

Instructions to Authors

Editorial Committee of JSA
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The Journal of Surface Analysis (JSA) is published three times a year by the Surface Analysis Society of Japan (SASJ). The SASJ holds the copyright of articles that appear in the JSA, including future publication in all formats.

1. Scope of the JSA and Classification of Articles

The JSA welcomes not only original papers, but also any kind of articles of value in the field of surface analysis, such as letters, technical reports, extended abstract and reviews. Any author may submit various categories of articles to the JSA, irrespective of his/her membership in the SASJ, as specified below.

Articles in the JSA are categorized as follows:

A *Paper* and a *Letter* are articles presenting important facts or conclusions on either the fundamentals or the applications of surface analysis. The maximum number of pages of the letter article is limited to five journal pages.

A *Technical Report* is an article on surface analysis techniques that contributes to establishing analytical techniques and to standardization.

A *Review* should be an extensive article on a subject, including its historical context and its future outlook.

An *Extended Abstract* is a short article and an *Extended Abstract (review)* is a short review article on surface analysis, which should be presented in the symposium held by SASJ.

These four forms of article are subject to refereeing. It is expected that material is original and has not appeared in other publications.

In addition to the above, *Commentary* and *Lecture* are written at the request of the editorial committee in order to give plain explanations of current topics in surface

analysis.

Q&A, *Translated Article*, *SASJ Salon* and *Bulletin Board* are free spaces, open to all members of the SASJ, for related questions and answers, opinions and announcements. Any other categories can be used as a request of the JSA editorial board.

A *Translated Article* is not an original paper, but a Japanese or English translation of a *Paper* or *Technical Report*. Permission of the authors and the copyright holder is necessary before the submission.

2. Manuscript Submission

Manuscripts must be written in either Japanese or English, and sent to the address below:

Noriaki SANADA
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together with a submission form and a copyright transfer form. These are found on the last pages of each issue of the JSA, and are also downloadable from the JSA website:

<http://www.sasj.jp/eng-index.html>

In order to shorten the reviewing and editing time, electronic submission using e-mail is encouraged. Accepted format is Microsoft Word. Information on the submission form can also be described in the body of

the e-mail. All figures should be prepared in the form of conventional image format such as TIFF, JPEG, BMP. The figures should be inserted at the end of the manuscript prepared by Microsoft Word.

In the case of postal mail submission, one original and two copies of the manuscript, together with a submission form and a copyright transfer form, should be sent.

3. Manuscript Format

The final manuscript must be prepared according to the style below.

A4 paper should be used. Top and bottom margins should be 2.5cm, and left and right margins should be 2.0 cm.

The main font used throughout the article should be Times or Times New Roman (in the case of English text).

Title, author names, institution names and addresses and e-mail address of the corresponding author should be centered. The abstract should be 200 words or less.

Font should be 18-point bold for title; 12-point for author, institution and addresses; 10-point for abstract; and 11- or 12-point for text.

The date received is the day on which the editor received the article. The Editorial Office enters the date between the addresses and the abstract. Please leave blank lines for this purpose.

The text must have two single-spaced columns.

References to the literature should be numbered in the text in square brackets as follows:

Kato and Sekine [1], Hofmann [3], Yoshihara [5,6], Suzuki et al. [10]

Enter references in the Reference section using the format below.

[1] M. Kato and T. Sekine, *Surf. Interface Anal.* **21**,

606 (1994).

[3] S. Hofmann, in *Practical Surface Analysis*, 2nd Edn., Vol. 2, ed. by D. Briggs and M. P. Seah, Chapt. 4, pp. 156–161, John Wiley, Chichester (1990).

Figures are numbered Fig. 1, Fig. 2, Figs. 3a and 3b, etc. Photographs are numbered as figures (not Photograph 1, Photograph 2, ...).

Tables are numbered Table 1, Table 2, etc.

The header on each page should be italicized and no longer than two line.

Journal of Surface Analysis, Vol.25, No.1 (2018), Author, Title

Truncate author and/or title if it is too long.

All figures should be prepared with grayscale, since JSA is published with grayscale. If the authors request to print their color figures with color format, please contact with the editorial board. The publication of the article with color is possible but the extra publication charge is charged to the authors.

4 Refereeing

Two independent referees will review the manuscripts submitted to the categories of *Paper*, *Letter*, *Technical Report*, *Review*, *Commentary*, and *Lecture* of the JSA. Single referee will review the manuscripts submitted to the category of *Extended Abstract* and *Extended Abstract (Review)* of the JSA. If the editorial committee judges that some manuscript of *Lecture* needs only editorial corrections, referees' reviewing is optional. If the discussion between the referees and the authors are scientifically interesting and simulating, it is possible for the editorial board to attach the discussion at the end of the article, along with the names of the referees. This discussion part is published only if the agreements from the both sides are available. Authors may suggest three appropriate referees upon submission.

5. Miscellaneous

The original manuscript will not be returned to the author.

The JSA editorial committee will discard the original printed manuscript one year after its publication. Thereafter, JSA will retain only the electronic data for future publishing.

6. Free Electric Download

Published articles of JSA are posted at SASJ's website and J-STAGE's website and can be downloaded for free of charge. Selection of the articles is judged by the editorial committee.