

# Instructions for Preparation of English Papers for the Journal of JIMA

JS2-03-2

Japan Industrial Management Association (JIMA)

## 1. Regular English Issues

The Journal of JIMA accepts articles in both English and Japanese. We recommend that English articles be submitted for the regular English issues of the Journal of JIMA (although the publication of English articles is not limited to these issues). The regular English issues are published twice a year in CD-ROM format attached to the Japanese issue. The English issues published in August and February are indexed as No. 3E and No. 6E, respectively, with their specific volume numbers.

## 2. Submission Procedure

### 2.1 Article Types

Submitted articles should contain details of original research which have not been published before. The following types of articles can be submitted:

#### 1) Original papers

1-1) Review & survey: Original research papers of high quality that systematize problems, methodologies, or facts from a novel perspective. The papers must have scientific value contributing to the advancement of scientific knowledge, develop a new research framework, and so forth.

1-2) Theory & methodology: Original research papers of high quality that develop a novel approach/methodology for problem solving, that identify underlying principles/mechanisms of substantial phenomena, and so forth. The evidence presented in these papers must be based on a scientific/engineering methodology. The papers must have scientific value both in terms of the results of data analysis (experiment, simulation, calculation, and so forth) and discussion including implications.

1-3) Case study: Original research papers of high quality that demonstrate a novel use of an industrial engineering (IE)-related approach to actual issues in substantial-size workplaces. The paper must present rigorous analysis in which effects of the applied approach are thoroughly evaluated. The papers are

expected to significantly inspire/encourage both researchers and practitioners in the IE field.

2) Research letter: Concise research papers for rapid review and fast publication. The papers must explain a novel model, methodology, relevant data, reference materials, approach and so forth.

All authors are required to pay the publication charge shown in the table in the Appendix. The length of articles categorized as research letters is strictly restricted to four pages in camera-ready format. Any research letter exceeding the length limit will be rejected.

### 2.2 Writing Format

The articles should be prepared in camera-ready format. Authors should use the JIMA template of MS-Word or the JIMA class file of LaTeX. The following are available on the JIMA website as well as in the English issues:

- 1) The JIMA class files for LaTeX
- 2) The MS-Word template

The articles submitted should be prepared according to the format determined by the Journal of JIMA. For details, please see "Authors' Guidelines for the Journal of JIMA English Issue".

### 2.3 Submission

Authors are required to prepare the following for submission:

- 1) Submission form
- 2) PDF file of the article excluding author's name and affiliation (for blind-review use)
- 3) PDF file of the article including author's name and affiliation (for editorial use)
- 4) Copyright transfer form
- 5) Page charge agreement form

Please ensure that the PDF file referred to in 2) above contains no information on the author (such as in the user name or file properties, etc.). Such information may identify the authors during blind-review processes and should be omitted.

The camera-ready PDF format files with a cover sheet should be submitted to the following secretary of the Journal of JIMA:

Mr. Kenjiro Muro,  
Center for Academic Publications Japan,  
E-mail: sub-jima@capj.or.jp

If authors are not certain regarding the submission procedure, it is recommended that he/she contact the above-mentioned secretary of the Journal of JIMA. Area editors/editorial board members will provide support in these cases.

## 2.4 Copyright

JIMA holds the copyright for all materials that it publishes.

## 3. Publications

### 3.1 Preparation for Printing

After acceptance of an article, the Editorial Board of the Journal of JIMA may ask authors to revise the format of the article. Authors are required to do this as soon as possible.

### 3.2 Publication Charges

Authors are required to pay publication charges. Please refer to the price list in the appendix.

### 3.3 Publication Media

The regular English issues of the Journal of JIMA are published in CD-ROM format with articles in PDF format. The CD-ROM is attached to the Japanese issue. All the articles will be available to the public through the CiNii site upon publication.

### Supplement

1. These regulations for the English issue came into effect on \*\*\*\* \* 2010.

## Appendix: Publication Charges

Type and printed pages	Charge (JPY)	Charge (JPY) for JIMA members
Research letter*1	46,000	36,000
Original papers:		
6 pages and under	53,200	43,200
7 pages	60,400	50,400
8 pages	67,600	57,600
9 pages	74,800	64,800
10 pages	82,000	72,000
Over 10 pages	82,000 for 10 pages + 7,200 for each extra page	72,000 for 10 pages + 7,200 for each extra page

\*1: The length of a research letter is strictly restricted to four pages or less in camera-ready format.