

Instructions for Contributors to Humic Substances Research (revised in June, 2018)

1. Requirements for contributors

One of the contributors is required to have the membership of the Japanese Society of Humic Substances Research, except contributors from abroad and that the editorial board admitted.

2. Categories of papers

The contributed papers need to be of value concerning the characteristics in the structure and functions of humic substances, and the behavior or roles of the humic substances in environment and the interaction between pollutants and humic substances. The submitted papers are not to have been published previously. The manuscripts are required to be written either in English or Japanese after the form of 1) full length papers, 2) short papers, 3) reviews.

- 1) Full length papers are original papers and include those generally submitted and invited by the editorial board. In principle, they should not exceed 12 printed pages.
- 2) Short papers are short reports with 5 printed pages or less.
- 3) Reviews are what describe the developments of a study in a specific field, giving the explanation of the main papers, and presenting their current status and significance. In principle, reviews should not exceed 12 printed pages.

The manuscripts should be compiled in accordance with the directions of the journal, or the manuscripts can be rejected.

3. Refereeing Manuscripts

All the submitted manuscripts are examined by two reviewers specializing in the subject area, in order to obtain higher quality of the papers of the journal. The final decision on publication is made by the editorial board based on the comments by the reviewers. Please submit, with the manuscript, the names, affiliations, and e-mail addresses of three potential referees. The editorial board may request to revise some manuscripts. Unless the revised manuscript is resubmitted within 2 months, the submission will be invalidated.

4. Publishing papers

The accepted papers are published based on the accepted order in principle. However, the appearance order is left to the discretion of the editorial board.

5. Charges for excess pages and reprints

Although no charge is necessary for publication, the excess pages over the assigned number will cost the contributors ~~approx.~~ 5000 yen per page or 25,000 yen per page in case of page including color figure. The reprints of 50 copies and more should be ordered at least, except contributors from abroad and that the editorial board admitted.

Reprint costs:

Short papers	10,000 Yen /50 copies
Full length papers and Reviews	25,000 Yen / "

If 100 copies or more are ordered, 10,000 yen per 50 copies will be charged. Authors are charged additionally for each excess page over the assigned number or page including color figure.

8% (as of 2014) of the consumption tax is added to the purchase amount.

6. Proofs

In principle, only the first galley proofs are sent on to the contributors, who are responsible for proofing.

7. Copyrights

The copyright of the paper printed in the journal is reserved by the Japanese Humic Substances Society. Without the permission of the Society, the papers in this periodical can neither be appeared in other issues nor be reproduced fully or fractionally. Providing that the publication in this journal will infringe copyrights, an agreement for the publication must be attached to the manuscript.

8. Responsibility as the author(s)

The authors have to take all the responsibility for the content of their printed papers.

9. Manuscript Guidelines

1) Format of Manuscripts

The manuscripts are to be written in English or in Japanese. They should be arranged in the order indicated below. Number each page at the bottom center.

- i) front cover
- ii) Japanese abstract when written in Japanese
- iii) English abstract
- iv) text
- v) acknowledgments
- vi) references
- vii) legends of figures
- viii) figures(with the figure number at the upper right or the lower right)
- ix) tables(with the table number and the title above the table)

2) Use a template that can be obtained from below web-site:

http://www.research.kobe-u.ac.jp/ans-soil/jhss/jhss_e/e_publication.html

3) Title, authors' names and the affiliations

Write the title of the article, the names of the authors and the affiliated institutions with the addresses on the front cover. The corresponding English translation is also required in the Japanese manuscript. If the current address differs from where the study was conducted, add the current address as a footnote.

4) Abstract

Each manuscript must have the Japanese abstract (200 characters or less) and its English translation (in the case of Japanese manuscript).

5) Figures and Tables

The figures and the tables are to be prepared totally in English, which are in A4 size or mounted on A4(210 × 297mm) sheets. The original drawing should be clear and legible enough to photoengrave them. The authors may be asked to revise some unclear drawings.

6) Reference Style

For the presentation of the references, consult the items below.

An example of punctuation and fonts:

According to Tanaka et al. (2000) ——— , ——— (Tanaka and Nagao 2002)

The reference list is to be arranged as follows:

First, alphabetically by the first author's name.

For the same author's name, by the order of year of publishing.

If the year is same again, alphabetically by the second author's name.

We suggest that you refer to the latest issue of the journal for others or consult with the editorial board.

Details are described in the following web-site:

http://www.research.kobe-u.ac.jp/ans-soil/jhss/jhss_e/e_publication.html

Address of Editor-in-Chief:

After preparing your manuscript, send its MS-Word file, which includes text body (including references and figure captions), figures and tables, to below e-mail address:

Professor Nobuhide Fujitake, Editor-in-Chief

Kobe University

E-mail: fujitake@kobe-u.ac.jp