document 2.

附則 ・本規則の変更は、理事会の承認を得る.

・本規則は、2011 年 6 月 11 日から施行する

・2012 年 6 月 9 日一部改正

・2012 年 12 月 1 日一部改正

・2013 年 9 月 13 日一部改正

・2013 年 12 月 7 日一部改正

・2014 年 4 月 5 日一部改正

・2014 年 9 月 12 日一部改正

・2014 年 12 月 6 日一部改正

・2016 年 4 月 2 日一部改正

・2016 年 12 月 3 日一部改正

・2017 年 9 月 15 日一部改正

・2019 年 4 月 6 日一部改正