

# Earozoru Kenkyu (Journal of Aerosol Research)

## Guidelines for Preparing Manuscripts

### 1. Introduction

These “Guidelines for Preparing Manuscripts” are a summary of the preparation procedure for manuscripts based on “3. Submission” in “Information for Authors”. Prepare legible and comprehensible manuscripts in an appropriate format in accordance with these guidelines.

### 2. Preparation procedure for manuscripts

#### 2.1 Manuscript paper

For English manuscripts, print Times New Roman, 12 point and double-spaced on A4 or Letter size paper, leaving a liberal margin (2 cm) on all four sides. Approximately 800 words will correspond to 1 page of final print. Ask the Editorial Office of the Association to obtain squared manuscript paper.

#### 2.2 Format of manuscript

Manuscripts should consist of i) submission card, ii) abstract and key words, iii) text, iv) nomenclature, v) references, vi) tables, vii) figures and viii) legends. For any original paper, feature article or general article, manuscripts require items and formats described in the following table:

	Original paper, feature article, general article
Abstract	English Approximately 100 - 200 words An abstract is not necessarily required for general articles.
Key words	English (capitalize the words) 5 - 10 words
Contents and legends of figures and tables	English (capitalize the sentences and the words)
Notation for figure, table and equation numbers appearing in the text	Fig. 1, Figs. 1, 2 Table 1, Tables 1, 2 Eq. (1), Eqs. (1), (2) Figure and table numbers should be Gothic the first time they appear.
Nomenclature	Explain nomenclature in English at the end of the manuscript (uncapitalize the words)
References	List all references in English

##### 2.2.1 Submission card

Submission cards should include i) type of manuscript (Research paper, Technical paper, Review paper, Letter, Note, Discussion, Feature article, Foreword, Proposal, Á La Carte, My Way, Event Report, Aerosol Square, etc.), ii) title, iii) name of author (s), iv) institutional affiliation and address, v) details of manuscript (number of pages of text, figures, tables, etc.) and vi) contact address, name, telephone and fax number.

Type ii) title, iii) name of author (s) and iv) institutional affiliation and address in English. Specify the relationship between authors and research institutes with asterisks.

##### 2.2.2 Abstract and key words

Abstract must be a summary of the object, methods, results and discussion of the paper. It should consist of 100 to 200 English words. The Journal will publish English abstracts only. For key words, extract 5 to 10 important words that describe the essence of the paper and list them in English. Key words are not required for general articles (foreword, proposal, a la carte, my way, event report, aerosol square, etc.).

##### 2.2.3 Text

Original papers should consist of i) introduction / object (or past research), ii) methods, iii) results, iv) discussion and v) conclusion, in principle.

##### 2.2.4 Nomenclature

1) Use the System International (SI) for units and symbols appearing in the text. In principle, quantity, unit and chemical symbols should follow JIS Z8202 and mathematical symbols should follow JIS Z8201. Points of notation are described below.

- Quantity symbols should be italic  
e.g.:  $m$  (mass),  $\rho$  (density),  $p$  (pressure),  $\mu$  (friction coefficient)

- Dimensionless parameters should be italic  
e.g.: *Re, Pe, Kn, Fr*
- Unit symbols should be roman  
e.g.: N, Pa, N · m, s
- Chemical symbols should be roman  
e.g.: H, He, C, Ca
- Numeric values should be roman  
e.g.: 1, 2, 3,
- Constants and operators of mathematical symbols should be roman in principle and variable symbols should be italic  
e.g.: e, log, sin and exp should be roman. dx/dt, d should be roman, x and t should be italic. *f(x)*, both symbols should be italic
- Vectors should be bold
- In the list of nomenclature, units should be enclosed in parentheses “( )”. Units following quantity symbols should be enclosed in parentheses. Units following values should not be enclosed in parentheses.  
e.g.: *p* (Pa), 55 Pa

## 2) Examples of nomenclature format for printing

For original papers and general articles that have been accepted for publication in the Journal, submit manuscripts for printing provided with a clear distinction of nomenclature using roman, italic and bold letters, superscript, subscript, capital and small letters, and Greek alphabet. Put lines under italic letters and wavy lines under bold letters by red ink. Do not put such lines under roman letters.

e.g.:

$$\frac{\partial \overset{\text{Greek capital}}{\underline{C_A}}}{\partial t} + (\underline{u} \cdot \nabla \overset{\text{Greek capital}}{\underline{C_A}}) = \underline{D_{AB}} \nabla^2 \overset{\text{Greek capital}}{\underline{C_A}} \quad (1)$$

printed:

$$\frac{\partial C_A}{\partial t} + (u \cdot \nabla C_A) = D_{AB} \nabla^2 C_A \quad (1)$$

## 2.2.5 References

References can be listed either in the order of appearance in the text or in alphabetical order as described below.

### 1) Order of appearance in the text

Assign numbers in the order of appearance in the text. In the text, specify the citation with serial numbers using a single right closing parenthesis (e.g.: ○○<sup>1)</sup>). When references are cited just to explain tables or figures, assign numbers in the order in which the table or figure appears in the text.

Listing order should be as follows:

- i) Reference No.
- ii) Name of author (s) (List names of all authors, in principle. Use periods for initials of author (s))
- iii) Title of the paper or book (if the paper is found in a book, type the editor's name and add “ed”)
- iv) Title of the journal or publication office (when English journals are cited, abbreviate the title of the journal using periods in accordance with international usage. When the same journal is cited consecutively, the title of the journal must be used. Abstracts and other than full references should not be cited in principle)
- v) Volume No.
- vi) Page No.
- vii) Year of publication (A.D.)

When citing submitted papers that have received notice of acceptance, add “(in press)” at the end. For Japanese references, type the Japanese title of the journal in Roma-ji (English alphabet) and add “(in Japanese)” at the end. When cited papers are a collection from meetings, symposiums, and so on, specify “Proceedings”, “Symposium”, etc by showing Autho (s), Year (in parentheses), Title of paper, Name of meeting/conference (not italic), and Location of meeting (city and state/country). For references in the form of CD-ROM, type ISBN and title. Information on the World Wide Web will not be approved as references, in principle, but if it is indispensable, show the URL in parentheses in the text.

#### An example of reference format

##### References

- 1) Inoya, K.: "Syujin Kogaku", 3rd ed., p.96, Nikkan Kogyo (1980) (in Japanese)
- 2) Masuda, S.: Latest Progress in Electrostatic Precipitation, *Earozoru Kenkyu*, **1**, 6-16 (1986) (in Japanese)
- 3) Emi, H. and Otani, Y.: Removal of Fine Particles from Water by Pulse Air, *J. Aerosol Sci.*, **16**, 155 (1995)
- 4) Furuuchi, M and Kanaoka, C.: Influence of Geometry of Supersonic Virtual Impactor on Separation Performance of Ultra-fine Particles, *Proc. the 20th Symposium on AEROSOL SCI. & TECH.*, 171-172 (2002) (in Japanese)
- 5) Okuyama, K.: Aerosol Nanoparticle Research in Material Science and Engineering, *Proc. the 20th Symposium on AEROSOL SCI. & TECH.*, CD-ROM (ISBN-XXXX) (2002) (in Japanese)

##### 2) Alphabetical order

References are cited by the last name of the author (s) (use et al. for three or more authors) and the year: (Emi, 2000; Emi and Otani, 2000; Emi *et al.*, 2000). If the author's name is part of the sentence, only the year is bracketed: Emi *et al.* (2000). When the author and year of publication are the same, add a, b, c after year of publication (e.g.: (Emi, 2000a), (Emi, 2000b)). Reference format at the end of the manuscript is described below.

#### An example of reference format

##### References

- Emi, H. and Otani, Y.: Removal of Fine Particles from Water by Pulse Air, *J. Aerosol Sci.*, **16**, 155 (1995)
- Furuuchi, M. and Kanaoka, C.: Influence of Geometry of Supersonic Virtual Impactor on Separation Performance of Ultra-fine Particles, *Proc. the 20th Symposium on AEROSOL SCI. & TECH.*, 171-172 (2002) (in Japanese)
- Inoya, K.: "Syujin Kogaku", 3rd ed., p.96, Nikkan Kogyo (1980) (in Japanese)
- Masuda, S.: Latest Progress in Electrostatic Precipitation, *Earozoru Kenkyu*, **1**, 6-16 (1986) (in Japanese)
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#### 2.2.6 Tables and figures

- 1) Tables should be typed on a separate sheet of A4 paper. Assign numbers in the order of citation in the text and give each table a short heading. The minimum amount of necessary lines should be used. Type the heading of the table above the table and the name of author (s) in the bottom margin.
- 2) Figures should be numbered in a series and cited in order in the text. Each figure should be drawn on a separate page and marked in the bottom margin with the names of the authors.
- 3) Original figures submitted by the author will be published as they are. Therefore, prepare figures considering the width of lines and the size of letters when figures are reduced to the printed size.

#### 2.2.7 Legends

Legends should be numbered so that they correspond to the figures and be listed on a different sheet from figures.