

Instructions to Contributors to the Journal of the Japan Landslide Society

The Editorial Board of the Japan Landslide Society
December 2002

General instructions

Authors

One or more of the authors is required to be a member of the Japan Landslide Society (JLS) for all papers except guest papers.

Types of contribution

Papers in English are limited to the following ten types: original article, research note, technical report, discussion, news, lead article, general remark, review, book review, and lecture tutorial series. Each paper must be original, unpublished, and not have been submitted for publication elsewhere.

Length

Papers are limited to ten printed pages for original articles, lead articles, and reviews; four printed pages for research notes, discussions, news, general remarks, and lecture tutorial series; eight printed pages for technical reports; one or two printed pages for lecture tutorial series; and one printed page for book reviews. If the final number of printed pages exceeds these limitations, authors are required to pay an excess charge of 25,000 yen per printed page. The maximum permitted number of excess printed pages is two.

Standard of writing

Submitted papers should be of high quality and must conform to the editorial style outlined in the Guidelines for Preparing Manuscripts below.

Reprints

Authors must purchase thirty reprints and can obtain additional copies at cost. For example, the cost is 8,300 yen for thirty copies of ten printed pages, and 12,500 yen for one hundred copies.

Page charge

Color pages will incur extra charges (at cost) depending on the number of color pages and color figures or photographs included. The costs are 90,000 yen/page and 5,000 yen for one color figure.

Submission of manuscript

The original manuscript and two clearly legible copies should be submitted, accompanied by a contribution sheet containing the following information:

- (1) full name of contributor
- (2) full postal address
- (3) phone and fax numbers and e-mail address
- (4) title of contribution
- (5) full names and institutions of all authors
- (6) type of contribution and full number of sheets
- (7) number of reprints required
- (8) number of color pages, and
- (9) any other comments.

Acceptance of contribution

The author will receive notification of acceptance if the submitted manuscript is accepted by the Editorial Board of JLS. After final acceptance, please supply your work as an ASCII format file on a 3.5 inch floppy or MO disk, labeled with your name and contribution's title and a clear statement of what is contained in the file.

Proofs

Authors are responsible for reading the first galley proofs. Any changes made to the manuscript after this point will incur additional charges.

Copyright

Authors own the copyright of the paper and the Japan Landslide Society holds the editorial copyright.

Inquiries and bank account

All inquiries should be sent to the Editorial Board of the Japan Landslide Society. Address: Kaga Building, Shinbashi 5-30-7, Minato-ku, Tokyo 105-0004, Japan. E-mail: office@landslide-soc.org
<http://japan.landslide-soc.org/>

All extra charges should be paid direct into the following bank account: the Mizuho bank, Shinbashi branch, account number: 1901650, account name: the Japan Landslide Society, Kyoji SASSA.

Guidelines for Preparing Manuscripts

Style

Manuscripts should be arranged as follows:

- (1) title of the paper
- (2) name(s), institution(s), position(s), and address(es) of the author(s)
- (3) abstract and key words
- (4) any necessary footnotes
- (5) text
- (6) references
- (7) tables, figures, and photographs.

Typing

The manuscript should be typed double-spaced (10 mm baseline to baseline) and printed in black ink with about 30 mm margins on all sides of approximately 210 x 296 mm (A4 size) sheets of paper. The location of tables, figures, and photographs within the text should be indicated with red letters in the right-hand margin.

Characters

Characters to be printed in italic bold, or small capital fonts should be indicated by single, wavy, or double underlining, respectively.

Abstract and key words

An abstract, which must not exceed 250 words, should be attached to the original article, research note, lead article, or review, and from two to five key words should be appended to them and to a

technical note.

Headings

Headings in the text should be numbered as follows: Sections: 1, 2, 3, etc., Subsections: 1.1, 1.2, 1.3, etc.

Equations, acronyms, and abbreviations

Equations should be numbered and appear on double lines in the text and should be described on a line in the sentence. Special symbols must be identified. Acronyms and abbreviations should be defined in the text when they first appear.

Units

SI (International System) units and units acceptable in SI should be used in principle.

Tables

Tables should be compiled on separate sheets and must be numbered according to their sequence in the text. Each table must have a brief column heading (including units). Explanations necessary to understand the table should be given as footnotes at the bottom of the table.

Illustrations (figures and photographs)

All illustrations must be numbered consecutively and referred to in the text. Each illustration should be included with the manuscript on a separate sheet of paper, and identified in the upper right corner by its number and author's name. Illustrations should be designed with the format of the journal page in mind. Illustrations should be of printed page size or of such a size as to allow a reduction of more than 50%. Each figure should have a caption. A list of captions for all illustrations should be supplied on a separate sheet. Figures should be of publishable quality and consist of laser printed 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.

References

All references cited in the text should be listed in alphabetical order and placed at the end of the paper in the following style: author's name, initials, year of publication, title of paper, title of periodical, volume, month of part, page numbers. Examples:

"Ohkouchi, M., Saitoh, T., Adachi, H. and Miyamura, S. (2000): Stratigraphy of Terrace Deposits and Landslide Masses along the Arakawa River. Journal of the Japan Landslide Society, Vol. 37, No. 2, pp. 62-68."

"Varnes, D.J. (1958): Landslide Types and Processes in Landslides and Engineering Practice (Eckel, E.B., ed.). HRB, Special Report 29, pp. 20-47."

Only the surname of the author(s) and year of publication should be referred to in the text. (e.g. "Because Varnes (1958) has shown..." or "Because Smith and Jones (2001) have shown..."). If reference is made in the text to publications written by more than two authors, the surname of the first author followed by "et al." should be used (e.g. "A fault lies in this area (Ohkouchi et al., 2000)").