

Manuscript submission guidelines

1. Submitters: For all scholarly manuscripts, one or more authors should be a member of the Japan Landslide Society (JLS), unless the manuscript has been solicited by the Editorial Board. For the maximum number of co-authors that can be listed in a paper, please refer to Table 1. If the number of co-authors exceeds the specified maximum, a research group can be formed, and the paper submitted by that group. Other group members can then be introduced at the end of the manuscript.

2. Submission requirements: Manuscripts that are being submitted should be about landslides or related to the activities of JLS and meet the objectives of the society. Any scientific misconduct including falsification or fabrication of data, plagiarism, and replication is prohibited.

3. Duplicate submission: JLS prohibits duplicate submissions. Here, duplicate or multiple submission is defined as occurring when a section or the entire content of your manuscript overlaps or is significantly similar to published works, works under review, or works in printing process and if those works are not properly cited, except for the cases noted in Appendix-A.

In a case in which duplicate submission is suspected, the JLS Editorial Board will decide whether a submitted work is in fact a duplicate submission. Upon submission, all authors, including co-authors, are also asked to submit a signed copy of the Anti-plagiarism Statement, and authors are required to notify the JLS Editorial Board if another work similar to the one submitted is being considered for publication. If or when a submitted manuscript is determined to be a duplicate submission, the Editorial Board will impose disciplinary action according to JLS's bylaw.

4. Definition of "landslide": "Landslide," as defined by the JLS, refers to "the movement of a mass of rock, debris or earth down a slope" (Cruden 1991).

Cruden, D. M. (1991): A simple definition of a landslide. Bulletin of the International Association of Engineering Geology, No. 43, pp. 27–29.

5. Manuscript categories: Manuscript categories and their corresponding contents are listed in Table 1.

6. Submitting your manuscript: The article must be submitted electronically in PDF format.

-Manuscripts should be e-mailed to post@landslide-soc.org

-Filenames of PDF documents should be in the following format: "family name-first letter of last name. pdf".

Example 1: Filename for a manuscript by Taro Jisuberi should be "jisuberi_t. pdf"

Example 2: Filename for a manuscript by Hanako Houkai should be "houkai_h. pdf"

7. Preparing your manuscript: Please refer to the "Author Guidelines" when preparing your manuscript.

8. Attachment guidelines

If you are submitting a new manuscript, a submission sheet (in PDF or, preferably, Microsoft Word format) should be included with your manuscript, regardless of the category in which you are submitting your work. The submission sheet can be obtained from: <https://japan.landslide-soc.org/publications/index.html> (see Fig. 1). Please note that the total file size should be no more than 10MB. If your file is larger than 10MB, please notify the JLS office prior to submission. Manuscripts should be formatted according to the final publication style, including placement of figures and tables within the document (tables and figures can also be sent as separate attachments). A template providing a manuscript format can be downloaded from <https://japan.landslide-soc.org/publications/index.html>.

Resubmitting a revised manuscript: To resubmit a revised manuscript after peer review, please provide a Microsoft Word file together with a PDF file.

The submission sheet and template format (in Microsoft Word and PDF formats) can be obtained from <https://japan.landslide-soc.org/publications/index.html>.

9. Manuscript submission and acceptance

We accept manuscript submissions at any time, unless a manuscript is to be considered for a particular special edition; special editions will have specified deadlines.

Date of submission: The date of submission is the date on which the JLS office receives your manuscript and reads its contents. The corresponding author will be notified by the JLS office via e-mail of successful receipt of a document within one week of submission. Please notify the JLS office if you are not contacted within one week of submission.

Date of acceptance: The date of acceptance is the date on which a designated editor receives the accepted manuscript.

10. Manuscript review process: The Editorial Board will select peer reviewers who are familiar with the field of work relevant to the manuscript. Opinions provided by reviewers are returned to the Editorial Board, which will then decide whether to accept or reject the manuscript for publication (see Review Guidelines). The number of reviewers is indicated in Table 1. Manuscripts will be reviewed according to the category in which submission is made. Hence, authors should be careful to choose the manuscript category that best describes their manuscript and correctly identify this category at the time of submission. Submitters (authors) are requested to respond to the comments compiled by the Editorial Board within 45 days for manuscripts designated as original articles or research notes and within 30 days for other papers. The Editorial Board can reject a manuscript if not contacted by the submitter within the specified time frame.

11. Discussions

All published articles are open for interactive discussions. Any counterpoint arguments to issues discussed in a published article should be submitted as a counterpoint manuscript within 6 months of the article's publication date. The manuscript will be

reviewed by a reviewer and then sent to the authors of the original article, who will be given the opportunity to reply. After being reviewed, the authors' reply will be published together with the counterpoint manuscript. Debates on a given article are limited to one round. If no reply is submitted by the original authors, only the counterpoint manuscript will be published, marked as "no reply."

12. Copyright

Published manuscripts become the sole property of the Japan Landslide Society.

13. Reprints and Payment of Publishing fees

Publishing fees of the article and reprints are shown in Appendix-B. The bank account information for the payment is given in Appendix-C.

14. Contact: For questions about manuscript submission and/or the editorial process, please contact the JLS office (contact details below).

e-mail : post@landslide-soc.org

Japan Landslide Society Website

<https://japan.landslide-soc.org/>

(Revised Jan 2018)

Table 1 : Types of contribution, limitations on pages, length of abstract, and number of authors

| Types of contribution | Pages | Abstract (words) | Key words | Authors | Reviewer |
|--|-------------|------------------|-----------|---------|----------|
| Lead article | 8 (Max.16) | 200 | 2 – 5 | 4 | 2 |
| Original article | 8 (Max.16) | 200 | 2 – 5 | 10 | 2 |
| Research note | 6 (Max.10) | 200 | 2 – 5 | 10 | 2 |
| Review | 8 (Max.16) | 200 | 2 – 5 | 4 | 2 |
| Technical report | 6 (Max.12) | — | 2 – 5 | 10 | 2 |
| General remark | 4 (Max. 8) | — | — | 2 | 1 |
| Discussions | 4 (Max. 8) | — | — | 4 | 2 |
| News | 4 | — | — | 10 | 1 |
| Lecture, tutorial, series, forum, symposium highlights | 4 | — | — | — | 1 |
| Book review | 1 | — | — | 2 | 1 |

Appendix-A : Cases that are not considered duplicate submissions

| Case | Example |
|--|--|
| Manuscripts and/or reports that are intended for limited audience and/or readers | -Closed study which is not open to public -Report for Grant-in-Aid for Scientific Research -Report for contracted business |
| Manuscripts that only describe a summary of an entire document | -Proceedings for an academic conference |
| Author's own academic dissertation | |
| Papers intended for presentation at a symposium hosted by JLS | |
| Special cases approved by the Editorial Board | |

Appendix-B : Publishing fees

| Item | Price (tax included) | Remarks |
|-----------------------|---------------------------------|--|
| unit price/page | 2,000 yen/page | Case within the page limit shown in Table 1 |
| unit price/extra page | 32,000 yen/page | Case exceeding the page limit shown in Table 1 |
| unit price/color page | 10,000 yen/page | Adding to unit price/page or unit price/extra page |
| Reprint unit price | 0 yen | In case of 50 reprinting copies (50 copies/unit) |
| | 10,000 yen/50 reprinting copies | In case of 100 reprinting copies (50 copies/unit) |

※30,000 yen/article is added in the case the first author is non-member at submission.

Appendix-C : Bank account information for payment

| | |
|------------------------|--|
| Bank Name | Mizuho Bank Ltd. |
| Branch Name | Shimbashi Chuo Branch |
| Branch Address | 6-15, Shimbashi-4 chome, Minato-ku, Tokyo, Japan |
| Account Number | 051-1901650 |
| Account Type | Saving Account |
| Swift Code | MHCBJPJT |
| Name of Account holder | The Japan Landslide Society |

Author guidelines

1. Manuscript components

Depending on the designated category, manuscripts should include a submission sheet, the main title, an abstract, keywords, the main text, a reference list, figures, tables, and images.

2. Formatting and number of pages

(1) Formatting: Manuscripts should be written in either Japanese or English and formatted in two-column, A4 portrait format. Every fifth line should be numbered in the margin. Each page should also be numbered in the margin.

(2) Number of pages: The number of pages for a manuscript with appropriate placement of figures, tables, and images in the final publication style is indicated in Table 1. Authors are expected to pay for all pages in excess of these limits. Limits for numbers of pages are also indicated in Table 1.

3. Headings

(1) Language: All papers submitted for peer review must be written in Japanese or English.

(2) Main title, authorship, institutions: The first page of all manuscripts should provide the main title and the names and affiliations of authors in both Japanese and English for manuscripts written in Japanese, and in English alone for manuscripts written in English. The first word of the main title should begin with a capital letter. All other words in the title should begin with lower-case letters, except for proper nouns (e. g., Landslides caused by the Mid-Niigata Prefecture Earthquake in 2004). Authors' names in English should be presented as "first name, last name". Names of institutions should not be abbreviated.

(3) Abstract: Abstracts (approx. 200 words) for manuscripts written in Japanese should be prepared in Japanese and English. For manuscripts written in English, an English abstract should be submitted (see Table 1). The abstract will be inserted in the publication at the beginning of the main text.

(4) Keywords: Two to five key words or key phrases should be provided; these must consist of the minimum number of words needed to guide readers to your paper.

4. Main text

(1) Heading styles

| | |
|-------------------------|-------------------|
| First order (chapter) | 1. 2. 3. |
| Second order (section) | 1.1 1.2 1.3 |
| Third order (paragraph) | 1.1.1 1.1.2 1.1.3 |
| Footnote | *1 *2 *3 *4 *5 |
| References | 1) 2) 3) 4) 5) |

(2) Beginning of the main text: A line break should be inserted after each heading. A space should be added before the first sentence of each section. Additionally, another line break should precede each chapter number.

(3) Punctuation, parentheses, and footnote and reference numbers should be allocated one grid in a Japanese-style manuscript.

(4) Proper nouns, numbers, equations, and special letters:

- (i) For numbers and measurements, Arabic numerals should be used. Physical quantities should be italicized.

(ii) SI units must be used for all units of measurement.

(iii) Equations (e.g., $(\sigma_1 - \sigma_2)f/2$) must be double spaced. Line breaks in the middle of equations should be avoided if possible.

(iv) When writing out an equation, any special letters used in the equation should be defined when the letter first appears in the text.

(v) Each equation should be numbered in sequential order in parentheses following a dotted line, i. e., "...".

(vi) To avoid confusion between numbers, Roman letters, and Greek letters that are similar in shape, appropriate characters should be used (e. g., O, 0, o).

(vii) Equations, quantities, special letters, and measurement units should contain subscript and superscript text where appropriate. If misinterpretation by readers is possible, additional explanation should be provided.

5. Figures, tables, and images

(1) Caption numbers: Caption numbers must be included for figures, tables, and images.

(2) Placement: Figures, tables, and images should be placed in the main text according to the final publication style. If placement of a figure, table, or image in the text is difficult, because it would cause the file size limit to be exceeded or for some other reason, please mark the position where the figure, table, or image should be placed in the final publication and send it as a separate file to the JLS office.

(3) Sizes: Figures and tables can be created to fit the width of one column (80mm) or two columns (170mm). The sizes of figures and tables should be determined based on the final publication style. Text should be large enough to read, and ruled lines should be sufficiently thick.

(4) Caption: Captions/titles and explanatory notes for figures and images in original articles, research notes, lead articles, and review papers should be in Japanese and English unless the main text is written in English, in which case only English captions are needed. Titles should be differentiated from explanatory notes to avoid confusion.

(5) Image: Images should be positioned within the main text in the manner in which they should appear in the final publication.

If an image cannot be inserted in the main text because it would cause the file size limit to be exceeded or for some other reason, please mark the position where the image should appear in the final publication and send the image as a separate file. If the authors request color images to be printed in black and white, color contrast should be adjusted such that when images are printed in monochrome, they are still easily read. Specifically, when text is added or arrows or sharp contrast is required, the authors should adjust the contrast to avoid images becoming blurred.

(6) Color printing: If the authors would prefer color printing or foldout images, this should be indicated on the submission sheet. Additional fees will be billed to the authors.

(7) References: When borrowing or reprinting figures, tables, and images from other publications or sources, citations and a reference list must be included.

(8) Copyright & Permissions: If necessary, authors should ob-

tain permission from the copyright holder when borrowing copyrighted material from another source. When additions and/or alterations are made to the original material, the submitting authors are responsible for obtaining the necessary consent from the original authors.

6. Citations and reference list

(1) In-text citations

Use one of the two formatting styles provided below for in-text citations:

- (i) Insert the authors' names and year of publication (the latter in parentheses) immediately after referring to a previous publication or provide both the name and year of publication in parentheses at the end of the sentence. When citing multiple sources published by the same authors in the same year, in-text citations should be arranged in order of publication date, with the year of publication being followed by sequential letters of the alphabet (e. g., a, b, c...).

— Examples —

- a) ...in his paper, Yamada (1998)...
- b) According to the Landslide Geology Glossary edited by the Editorial Committee (1998)...
- c) Yamada and Suzuki (2008) pointed out...
- d) Yamada et al. (1993a, 1993b) provided a data set collected for...
- e) ... (Yamada, 1988 ; Suzuki et al., 1995) provided a definition
- f) Yamada and Suzuki (2005) clarified ...
- g) Yamada et al. (2006) claimed ...
- h) presented as... (Yamada, 2001 ; Suzuki et al., 2004)
- (ii) Insert sequential numbers in superscript when referring to material.

— Examples —

- i) ...depends on ... as has been pointed out 1).
- j) ...as reported 2), 3).
- k) ...Yamada et al. provided 5) – 8)...

(2) Reference list

All citations in the main text must be included in a reference list at the end of the main text. References should be organized in either alphabetical order of authors' names, if in-text citation

style (i) is used, or in numerical order, if citation style (ii) is used. It should be noted that the name of the journal of the Japan Landslide Society is "Landslide" for issues published prior to Volume 39 and "Journal of the Japan Landslide Society" for Volume 40 and subsequent issues. —Examples (When a reference list is formatted according to style (i), it should be arranged alphabetically without numbering.) —Omitted

(3) Internet sources

Authors should be aware that materials obtained from Internet sources may not be available forever. They should therefore be used with caution and should be avoided when a printed alternative exists. For original articles, research notes, and reviews, information obtained from Internet sources should not form the basis of the authors' claims unless the material is obtained from electronically published journals that are available only online. When multiple issues of a journal are cited, the publication date of the issue or other information should be provided to allow readers to identify the exact source of the cited material. Authors must maintain Internet sources for at least the duration of correspondence. Dates of access should be indicated in the reference list.

— Examples —

...according to the Landslide Distribution Database(National Research Institute for Earth Science and Disaster Prevention,2008)

— Examples —

7) National Research Institute for Earth Science and Disaster Prevention (2008) :Landslide Distribution Database, http://lsweb1.ess.bosai.go.jp/jisuberi/jisuberi_mini/index.asp (Date of access, 2008/4/15)

7. Others

(1) "*" should be used for in-text footnotes, and an explanation should be provided at the bottom of each page. When printed, footnotes will be provided at the end of each chapter.

(2) Authors are allowed to make revisions only once. Additions or alterations are not allowed once the manuscript has been peer reviewed. For English text and abstracts, careful proof-reading is strongly recommended before submission.

(Revised January, 2017)