

Author Guidelines for the Journal of the Marine Acoustic Society of Japan

Established in April, 2015

1. General Guidelines

- 1.1 Manuscripts must be original articles written by the author(s), and must not have been made available (distributed or sold) to the public.
- 1.2 The Marine Acoustic Society of Japan (MASJ) publishes the Journal of the Marine Acoustic Society of Japan four times each year (January, April, July, and October). Papers and letters are also published in J-STAGE—the electronic version of the Journal—three months after publication in the Journal.
- 1.3 The first author must be a member / honorary member / life member of the MASJ. It is preferable for coauthors also to be MASJ members. When students submit a paper, at least one of the coauthors should be a member of the MASJ. However, this rule does not apply to authors invited by the Editorial Committee of the MASJ.
- 1.4 Manuscripts should be prepared in Japanese or English. Each submitted manuscript should be accompanied by a cover page and an English abstract (papers and letters only), and include the main body, along with any supporting figures, photographs, and tables.
- 1.5 As a general rule, manuscripts should be created using word processing software.
- 1.6 The number of manuscript pages should generally not exceed the number specified in Table 1 (including figures, photographs, and tables).
- 1.7 Manuscripts should conform to one of the three types listed in Table 1. Download the cover page from the website of the Marine Acoustic Society of Japan, and register the type on the cover page.
- 1.8 A standard printed page comprises 850 words (average of five alphabetical characters per word).
- 1.9 The author has ultimate responsibility for the published content.

Table 1 Types of manuscript

Type of manuscript	Maximum number of pages	Content
Paper	12	Original articles that serve the development of scientific research and industry from the viewpoint of marine acoustics, such as the range of issues related to marine acoustics, as well as marine observation and investigation
Letter	6	Letters related to marine acoustics, including measured data, as well as improvement in measuring techniques and proposals
Other	Number of pages and content requested by the Editorial Committee	

2. Copyright

- 2.1 All articles published in the Journal, for which a copyright is clearly specified, are treated in accordance with the Copyright Policy of the MASJ.
- 2.2 Any manuscript figures, photographs, or tables cited from other publications or references should be cited clearly within the allowable scope of the copyright law. If a citation goes beyond the allowable scope, be sure to obtain the permission of the original copyright holder(s).

3. Title

The title should be as simple as possible. The first letter of the words in the title should be capitalized except for articles, prepositions, and conjunctions. Example: Statistical Properties of Processing Gain from Lofargram Smoothing Using Morphological Filters.

4. Name and Affiliation

- 4.1 Include the author's (contributor's) name on the cover page.
- 4.2 Affiliation refers to the name of the affiliated institution or company for whom the author is working.
- 4.3 Each paper or letter article requires the name and email address of a corresponding author (for contact purposes). The corresponding author need not be the first author, but is simply the one to be contacted by us if needed.

5. Abstract

- 5.1 Each paper or letter article should be accompanied by an abstract of roughly 200 words (average of five alphabetical characters per word).
- 5.2 The abstract should precede the main body of

the article.

6. Main Body

6.1 Overall Structure

As a general rule, use the following manuscript style in numbering chapters, sections, and items.

- 1. 2. 3.
- 1.1 1.2 1.3
- 1.1.1 1.1.2 1.1.3
- (1) (2) (3)
- a. b. c.

Roman numerals, such as I., II., and III., may be used, but only when needed.

6.2 Numbers and Formulae

- (1) Attach a serial number such as (1), (2), or (3) to each mathematical expression. When cited in the main body, use terms such as 'Eq. (1)' and 'Eq. (2)'.
- (2) Follow these examples when a mathematical expression with a fraction is incorporated into a sentence.

$$x+a(a+b)/(c+d) \quad x/\{y+(t/2)\}$$

- (3) Follow these examples when a mathematical expression with a fraction is set off from the corresponding sentence. Two or more lines can be used for the mathematical expression.

When a mathematical expression is too long to be expressed in one line, subdivide the expression into smaller parts capable of fitting the line width (column width: 7 cm). Be sure to place the mathematical symbols =, +, -, ÷, and × at the beginning of each part of the expression.

$$\begin{aligned}
 f(t) &= \frac{1}{2} + \left(3 \cos \omega_0 t - \frac{\pi}{6} \right) \\
 &\quad + \cos 2\omega_0 t + 2 \cos \left(3\omega_0 t - \frac{\pi}{6} \right) \\
 &= \frac{1}{2} + 3 \sin \left(\omega_0 t - \frac{3\pi}{2} \right) \\
 &\quad - \sin \left(2\omega_0 t - \frac{\pi}{2} \right) + 2 \sin \left(3\omega_0 t + \frac{2\pi}{3} \right) \quad (1)
 \end{aligned}$$

- (5) When writing formulae, pay attention to the type and use of mathematical symbols (letters used in a formula should be written in italics unless specified).
- (6) Use [{ () }] in this order of operations, with parentheses, braces, and brackets.
- (7) As a general rule, use SI units. Write units in brackets [].

6.3 References

Textual citations should be indicated using serial superscript numbers (half-size Arabic numbers) with a closing parenthesis (for example, X¹⁾, Y^{2,3)}, Z⁴⁻⁶⁾), indicating the presence of references. All reference details should be listed at the end of the main body, in the order of the citations.

6.4 Footnotes

Do not use footnotes in the text. Treat comments and notes as references, not footnotes.

7. Figures, Photographs, and Tables

- 7.1 Figures, photographs, and tables should be set off from the manuscript text.
- 7.2 Provide clear figures and photographs (particularly photographs), as these are printed directly. Note that tables and explanatory texts are sometimes retyped for printing.
- 7.3 Figures and tables should be submitted as clear copies or digital data.
- 7.4 Printed figures and tables must be either 70 mm or 140 mm wide.

- 7.5 Create figures and tables twice as large as printed size. In particular, pay attention to the size of letters and symbols in figures. Use thicker lines for better printing results.
- 7.6 Avoid large figures, photographs, and tables that must be folded when published.
- 7.7 Figure numbers should be referred to as Fig. 1, Fig. 2 (etc.), and table numbers as Table 1, Table 2 (etc.).
- 7.8 Figure or photograph captions (and explanatory text) should be written beneath the respective figure or photograph, and table captions (and explanatory text) above the table.
- 7.9 When figures are exceedingly small, or when instructions from the author are considered to be inappropriate, the Editorial Committee of the MASJ may request the author to revise the manuscript.

8. Process from Submission to Publication

8.1 Papers and Letter Articles

(1) Writing

The author writes the cover page, English abstract, and main body, and produces the figures, photographs, and tables.

(2) Submission of manuscript

The author submits the manuscript for peer review as digital data in PDF format. The main body, figures, and tables created by word processing software should be combined into a single file in PDF format. Follow the instructions in Section 9 for submission. The manuscript is officially “received” on the day it is received by the Editorial Committee of the MASJ.

(3) Peer review

The Editorial Committee of the MASJ decides whether the manuscript should be published, while respecting the comments from the reviewers. The author may be requested to

revise the manuscript or change the type of manuscript by the Editorial Committee. Refer to Appendix 1 for the peer review policy.

(4) Revision of manuscript

The author of the manuscript prepares a written response to the peer review comments, and revises the manuscript. If the manuscript is not resubmitted to the Society within six months after the manuscript is returned to the author, the acceptance of the manuscript is cancelled.

(5) Submission of revised manuscript

The author submits a written response to the peer review comments, along with a digital draft of the revised manuscript (in PDF format), as described in (2) above. Then, the manuscript is again peer reviewed.

(6) Preparation of the final manuscript

If the Editorial Committee decides to publish the manuscript, the English text (including abstract) in the manuscript is reviewed for error correction. The author is then required to incorporate the corrected English text so that the corrections can be reflected in the manual, and to prepare the final manuscript.

Requests regarding the following should be independently made to the Society: (1) the position of figures, photographs, and tables, (2) color printing of figures and photographs, and (3) other requests regarding printing (e.g., print size of figures and tables).

(7) Submission of final manuscript

Follow the instructions in Section 9 for the submission of the main body of the final manuscript, figures, and tables created by word processing software. In addition to the PDF file mentioned in (2) and (5) above, the author should submit the manuscript, figures, and tables *in the format of the word processing software used to create them*.

(8) Proofreading

As a general rule, the galley proof should be returned to the MASJ office within 24 hours (or by the designated date) after the author receives it. The author is requested to proof-read the galley proof, focusing particularly on the mathematical expressions, numbers, figures, tables, and typographical, clerical, or printing errors. The main body, figures, photographs, and tables should not be altered with respect to content or expression.

(9) Publication

The author may request up to 50 reprints of the article at no charge; beyond this, charges will apply.

8.2 Other Manuscripts

(1) Writing

The author writes the cover page and main body, and produces the figures, photographs, and tables.

(2) Submission of manuscript

The author submits the main body, figures, and tables as digital data, in accordance with the instructions in Section 9.

(3) Proofreading

As a general rule, the galley proof should be returned to the MASJ office within 24 hours (or by the designated date) after the author receives it. The author is requested to proof-read the galley proof, focusing particularly on the mathematical expressions, numbers, figures, tables, and typographical, clerical or printing errors. The main body, figures, photographs, and tables should not be altered with respect to content or expression.

(4) Publication

The author may request up to 50 reprints of the article at no charge; beyond this, charges will apply.'

9. Submission of Digital Data

9.1 Submission of Data

Manuscripts should be sent by e-mail, as attachments, to the MASJ office. If the attachment exceeds 8 MB, the file should be subdivided into several smaller documents, so that each can be sent by e-mail. In the accompanying email, include the author's name, the article's title, the name of the OS used, and a list of attachments (with file name, contents, and name of software used).

9.2 Creation of Data

(1) Cover page

Download the cover page from the website of the Society (<http://www.masj.jp>), and complete.

(2) Abstract and main body

It is preferable for the abstract and main body of the manuscript to be created in Microsoft Word. If these are created in other software, convert them into a plain text format before submitting them to the MASJ office.

(3) Figures and photographs

a. Line drawings (vector images), such as graphs, block diagrams and illustrations, created by Microsoft Word, Excel, Power Point, or Adobe Illustrator, may be submitted in their own file formats. Such digital data created by other

software should be converted to WMF or EPS format before being submitted.

b. Photographs and echograms of other types than those listed above should be converted into JPG or TIFF format before being submitted.

(4) Tables

Tables created by Microsoft Word or Excel may be submitted in their own file format. Tables created by other software should be converted into a plain text format before being submitted.

(5) Before submission of a paper or letter manuscript for peer review, the files prepared in (2) to (4) above should be combined into a single PDF file.

10. Address for Submission

Refer to the website of the Society for the address to which the manuscript should be submitted.

11. Other Important Information

11.1 When reprints are requested, up to 50 copies are provided free of charge and sent to the corresponding author. Refer to Table 2 for extra copies. Color reprints are also available, but an extra fee may be charged for printing.

Table 2 Reprint fee (per copy, in Japanese Yen)

Number of pages Number of copies	1-4	5-8	9-12	13-16	17-20
	1-50	Free of charge			
100	4,000	8,000	12,000	16,000	20,000
150	8,000	16,000	24,000	32,000	40,000
200	12,000	24,000	36,000	48,000	60,000
300	20,000	40,000	60,000	80,000	100,000

Appendix 1. Peer Review Guidelines

1. Purpose of Peer Review

The purpose of peer review is to determine whether submitted papers or letter manuscripts are worth publication in the Journal of the MASJ. If a manuscript is not worth such publication its original form, but can be revised within a short period of time, the manuscript is returned to the author for revision, along with the requirements that must be satisfied for publication. The value of the article's content is evaluated by the readers. The author has ultimate responsibility for the content.

2. Fair and Unbiased Peer Review

For fairness, the names of peer reviewers are not revealed to the author. Peer reviewers are expected not to make judgments on the basis of their personal views or preferences. If there are differences in the views of peer reviewers, these may be discussed in the Journal after the paper is published.

3. Standards for Peer Review

Manuscripts are peer reviewed according to the following evaluative criteria.

4. Peer Review Judgment and Possibility of Publication

Manuscripts are peer reviewed in accordance with the above evaluative items. The possibility of publication is determined as follows.

(1) Acceptance for publication in the original form
When a manuscript satisfies all the items of the evaluative criteria, it is published in its original form.

(2) Conditional acceptance for publication
When a manuscript fails to satisfy one or more requirements for publication, but is deemed capable of being adequately revised within a short period of time, the manuscript is returned to the author for revision. In this case, only one such revision is accepted. If the revision is deemed insufficient, and/or the content of the manuscript is not revised as indicated, the manuscript is rejected as per (3).

(3) Rejection of publication
If the items of the evaluative criteria are not fully satisfied, the manuscript is rejected, with clear reasons being provided to the author. This judgment does not necessarily mean that the manuscript is without worth, as it may include

Content evaluation criteria

Item	Criterium	Application	
		Paper	Letter
Novelty	Original and unpublished elsewhere	Necessary but not strongly required when value is high	There should be a high evaluation for either novelty or value.
Value	Can contribute to the development of marine acoustics	Necessary but not strongly required when novelty is high	
Reliability	Points are logically explained, and there is clear evidence supporting the reliability of conclusions.	Necessary	Necessary, but evidence need not to be as clear as that for papers
Intelligibility	Points are clearly and concisely expressed, so that the content can be adequately understood by MASJ members.	Intelligible enough for MASJ members to adequately understand the content.	
Structure	Conforms to the guidelines and style specified in the Author Guidelines.	Manuscript should be described in a manner, and have a structure, that conforms to the Author Guidelines.	

cases in which one revision has been insufficient to satisfy all the criteria. Thus, it may be that the rejected manuscript is reworked, with reference to the reasons for rejection, and eventually resubmitted to the Society.

5. Peer Review Period

With the aim of more rapid peer review, a paper or letter manuscript will, as a general rule, be peer reviewed within a month.

Cover Page for Submissions to the Journal of the Marine Acoustic Society of Japan (MASJ)

Date of reception	Y	M	D	Vol.	No.			
Type of manuscript	<input type="checkbox"/> Paper <input type="checkbox"/> Letter <input type="checkbox"/> Other							
Classification	<input type="checkbox"/> Physical acoustics · Seabed acoustics <input type="checkbox"/> Sea noise <input type="checkbox"/> Sound propagation <input type="checkbox"/> Oceanic structure · Tomography <input type="checkbox"/> Fisheries acoustics · Bioacoustics <input type="checkbox"/> Ship acoustics <input type="checkbox"/> Transducer <input type="checkbox"/> Signal processing <input type="checkbox"/> Miscellaneous (measurements, etc.) (Multiple categories accepted. Check main categories.)							
Number of pages	Body	pages	Fig.	pages	Tab.	pages	Photo	pages
	Abstract		pages					
Title								
Keywords (Papers and letters only)								
Author name(s) and affiliation								
Supported language for peer review	<input type="checkbox"/> Japanese <input type="checkbox"/> English <input type="checkbox"/> Japanese and English (choose one option)							
Address to which edited article is to be sent	<input type="checkbox"/> Place of employment <input type="checkbox"/> Home							
	Editor's name				Number of reprints requested (free of charge up to 50 copies)	Copies		
Address of place of employment								
	TEL	Ext.		FAX				
	E-mail							
Home address								
	TEL	FAX						
	E-mail							
Corresponding author	E-mail		Author's name					

Notes

- (1) Complete all but the first line. For details, refer to the Author Guidelines for the Journal of the MASJ.
- (2) Submit the cover page by e-mail, together with the manuscript. This digital cover page can be downloaded from the website of the MASJ (<http://www.masj.jp>).
- (3) The e-mail address of the corresponding author is used in the Journal of the MASJ.
- (4) If this manuscript is published in the Journal of the MSAJ, part of the copyright (e.g., reproduction right, right of ownership transfer, right of public transmission, right of translation and adaptation) is transferred to the MASJ.