

Guidelines for preparation and submission of papers to the Journal of the Japan Society for Precision Engineering

These guidelines specify the procedures for preparation and submission of manuscripts (PAPERS, SHORT ARTICLES, DATA SHEETS – defined below) to the Journal of the Japan Society for Precision Engineering.

Content

0. Complying with copyright policy and ethical standards.

Copyright policy: attribution, reproduction, translation, adaptation, use in other works.

Ethical standards: withdrawal of publication, duplicate submission.

1. Papers and articles.

JSPE Journal content, classification of papers and articles, review, standard number of pages, standard upper limit of page number, PAPERS, SHORT ARTICLES, COMMENTS AND RESPONSES, OVERVIEW, LECTURES, RECENT TECHNOLOGY AND RESEARCH TOPICS, TEXTBOOK, DATA SHEETS, REPORTS OF THE SECTIONAL COMMITTEE, FORUM ARTICLES, BIBLIOGRAPHIES, PROPOSALS, ESSAYS, INFORMATION, FROM THE LECTURE COMMITTEE, papers and articles that can be submitted, invited manuscripts, writing papers, guidelines for the preparation and submission to the Journal of the Japan Society for Precision Engineering.

2. General guidelines on papers.

Papers, responsibility for content, citing sources, paper format, manuscript layout, organization, titles / author names / affiliations / email addresses, format of paper content / appendices / references, English abstract, figures and tables.

3. Manuscript style

3.1 Paragraphs, house style, symbols, etc.

General guidelines, numerals, commas, periods, format of foreign geographical names / personal names / book titles, terminology, ambiguous characters, numerals, fractions / equations, fonts for terms / units / symbols / operators / numerals / quantifiers / mathematical formulas / etc., unit symbols.

3.2 Tables of symbols.

Placement of graphic tables.

3.3 Figures and tables.

General guidelines, table captions / legends, use of English, font / characters in quantifier / mathematical formula / etc., description of experimental conditions, coordinate axes in graphs, size of characters / symbols, parentheses for describing units, thickness of coordinate axes / borders / scale lines, checking figures and photographs prior to submission, numbering of figures etc..

3.4 References

General guidelines, handling unpublished references / papers scheduled for submission / papers under submission, citing English sources, reference format.

3.5 Footnotes

How to write footnotes.

4. Writing the Abstract.

General guidelines, length, independence, character, avoiding the use of the first person, application of the present tense / present perfect tense / past tense, quoting figures and tables / equations, line breaks, organization, opening sentence, describing means and methods of research and development, describing results / strengths / outcomes / conclusion / interpretation / usefulness / etc., usage of the definite article, positioning of verbs, specific verbs, expression method.

5. Adding Keywords.

Adding keywords, selection method, word class, placement.

6. From submitting a paper to its publication.

Electronic Submission and Review System, submission documentation for first submission, manuscript management, submission documentation on review completion, procedures from submission to publication, determining eligibility of publication, handling follow-up papers, related papers, non-related papers, format for SHORT ARTICLES and follow-ups, date of receipt of manuscript / resubmission date, handling when publication is refused, registering an objection against reasons for return, correction of printing errors, modifications deadline, permission for corrections / additions, publication fee, flowchart for paper reviews

Appendix

Submission fees and publication fees.

0. Complying with copyright policy and ethical standards.

The person(s) who write(s) and submit(s) (hereinafter referred to as “author”) articles or papers for publication in the Journal of the Japan Society for Precision Engineering (hereinafter referred to as “JSPE Journal”) acknowledges the following.

0.1 The author complies with the Japan Society for Precision Engineering copyright policy¹.

- (1) As a rule, the rights to reproduce, translate and adapt any articles, papers etc. that have been published in the JSPE Journal belong to the Japan Society for Precision Engineering (hereinafter referred to as “JSPE”).
- (2) The JSPE will grant permission for reproduction, translation or adaptation requested by a third party of any article, paper, etc. published in the JSPE Journal, if deemed necessary by the JSPE.
- (3) The JSPE will not object to or hinder reproduction, translation or adaptation by the author himself of complete articles, papers, etc. or parts thereof that have been published in the JSPE Journal. However, if published articles, papers etc. in JSPE Journal are used in other works even by the authors themselves, prior notice must be given to the JSPE in writing, and it must be specified that they are JSPE works.
- (4) If the author intends to reproduce, translate or adapt and submit all or part of articles, papers etc. that have been published in media other than the JSPE Journal, the author must obtain the copyright and the permission of the JSPE beforehand, and must comply with the licensing terms.

0.2 The author shall comply with the Japan Society for Precision Engineering ethical standards².

- 0.2.1 If a major infringement of the ethical standards is found, such as plagiarism or fabrication, the JSPE may suspend the publication of the article, paper, etc. concerned. If the issue in which the article, paper etc. concerned has already been published, the JSPE may retract the publication.
 - 0.2.2 If a major copyright infringement such as duplicate submission is found, the JSPE may suspend the publication of the article, paper, etc. concerned. If the issue in which the article, paper etc. concerned has already been published, the JSPE may retract the publication.
- 0.3 Submitted papers should must be original work by the author and not be submitted to publications that are for public disclosure (distribution or sales). It should also not substantially duplicate publicly disclosed works or commentaries etc.

0.3.1 Publications which is public disclosure is determined as follows:

- (1) Confirmation of non-submission is based on the date of receipt of the manuscript.
- (2) Publications such as transactions, bulletins or technical reports issued by universities, public research institutions or companies are not regarded as public disclosure.
- (3) Public disclosed publications are peer-reviewed publications by academic societies as well as regular commercial publications, both in Japanese and in any other languages. However, the following are not regarded as a public disclosed publication: papers for lectures, symposia, workshops or research society seminars, proceedings, teaching resources, etc. as a rule.

0.3.2 Submitted manuscripts are recognized as an original work, when the duplication from previously submitted or published is under 30%. Duplication is judged by figures and tables, mathematical formulas and conclusion.

- (1) If there is duplication of the submitted manuscript with patent applications by the author himself, it is recognized as original work by the author.

0.4 The author must confirm non-submission to other journals and non-publication in other publications, and he must confirm that no copyright has been transferred to any organization other than the JSPE. The author must report this at the time of initial submission.

0.4.1 Specify the source of any existing submissions or presentations that have a substantial overlap with the submitted paper, irrespective of the form to help in determining the review. Enter this information in the Manuscript Information File and attach at the time of initial submission.

1 Papers and articles.

1.1 The JSPE Journal publishes papers and articles with the following content.

- (1) Content relating to precision engineering.
- (2) Content relating to new products, inventions and ideas relating to precision engineering and industries.
- (3) Other content that is attributable to JSPE members.

1.2 Papers and articles are classified as follows.

1.2.1 Papers etc.

Papers etc. are (1) PAPERS, (2) SHORT ARTICLES, (3) DATA SHEETS.

1.2.2 Articles etc.

Articles etc. are (4) REPORTS OF THE SECTIONAL COMMITTEE, (5) COMMENTS AND RESPONSES (6) PROPOSALS, (7) FORUM ARTICLES, (8) NEW PRODUCT INTRODUCTIONS , (9) ROUND-TABLE TALKS, (10) LECTURES, (11) TEXTBOOKS, (12) INTERVIEWS, (13) RECENT TECHNOLOGY AND RESEARCH TOPICS, (14) REVIEWS, (15) ESSAYS, (16) BIBLIOGRAPHIES, (17) PATENT INTRODUCTIONS , (18) NEWS, (19) BOOK REVIEWS, (20) EDITOR'S NOTES, (21) INDUSTRY NEWS, (22) INFORMATION, (23) FROM THE LECTURE COMMITTEES, (24) OTHERS.

1.3 Papers and articles are published after review by the Review Board or the Editorial Board as a rule.

1.4 The standard number of pages for each of the paper and article categories is as follows.

ROUND-TABLE TALKS	8 pages
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LECTURES, TEXTBOOK, INTERVIEWS	6 pages
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PAPERS	4 pages
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REPORTS OF THE SECTIONAL COMMITTEE, RECENT TECHNOLOGY AND RESEARCH TOPICS, REVIEWS, ESSAYS	4 pages
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DATA SHEETS	3 pages
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SHORT ARTICLES	2 pages
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COMMENTS AND RESPONSES, PROPOSALS, FORUM ARTICLES, NEW PRODUCT INTRODUCTIONS, BIBLIOGRAPHIES, PATENT INTRODUCTIONS, NEWS	1 page
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BOOK REVIEWS, EDITOR'S NOTES	0.5 page
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PAPERS, DATA SHEETS and SHORT ARTICLES should be in the following page limits:

PAPERS	8 pages
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DATA SHEETS

4 pages

SHORT ARTICLES

3 pages

1.5 As a rule, PAPERS are a non-published manuscript containing either one of the following.

- (1) Report on original research.
- (2) Report on new theories, knowledge and technologies with potential of further development.
- (3) Reports on highly useful new technologies, new products (including software).

Conditions for papers which are accepted for publication are as listed in 2.1.

1.6 SHORT ARTICLES have significance as quick publication or development and are non-submitted manuscripts as a rule.

1.7 COMMENTS AND RESPONSES are questions and debate raised with regard to previous paper, and the author's reply thereof.

1.8 REVIEWS describe about a topics from a broad perspective, taking in aspects such as changes through history, the current state and outlook for the future.

1.9 LECTURES describe and have an aim to increase understanding of, method (testing, machining, measuring, etc.) and meaning (standards, terminology, law, etc.) for specific topics, or comparatively new fields of science and technology.

1.10 RECENT TECHNOLOGY AND RESEARCH TOPICS introduces, for specific topics in comparatively narrow areas of specialization, noteworthy aspects of recent results, progress and the current state of technology and research, in simple and practical terms.

1.11 TEXTBOOKS describe specific subjects in a textbook manner, providing the reader with universal basic knowledge.

1.12 DATA SHEETS gives an overview of survey results, experimental results and performance analyses for specific matters. DATA SHEETS requires engineering and industry relevance, appropriate description and reliability of content.

1.12.1 Japanese translations of already published manuscripts in any other language can be published as DATA SHEETS upon permission from the author and the copyright holding organization.

- (1) Permission from the author and the copyright holding organization is obtained by the author of the translated manuscript in the case of submitted manuscripts, and by the JSPE Editorial Board in case of invited manuscripts as a rule.
 - (2) A copy of the original paper must be attached when submitting a translated paper.
 - (3) A footnote must be attached to the title. In this footnote, specify the source of the original paper after the following: "The present paper is a translation of the following paper:". Insert "(translated by)" and the translator's name after the author's name.
- 1.13 REPORTS OF THE SECTIONAL COMMITTEE include overviews of the organization, activities and development of a scientific committee as well as any outcomes.
 - 1.14 FORUM ARTICLES contain scientific opinions or wishes and thoughts on scientific societies, or ideas conceived during research or experiments. Also, inside stories or stories of failures in the course of research which do not get included in regular PAPERS, or status updates on various research activities (Technical Committees, Scientific Committees, other precision engineering related research societies, events, etc.).
 - 1.15 BIBLIOGRAPHIES outline the contents of important foreign journals, academic lecture collections and new books.
 - 1.16 PROPOSALS contain opinions, critiques and proposals on JSPE activity offered by members.
 - 1.17 ESSAYS simply describe the author's opinions, and they contribute to development and improvements in the precision engineering industry.
 - 1.18 INFORMATION reports on JSPE business, administrative matters, reports on JSPE events such as general meetings, lecture meetings, factory tour trips and courses.
 - 1.19 FROM THE LECTURE COMMITTEES is items that must be advertised to the members, such as prior notices of JSPE events, diary of events, application procedures. Paid notices are information, published at a charge, which is useful to members' scientific activity, such as recruitment advertisements of faculties or researchers, or foundation grants or prizes and detailed calls for papers and information on JSPE supported events.
 - 1.20 The following categories listed at 1.2 can be submitted.
 - (1) PAPERS, (2) SHORT ARTICLES, (3) DATA SHEETS, (4) REPORTS OF THE SECTIONAL COMMITTEE, (5) COMMENTS AND RESPONSES (6) PROPOSALS, (7) FORUM ARTICLES, (8) NEW PRODUCT INTRODUCTIONS, (23) FROM THE LECTURE COMMITTEE (paid notices).

- 1.21 As a rule, the Editorial Board will request an author to write anything listed under 1.2, apart from the categories listed in 1.20.
- 1.21.1 The Editorial Board can request the authoring of categories listed under 1.2, apart from PAPERS and SHORT ARTICLES.
- 1.22 PAPERS submitted to the JSPE Journal must be written according to the guidelines in section 2. SHORT ARTICLES and DATA SHEETS must also conform to the guidelines.
- 1.23 For manuscripts other than PAPERS, SHORT ARTICLES and DATA SHEETS, separate guidelines on writing JSPE Journal articles will be defined.

2 General Guidelines on PAPERS.

- 2.1 PAPERS are written to claim that the research and development performed by the author is relevant to the JSPE, is original, novel and useful. Sufficiently reliable information to support this claim must be included. Accordingly,

- (1) A paper must be an original work by the author, and cannot be a manuscript that has already been submitted or published as defined in 0.3.
- (2) A paper must meet the following standards: ① suitability in JSPE, ② well written, ③ reliability, ④ originality / novelty, ⑤ usefulness for engineering / industry, ⑥ completeness.

A peer review by JSPE members will determine if a submitted paper manuscript meets these standards. Only PAPERS that meet the standards are published in the JSPE Journal.

- 2.2 The author carries full responsibility for the paper content. When reproducing figures, tables or written sections from other authors, always make sure to obtain permission from the author and specify the source in the references.
- 2.3 PAPERS will be published in electronic format on the J-STAGE platform (Japan Science and Technology Information Aggregator, Electronic). For that purpose, we will term the electronic data file that has been formatted and submitted by the author the original manuscript.
- 2.4 A paper should be an electronic data file with an identical body text, figures and table layout to the A4 size paper. Please refer to "Manuscript Preparation".
- 2.5 As a rule, we only accept PAPERS in English that have been polished by native English speakers.

2.6 A paper original is a “Manuscript File” consisting of (1) body text, (2) English abstract (keywords), (3) figures and tables.

2.7 The body text should be written in the following order.

Title, author name, content, appendix, references.

- (1) The title must be concise and clearly describe the paper’s content and main features. In the case of large studies that are published in separate parts, subtitles must be given. Apart from the main topic, it must have a concrete description of the content of each report.
- (2) We prefer that titles containing a serial number at the end, e.g. "Precision Engineering Study - Report No. n", are avoided.
- (3) Author names are to include individual names, subcommittee name, or JSPE committee names such as advisory committee names. The authors carry full responsibility for the content of the paper, regardless of the order in which their names are listed. Whether an author has JSPE membership is not considered, but individual JSPE membership (regular membership, student membership, honorary membership) is preferred for the first author.

If it is unavoidable, to change authors’ names or listing orders for PAPERS under submission is permitted. But deleting an author's name requires clear agreement of the author whose name is to be deleted.

Changes in authors’ names or listing orders are not permitted once the review is completed.

- (4) The date that JSPE gives notification, which is the Date of received and the accepted Date, must be entered on the first page on submission of the Manuscript File after completion of the review. The author shall regard the date on which the Manuscript File is submitted on the electronic review system as the Date of Receipt. The Publication Decision Date for the submitted manuscript is the date on which the Review Board decides that the manuscript will be published in the JSPE Journal.
- (5) Affiliation and their addresses should be given in a footnote. If the author has left the affiliation where the research concerned was performed and is now at a different affiliation, the names of the affiliation the research was performed (e.g. Precision Engineering Laboratory) and the current affiliation should be given as follows. An email address for the contact person should also be included.

E.g.: Member, Precision Engineering Laboratory (Currently at Seimitsu Corp.; 1-1-1 Seimitsu-cho, Seimitsu), renraku@precision_eng_lab.ac.jp

- (6) Keep the paper content as concise and precise as possible, and avoid anything regarded as commonplace throughout the specialist fields. Moreover, use plain writing that enables readers to easily understand the paper content. Select enough figures and tables, limiting them to representative items required to gain an understanding of the text.
- (7) A paper is preferably written in the following order: introduction, theoretical analysis, experimental method, experimental results, discussion, conclusion, acknowledgements, references.

This is however only an example, and depending on the character of a paper it may focus on the theory or on the experiment. PAPERS proposing a new theory or technology with potential may also include a comparison with conventional theories or technologies, or a description of its future potential.

The paper sections listed above should preferably contain the following.

The 'Introduction' includes the objective of the study, the connection with research in the past, an overview of the study.

The "Theoretical Analysis" explains in plain language the new models, principles, formulas etc. that the author proposes or advocates in this study.

The "Experimental Method" should contain sufficient and necessary information as readers may replicate the experiment. However, omit or just cite those experimental methods that are either standardized or are common knowledge.

The "Experimental Results" describe the facts and phenomena obtained for the first time through the present experiments.

The 'Discussion' describes the analytical and industrial significance of the experimental results and the extent to which targets were achieved, and examines remaining issues. It also contrasts findings with results from any similar studies.

The 'Conclusion' summarizes the new facts obtained in the present study and presents them in itemized form as a rule.

In the "Acknowledgments" thanks are extended to those who have provided suggestions and advice in the execution of the study, and to any people responsible for manufacturing important equipment. Please note that there are rules that some scientific organizations require specific expression to present acknowledgements.

- (8) PAPERS with a strong developmental character may be written in, for instance, the following order: introduction, significance of the development, content, strengths and characteristics, differences with conventional technologies / products, conclusion, acknowledgments, references.

The paper sections listed above should preferably contain the following.

The ‘Introduction’ describes the objectives of the technology / product development, the connection with conventional technologies and an overview of the development.

The “Significance of the Development” describes the development process including a needs assessment for the technology / product development, as well as the novelty of the technology / product development.

The ‘Content’ describes the basic theory used in the technology / product development (if needed), basic technologies, methodology, applied or cited theories, approach, etc.

The “Strengths and Characteristics” describes the usefulness and verification data for the developed technology / product in addition to the performance and application examples of the developed technology / product.

The “Differences with Conventional Technologies / Products” describes the differences between the developed and the conventional technology / product and the improvements.

The ‘Conclusion’ summarizes the outcomes obtained in the development and presents them in itemized form as a rule.

The “Acknowledgments” are the same as (7).

(9) Chapter headings should be numbered 1., 2., 3., etc. and be centred, subheadings should be numbered 1.1, 1.2, 1.3 and 1.1.1, 1.1.2, 1.1.3, etc. and use a single space indent, with the text starting on the following line.

(10) In the appendix, include anything to aid understanding of the content, such as guidance on the numerical formulas or a detailed explanation of the experimental equipment.

(11) References are given at the end of the paper, and give the list of sources referred to and sources that may be connected as complete as possible. The citing of the author’s own research papers alone must be avoided. The form in which references are listed is explained in 3.4.4.

2.8 The English abstract should be 200 words or less, and in addition it must contain the English title, Romanised author names and keywords (See chapter 4, 5).

2.9 The use of figures and tables is further explained in section 3.3.

3 Manuscript Style

3.1 Paragraphs, terminology, symbols, etc.

- 3.1.1 As a rule, use the original spelling for foreign geographical names, personal names and book titles.
- 3.1.2 Use terminology in line with JSPE, JIS standard terminology.
- 3.1.3 Take special care in differentiating between use of upper and lower case letters, and special symbols.
- 3.1.4 Numerals should be written as e.g. 0.468; 6532; 2.11×10^4 and not as e.g. .468; 6,532; $2.11 \cdot 10^4$.
- 3.1.5 Fractions and equations within the text should be written as e.g. $1/3$; x/a ; $(x+y)/(a-b)$, and not as $\frac{1}{3}$; $\frac{x}{a}$; $\frac{x+y}{a-b}$. However, please avoid the use of slashes when an equation is written as another line.
- 3.1.6 Use of roman type for terms, unit symbols, operators and numerals, and use of italics for volume symbols and numerical equations are preferred.
- 3.1.7 Units should conform to the International System of Units (SI). Please refer to JIS for unit symbols. PAPERS in English should add an explanation of JIS specific symbols enabling readers unfamiliar with JIS to understand them.

3.2 Table of Symbols.

- 3.2.1 If necessary, add a Table of Symbols after the Conclusion.

3.3 Figures and tables.

- 3.3.1 We will request that any inaccurate or blurred figures, or figures that do not conform to these guidelines, are redrawn.
- 3.3.2 Captions and explanations in figures and tables should be written in English.
- 3.3.3 The first letter in English text should be in upper case, the rest in lower case.
- 3.3.4 The use of italics for volume symbols and numerical formulas etc. in line with the body text is preferable.

- 3.3.5 Make sure to use clear lettering. For instance, take special care in differentiating between upper and lower case, and in the use of subscript, etc.
- 3.3.6 Describe the experimental conditions as clearly as possible in figures and tables.
- 3.3.7 As a rule, the description for a graph's coordinate axes is written horizontally, for the vertical axis it is written from bottom to top, and for the horizontal axis from left to right. They are centred for the vertical and horizontal axes, and no arrows are used except in special cases.
- 3.3.8 Standard font size for lettering in a figure is 7.5 points.
- 3.3.9 Units are not placed in brackets.
- 3.3.10 Line thickness for coordinate axes and borders in figures should be around 0.3 mm standard. Scale lines should be thinner.
- 3.3.11 Please note that figures and photographs will look different in printed form than when shown on a display. Print and check that they are not blurred before submitting the manuscript.
- 3.3.12 Number figures and photographs consecutively as Fig. 1, Fig. 2, etc. and tables as Table 1, Table 2, etc., followed by the respective titles.

3.4 References.

- 3.4.1 References should be numbered consecutively, with the number(s) entered after a reference is quoted in the text, in superscript followed by a closing bracket as follows: ^{1) 2) 5) – 8)}.
- 3.4.2 Unpublished material should not be included in the references. If required mention the source or concrete content in a footnote.
- 3.4.3 We do not admit any quoting of as yet unpublished manuscripts scheduled for submission or in the process of being submitted. However, JSPE sponsored or co-sponsored collections of articles or proceedings as well as papers in the process of being submitted to the JSPE Journal may be quoted.
- 3.4.4 Papers are written in English, references are listed in English using the English title as specified by the publisher as a rule.

- (1) If the English title of a Japanese language reference is not known, the foreign language standard of the Directory of Japanese Scientific Periodicals (National Diet Library)³ is used.

(2) For abbreviations of English language periodicals conform to the Standards for Information of Science and Technology (SIST 05) and the ISSN List of Title Word Abbreviations⁴.

(3) If there is no English language information the reference is listed in Japanese as a rule.

(4) The English title of the JSPE Journal is given as J. Jpn. Soc. Precis. Eng., and the English title for the collected papers for the JSPE spring (autumn) meeting is given as JSPE Spring (Autumn) Meeting.

3.4.5 The reference listing format for periodicals is author, title, periodical title, volume, issue, year of publication, first page of the reference concerned (consecutively as a rule). The format for a single volume is author, book title, publisher, location of publication, date of publication, quoted pages. These are listed in the references at the end of the paper. Language selection in listing references should be as outlined in 3.4.4.

Examples

Periodicals:

1) T. Hosono and H. Tokura: Study on Laser Direct Bonding of Silicon and Glass, J. Jpn. Soc. Precis. Eng., **72**, 1, (2006) 111 (in Japanese).

2) E. Weckenmann et al.: Problems with Software for Running Coordinate Measuring Machines, J. Jpn. Soc. Precis. Eng., **7**, 2, (1985) 87.

3) T. S. R. Murthy: Methods for Evaluation of Elliptical Profiles, Int. J. Mach. Tool Des. Res., **25**, 4, (1985) 299.

4) T. Sanuki, M. Tano W. Gao and S. Kiyono: Design and Construct of a Fast-tool-control Equipped with a Force Sensor, 2005 JSPE Autumn Meeting, (2005) 463 (in Japanese).

Periodicals for which no English information is available:

5) 安田修吾, 森重功一, 竹内芳美: 6軸制御キャラクタライン加工用汎用メインプロセスの開発, 2003 JSPE Spring Meeting, (2003) 351 (in Japanese).

6) F. Waeldele: A contribution to computation of measurement uncertainty and optimization of measurement strategies in the coordinate measuring technology, PTB Report, PTB-Me-39, ISSN 0341-6720, (1983) (in German).

Single volumes:

7) E. Rabinowicz: Friction and Wear of Materials, John Wiley and Sons, Inc., New York, N. Y., (1965) 52.

8) W. E. Deming: Statistical Adjustment of Data, John Wiley & Sons, New York, N. Y., (1943) 20.

Single volumes for which no English information is available:

9) 高野政晴：詳説 ロボットの運動学, オーム社, (2004) 243 (in Japanese).

Patents:

10) H. Barrell: U. S. Pat., 2720389, (1955).

Websites: Avoid quoting as much as possible. However, if quoting cannot be avoided, quote as follows.

11) The Japan Society for Precision Engineering,
<http://www.jspe.or.jp/toukou/toukou/shippitsu.pdf> accessed 2009.10.1.

12) T. Seimitsu: Study on Precision Machining, internal publication of The Japan Society for Precision Engineering, <http://www.jspe.or.jp/toukou/toukou/shippitsu.pdf> accessed 2009.10.1.

3.5 Footnotes.

3.5.1 Enter *, **, etc. in the text to indicate footnotes, and use the same symbol to enter the footnote at the bottom of the page.

4 Writing the Abstract

4.1 The abstract is printed with the paper and is the author's own summary of the paper, inserted between the title and the body text. It must be of use to scientific information services.

4.2 The abstract must be a simple summary of 200 words or less, and must contain the scope of the subject handled by the paper, its main points and the conclusion.

4.3 The abstract must be simple, but must in itself allow the reader to gain an understanding without referring to the body text.

4.4 The abstract is a summary of the paper written from the perspective of a third person. Accordingly, the author's perspective must not be stressed, and the author's subjective evaluation must not be included.

4.5 As a rule, do not use the first person singular (I, we). It is also better to avoid "the author(s)".

4.6 Use general terminology as much as possible. Colloquial language, special terminology and abbreviations other than internationally recognized ones may not be used.

4.7 The abstract is ordinarily written in the present tense. However, the present perfect and past tense is sometimes also used in describing the execution of the study, its content and concrete results. For instance:

This paper presents the method by which.....

Friction at the tool-metal interface has been studied.....

Measurement was made over a range of temperature.....

4.8 The abstract may not quote any of the figures, tables or equations that are in the body text. Quoting other references is also best avoided, but if it is necessary enter a reference as follows: [M. Merchant, J. Appl. Phys., Vol. 16, No. 5, (1945) 267].

4.9 Avoid the use of paragraphs.

4.10 The abstract can be organized as follows:

(1) Scope of the paper's argument and objective of the research or development.

(2) Techniques and methods used in the research or development.

(3) New results as well as strengths and outcomes.

(4) Conclusion, interpretation of phenomena and usefulness.

General research and development trends relating to the topic, or an explanation of the significance of the research or development is not needed.

4.11 It is appropriate for the first sentence of the abstract to describe the topic of the paper and the objectives of the research or development. How the topic is treated is best described by using words such as theoretically, experimentally, comprehensively, thoroughly, briefly.

- 4.12 Following that, describe in concrete terms the techniques and methods used in the research or development, new results as well as strengths and outcomes, the conclusion reached by the author or the interpretation of the phenomena or the usefulness. Although the inclusion of numerical values at this point is preferred, be aware that the use of data may not always be possible because of restrictions to abstract length. Also refer to new discoveries, even if it is outside the direct scope of the topic.

5 Keywords Assignment.

5.1 Five to ten English keywords should be added to the paper.

5.2 Selection method.

5.2.1 Keywords should be selected from the title or the abstract as a rule. In the absence of an abstract, select from the title and the body text.

5.2.2 Use phrases with a concrete meaning.

E.g.	metal, cutting: No good	metal cutting: Good
	free, machining, steel: No good	free machining steel: Good

5.2.3 Use nouns.

E.g.	heavy-ground: No good	heavy grinding: Good
	operate automatically: No good	automatic operation: Good

5.2.4 Select phrases with the narrowest definition possible. This is because, when using the keywords at a later date, it is easy to extrapolate from keywords that have a narrow definition, but the reverse is difficult. Even if words are used independently in a title or abstract, change them to reflect the meaning in the context, e.g. as follows.

E.g.	evaluation: No good	machinability evaluation: Good
	measurement: No good	breakability measurement: Good

5.2.5 Use full names for elements, isotopes, compounds and symbols.

E.g. Cr-Mo steel: No good chromium-molybdenum steel: Good

^{137}Cs : No good cesium 137: Good

Ca^{2+} ions: No good calcium (2+) ions: Good

K_d : No good distribution coefficient: Good

5.2.6 For abbreviations, use the widely used version in their respective fields. Alternatively, use the terms in full.

VCR: Good videocassette recorder: Good

CAD: Good computer-aided design: Good

5.2.7 Use commonly used terms in the case of compound words or phrases.

mechano-chemical polishing: Good

Stabler's law: Good

chip disposal in metal cutting: No good chip disposal; metal cutting: Good

5.3 List the selected keywords immediately after the abstract.

6 From submitting a paper to its publication.

6.1 Paper submission and review is performed through the Electronic Submission and Review System. Please refer to the JSPE website on how to submit a paper⁵⁾.

6.2 The documentation required at time of a first submission is a Manuscript File (refer to section 2.6) and the Manuscript Information File. The Manuscript Information File lists information relating to papers etc. to be referred to in reviewing the manuscript. Please refer to how to submit your paper on the JSPE website⁵⁾.

6.2.1 If there are any existing publications with a substantial overlap as outlined in 0.4.1, submit this in digital form following the instructions on the Electronic Submission and Review System.

6.2.2 If submitting a translated paper, out of the types of DATA SHEETS listed in 1.12, submit this in digital form following the instructions on the Electronic Submission and Review System.

6.3 The Manuscript File is managed on the Electronic Submission and Review System, but at the same time the author will keep it and make revisions in the review process, and always keep an updated version on the Electronic Submission and Review System.

6.3.1 When a revision request is placed through the Electronic Submission and Review System because of inquiries or required revisions for a paper under review, the authors must create reply files to answer these inquiries and required revisions at the same time that the revisions are implemented in the paper.

6.4 Once the review is completed, the Manuscript File is submitted in PDF format. However, this must not be in a scanned format, but in a format contains text data.

6.5 Submitted manuscripts are published following the procedures outlined in Figure 1.

6.6 The Review Board decides whether a submitted paper will be published on examination of the paper.

6.7 Mutually dependent papers are handled as follows.

6.7.1 “Dependency”, “follow-up” and “connected paper” are defined as follows.

“Dependency” means that the main content of the submitted paper (the present paper) presumes the publication of a paper (previous paper) that has been submitted either at the same time or previously.

“Follow-up” indicates papers in a series that are submitted sequentially as paper n, paper n+1.

“Connected paper” have an overlap or are connected to already submitted papers by the author of the present paper.

6.7.2 The author must declare dependencies at the time of submission. Moreover, the Review Board may, independently from the author’s declaration, authorize dependencies of the present paper.

6.7.3 When submitting a paper as a follow-up, the author should add a sequential number to the title. Responsibility for consistency in follow-up paper numbering lies with the author. SHORT ARTICLES can not be a follow-up paper. Titles of follow-up papers should conform to the guidelines as given in 2.7.

6.7.4 The author must declare any connected papers at the time of submission. To declare this, follow the guidelines outline in 0.4.1.

- 6.7.5 When a previous paper with dependency is rejected for publication (or has the date of receipt cancelled), the present paper is automatically returned (or has the date of receipt cancelled). Accordingly, review results for the present paper will be put on hold even if they come out before the results for a preceding paper. PAPERS without dependencies are judged as independent papers.
- 6.7.6 If, in reviewing papers submitted as follow-up papers, paper $n+1$ is approved for publication first, or paper n is refused and paper $n+1$ is approved for publication, the secretariat will at the time of notification confirm with the author how to deal with the paper title, e.g. change the title of paper $n+1$, or hold publication of paper $n+1$.
- 6.8 If more than one month has elapsed between inquiries on content or a request for revision, corrections or shortening from the Review Board and the resubmission date, the initial date of receipt of manuscript is cancelled. The date when resubmission was made will be taken as the new date of receipt of manuscript.
- 6.9 The Review Board will send the author the reasons of rejection. If a paper is rejected, and the author objects to the reason for the rejection, the author may file a request for reinvestigation, accompanied by a counterargument once only.
- 6.10 A list of errata for printing errors will be published if the author files the list for that within one month of the publication.
- 6.11 Corrections or additions other than printing errors will only be published if filed by the author and if approved by the Review Board.
- 6.12 The author will pay a submission fee for submitted papers. Submission fees are based on regulations defined elsewhere. (See appendix.)
- 6.13 The author will pay a publication fee for published papers. Publication fees are based on regulations defined elsewhere. (See appendix.)

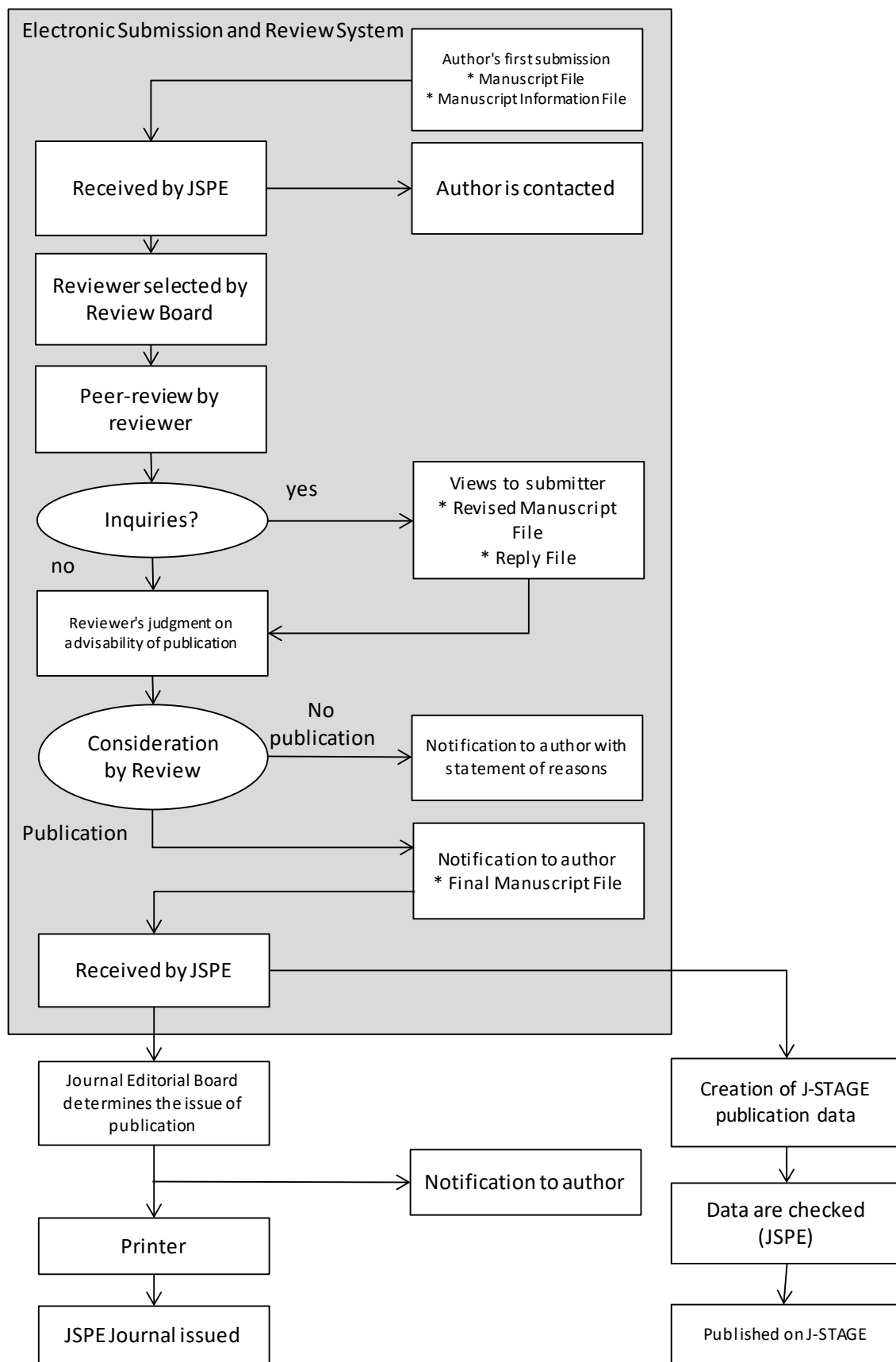


Figure 1. From submission to publication.

References

- 1) Japan Society for Precision Engineering copyright policy:
http://www.jspe.or.jp/about_us/policy/copyright-policy/
- 2) the Japan Society for Precision Engineering ethical standards:
http://www.jspe.or.jp/about_us/policy/ethics/
- 3) Directory of Japanese Scientific Periodicals (National Diet Library) <http://rnavi.ndl.go.jp/kaigi/>
- 4) ISSN List of Title Word Abbreviations <http://www.issn.org/2-22660-LTWA.php>
- 5) How to submit your paper: <http://www.jspe.or.jp/submission/>

Appendix

1) Submission fees.

The author will pay the submission fees as outlined below on submission of a paper. However, if the first listed author is a JSPE member (regular member, student member, and honorary member) this fee is waived.

Payment date: The secretariat will issue an invoice on receipt of the submission, which should be paid promptly upon receipt.

Fees: JPY 20,000 + tax per paper, regardless of the number of pages.

2) Publication fees.

The author pays a publication fee as his part of the costs of publication in the JSPE Journal.

Payment date: The secretariat will issue an invoice on receipt of the publication, which should be paid promptly upon receipt.

Fees:

1. Basic publication fees.

- PAPERS (5 pages or less): JPY 60,000 + tax
- DATA SHEETS (3 pages or less): JPY 40,000 + tax
- Short article (2 pages or less): JPY 30,000 + tax

2. Add JPY 10,000 + tax to the basic publication fee for each additional published page.

NB 1) Please note the upper page number limits for each category outlined in 1.4.

NB 2) If all authors are student members, all fees mentioned above are halved.

NB 3) Offprint can be arranged at cost.