

Journal of Disaster Research

Guide for the Preparation of Manuscripts

1. Paper to be Used for Contributions

- 1.1. Use A4 size white paper for the manuscript and pasteboard for figures, tables and photographs.

2. Writing Tools

- 2.1. Use a wordprocessor/typewriter or a similar machine for preparing manuscripts and captions.
- 2.2. Diskette submission instructions
Storage medium: 3.5-inch diskette or CD in IBM MS-DOS, Windows format. .txt format or Tex format is preferable.

3. Liaison Person

Designate one person who is most suitable for liaison with the Editorial Committee.

4. Composition of Manuscripts

- 4.1. Manuscripts should consist of a title sheet, an abstract, keywords, the text, a reference list, figures, tables, and a caption list of individual illustrations.
- 4.2. Photographs are classified in the same category as figures in a serial numbering.

5. Contents of the Manuscript

5.1. Title sheet

- 5.1.1. State the type of manuscripts, title, the authors' names, and their present affiliations and addresses on this sheet.
- 5.1.2. Write a brief title which appropriately expresses the content. Words such as "observation on," "some" and "study" may be deleted by the editor. Capitalize the first letters of all words in the title except for prepositions, articles and conjunctions.
- 5.1.3. Write authors' names in the order of first name and surname.
- 5.1.4. When the present affiliations are not the same of those at the time the work was done, write the former ones in parentheses.

5.2. Abstract

Describe contents of papers briefly and factually, not exceeding 200 words.

5.3. Text

- 5.3.1. Type manuscripts double-spaced with less than 25 lines on each page and less than 60 characters on each line. A printed page will be 4 pages of typed manuscripts.
- 5.3.2. Reserve a margin of more than 25mm on each side of the sheet.
- 5.3.3. Papers should not be of an advertising nature. Use generic names rather than trade names.
- 5.3.4. Use footnotes for a much detailed explanation as possible of any specific products, manufacturing method, equipment, etc, which are not generally known, and give the model numbers and the manufacturers' names and addresses.
- 5.3.5. Use the following classification, in principle, for section, subsection, heading and subheading.

Section:

1. 2. 3.

Subsection:

1.1. 1.2. 1.3.

Heading:

1.1.1. 1.1.2. 1.1.3.

Subheading:

(1)(2)(3)

- 5.3.6. Do not use abbreviations for uncommon technical terms.

- 5.3.7. Chemical names or chemical formulae can be used for expressing the names of elements, alloys and compounds.

- 5.3.8. Write mathematical expressions as: $\frac{a}{b}$, $\frac{(a+b)}{(c+d)}$ in

principle, but write simpler ones on a single line as a/b , $(a+b)/(c+d)$.

- 5.3.9. Define all mathematical symbols, subscripts and superscripts clearly.

- 5.3.10. Use the Christian Era for year numbers.

5.4. References

- 5.4.1. Give serial numbers to references.
- 5.4.2. Write reference numbers in the text with a closing parenthesis.
- 5.4.3. Use the abbreviations of cited literature according to Chemical Abstracts.
- 5.4.4. Refer to the following model for references.

[1]T. Arai, T. Yano, and K. Ohi, "Development of a Direct-Drive Human-like Manipulator," J. of the Robotics Society of Japan, 5-1, pp. 27-35, 1985.

[2]Rumelhart, McClelland, and the PDP Research Group, "Parallel Distributed Processing," The MIT Press, 1988.

[3]"Three Dimension Motor," Japanese Patent 1946377, 1985.

[4]T. Yamada and T. Morimatsu, "Remarks on RBF Controller Induced from Neural Network Controller," Proc. of the 34th SICE Annual Conference, pp. 725-726, 1996.

5.5. Tables, figures and photographs

- 5.5.1. Mount each table, figure and photograph on a pasteboard and number with Roman numerals.
- 5.5.2. Write the representative author's name in a blank space of a pasteboard.
- 5.5.3. State the position of tables and figures to be inserted in the text in the right hand margin.
- 5.5.4. The printed size of 11cm × 8cm is equivalent to 300 words.
- 5.5.5. Photographs must be in sharp contrast and have no damage such as dirt, scratches etc. as they will be used as they are.
- 5.5.6. A microphotograph should include a measurement reference rather than refer to amount of magnification.
- 5.5.7. Use a capital letter only for the first word of a caption.
- 5.5.8. Provide a succinct heading for each illustration which makes the information intelligible without reference to the text.

(As of May 17, 2006)