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# Guide for Authors

( prepared in December 1st, 2006 )

## (I) Editorial Policies

**1. General Scope.** Journal of *the Imaging Society of Japan* devoted to the advancement of knowledge in the fields of imaging science and technologies and in the related fields.

**2. Qualification of authors.** One of the authors of the submitted articles should be a member of *the Imaging Society of Japan*.

**3. Types of manuscripts.** The pages of the journal are open to three types of original papers (full papers, short notes, and letters) and reviews. For short notes or letters, the primary criterion is the concise or rapid presentation of new significant research results. Reviews generally include the contributed results from other workers as well as the author's originating research results in an area of current interest. The publication length of the full paper or review is limited up to 10 published pages, whereas the length of short notes or letter is up to 4 published pages.

**4. Refereeing and Revision.** All manuscripts submitted to the journal are reviewed by referees. Manuscripts that need extensive revision to match the format of the journal may be returned to the authors. The editors may ask that a manuscript be revised. Requested revision must be submitted as soon as possible. If the revised manuscript is not returned within 6 months, it may be regarded as having been withdrawn.

**5. Proofs.** For the manuscript accepted for publication, the author will receive a galley proof, which must be checked and returned within 48 hours. The contents of a galley proof should not be altered without the permission of the editor.

**6. Copyright.** The copyright of the accepted paper for publication in the journal belongs to *the Imaging Society of Japan*.

**7. Publication Fee and Reprints.** Publication fee is ¥2,000 per page. An author who wants to purchase reprints is able to order them in units of 50 pieces. The costs for reprints are calculated with the following equation: total costs =  $(4000 \times m - 2000) \times \text{No. of pages} + 2000 \times m$  (currency: Yen) where  $m = 1 + (\text{No. of reprints} - 50) / 100$ . The table below details some examples.

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No. of pages	charge for 50 reprints	charge for 100 reprints
1	¥ 4,000	¥ 7,000
2	¥ 6,000	¥ 11,000
5	¥ 12,000	¥ 23,000

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**8. Submission of manuscript.** Send manuscripts to *The Imaging Society of Japan*, c/o Tokyo Institute of Polytechnics, 2-9-5 Honcho, Nakano-ku, Tokyo 164-8678, Japan.

( TEL: +81-3-3373-9576; FAX : +81-3-3372-4414 )

## (II) Manuscript Preparation

**1. General Instructions.** Authors should submit in duplicate, one original and one copy of the manuscript. The manuscript, including a title, an abstract, a text, references, tables, and figure captions, should be clearly typed in English, double-spaced, on one-side of the A4- or letter-sized white paper with margins of about 3 cm on the four edges of every manuscript page.

In the first page of the manuscript, the type of the manuscript, the title of the manuscript, authors' names, authors' affiliations and their addresses should be written in the order. The correspondence author should be marked by an asterisk. Authors' e-mail addresses are also preferably written. In the second page of the manuscript, an abstract should be written in 100 - 150 words for full papers or reviews and in about 100 words for short notes or letters. The text should be written from the third page of the manuscript. Approximately 68 lines of 70 characters per line of text are equivalent to one printed page of the journal.

**2. Notation.** Notation must be eligible, clear, compact, and consistent with standard usage. Confusing notations such as italic or gothic, superscript or subscript, capital or small letters must be clearly specified.

**3. Units.** Authors should use the SI units and their corresponding familiar symbols.

**4. References.** Reference to the literature should be numbered consecutively in order of the first appearance in the text and should be given in a separate double-spaced list as the text material. Numerals for references should be given as follows; in previous papers 2, 3, 5-9).

**5. Figures.** Each figure should be carefully prepared on a separate drawing paper of A4- or letter-size, and should be sized to the width of about 13 cm so as to be placed in the center area of the paper. Figure captions should be typed in English on separate sheets of paper.

**6. Tables.** Each table should be written in English on a separate sheet of A4- or letter-sized paper, together with a suitable heading.

**7. Manuscript in Digital Form.** Following acceptance of a manuscript, the author will be required to submit the final version of the manuscript both as a hardcopy and as digital files on optical or floppy disk, accompanied by portrait(s) with the author's name(s) written on the backside, as well as brief personal biographies of the author(s).

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