

Notes on Preparation of Materials

Prepared on Jan. 12, 2022

The Editorial Committee on Journal of JSDE

When preparing your material for submission after the publication acceptance, refer to examples shown in a later section. Please help maintain consistency of the journal by sticking to the required format. Note that a material with substantial mistakes in its format or quality will result in resubmission.

The reason JSDE asks is that the desktop publishing technology has made it possible to create high quality materials. However, it is also true that slight discrepancies in font size/shape and layout dimensions are incurred by variations in operating systems and software programs. JSDE admits such discrepancies, and therefore accepts materials that do not precisely match the dimensions or other requirements shown in the format examples. If your software programs do not allow you to meet the format requirements described below, please provide an explanation in the remark's column on the contribution screen when sending the material. If your material is not far from the required format, it will be published as it is.

1. Fonts

1.1 Text

Basically, use standard Roman types such as Times.

Use Roman fonts in bold for: the title of the paper, headings to chapters /sections/ subsections, "Table 1", "Fig. 2", "Acknowledgements", "Appendix" and "References", the date of manuscript receipt.

Use all capital letters for: the title of the paper, family name(s) of the author(s), headings to chapters, "Acknowledgements", "Appendix" and "References". (All in bold except the family name(s) of the author(s))

1.2 Keywords

Keywords should be in italics. Heading "Key Words" are in bold-italics. Do not begin keywords with capital letters unless they are proper names.

1.3 Font Size

The font sizes specified in the sample file should be used.

2. Layout

2.1 Number of lines per page

Use a top and bottom margin of 25 mm and left and right margin of 18 mm for all pages. In principle, the number of lines should be 56. However, some software programs have functions that automatically adjust line spacing above and below symbols with superscript notation or fractional numbers, or automatically widen overall line spacing on page to avoid a heading from appearing at the bottom. A reduction in the number of lines in such a case would be acceptable.

2.2 Keywords

Keywords should not exceed 2 lines.

2.3 Miscellaneous notes

Texts should be justified and aligned both left and right end. Use hyphenations properly in text to avoid any unnecessary blank space between words.

When using symbols or equations with superscript notations, consider script size should not be larger than ordinary characters.

3. Common Mistakes

Here are some formatting mistakes commonly found in actual materials submitted. Please make sure not to overlook them.

Make sure commas “,” and periods “.” or a superscript notation, e.g. “3)” are not positioned at the beginning of a line.

Make sure parentheses are not positioned at the end of a line.

Make sure numbers and symbols (esp. those with superscript notations) do not split between lines.

Make sure headings to chapters/sections do not appear at the bottom of a page. Insert a blank line to move the heading location to the top of the next page or column as necessary.

Headings to figures, e.g. Fig. 1, Table 2 and Photograph 3 should be in bolds.

Numbering of equations in the main text should follow the following style: Equation (1) and Equation (2).

Center equations on page. Do not draw leaders between an equation and its number.

Bad example (leaders inserted): $A=B+C$(1)

Equation numbers should be right justified.

No italicization of units.

Superscript notations for references should not look 1,5) but 1), 5).

Italicize the names of journals/books in the reference list in the text.

Where an entry in the reference list splits between 2 or more lines, indent the second line

and others that follow, as shown in the format example.

State the date/month/year of manuscript receipt on the last page.

Keywords should be in italics; they should not begin with capital letters and the first keyword is no exception, except for proper names that should begin with capital letters.

There is a clear difference between italic letters and slanted letters. Try to keep using italics where possible.