



## Guidelines for Manuscripts

### 1. Qualifications for Contributions

As a general rule, this publication accepts contributions from its membership. This rule may not apply, however, when the Editorial Committee requests contributions.

### 2. Categories of Contributions

Reviews, original articles and commentary are welcomed.

### 3. Review of Manuscripts

After the manuscript is received, it is read by several specialists in the related field. The decision to accept or reject the manuscript for publication is based upon their assessment.

### 4. English Revision

Once the manuscript is accepted, it is sent to a native-English proofreader for revision.

### 5. Manuscript Style

#### Cover:

The cover sheet should include:

- (1) Full name, address, telephone number, fax number and e-mail address for sending galley proofs and editorial correspondence (in the case of several authors for one article, only information on the representative is needed),
- (2) A running title of 50 characters or less, and
- (3) The number of tables and/or figures.

#### Title Page:

The title page should include the names of all of the authors and their respective institutions with addresses.

#### Abstract:

The abstract should be a lucid digest of the paper, not exceeding 250 words for a full paper.

#### Key Words:

Select key words (not more than six words or phrases) which identify the most important subjects covered by the article and arrange them **in alphabetical order**.

#### Main Text:

Manuscripts should be no more than eight pages in length. In order to keep the length to within eight pages when published, please limit the main text, including the abstract, key words and references, to 5,000 words at a maximum. Meeting those conditions allows up to eight figures and tables to be included. When a manuscript exceeds eight pages in length, a charge of 20,000 yen will be assessed for each extra page. Chapter numbers are obligatory. Each chapter can have one or more sections. Footnotes should not be used. All explanations should appear in the main text.

#### Tables:

Tables should be submitted in a form suitable for publication as is. Tables should be type-written, one per page. No lines should be used to separate columns. In the text, 'Table n' should be used to refer to each table. This publication welcomes tables in color and adds them free of charge.

#### Figures:

Figures should be submitted in a form suitable for publication as they are. Since the printed pages will have two columns, figures should be made either one column (79 mm) or two columns (165 mm) wide. Do not reduce the size of figures by more than 50%. In the text, 'Fig. n' should be used to refer to each figure, except at the beginning of sentences, where 'Figure n' is used. This publication welcomes figures in color and adds them free of charge.

#### Pictures:

Pictures are counted as figures.

#### Legends for Figures and Tables:

In addition to the heading, a lucid legend should explain the meaning of the figure or table without requiring reference to the text. The legends of the figures and tables should be grouped on a separate sheet.

#### References:

All references mentioned or cited in the text should be listed in the reference list and vice versa.

##### Main text

Text references should be made by the authors' names (for three or more authors use the first author's name plus *et al.*) followed by the year of publication. Each reference should be given in the following form.

- In the case of a single author:



- Watanabe (2005), (Watanabe, 2005)
- In the case of two authors:  
Watanabe and Kachi (2008), (Watanabe & Kachi, 2008)
  - In the case of three or more authors:  
Watanabe *et al.* (2010), (Watanabe *et al.*, 2010)

### Reference list

Names of journals and other publications should be spelled out, not abbreviated. Spell out all author's names in the reference list. If there are references to publications by the same author(s) in the same year, a, b, c, etc. should be added after the year of publication. All references cited in the text should be arranged alphabetically according to the name of author(s) on separate sheets. Each reference should be given in the following form.

#### Citations from journals and periodicals

(In the case of electronic journals, include the DOI, URL and date of access.)

- Author, A. A. and Author, B. B. (Year of publication) Title of article. *Title of Periodical*, Volume number (Issue or part number), pp-pp. Retrieved from <http://dx.doi.org/xxxxx>
- Author, A. A., Author, B. B. and Author, C. C. (Year of publication) Title of article. *Title of Periodical*, Volume number (Issue or part number), pp-pp. Retrieved from <http://xxxxx> (Accessed xx, x, xxxx)

#### Citations from books, pamphlets or similar publications

(In the case of electronic books etc., include the DOI, URL and date of access.)

- Author, A. A. and Author B. B. (Year of publication) *Title of book*, Edition, Publisher, Place of publication. Retrieved from <http://dx.doi.org/xxxx/>
- Author, A. A., Author, B. B. and Author, C. C. (year of publication) *Title of book*, Edition, Publisher, Place of publication. Retrieved from <http://xxxxx> (Accessed xx, x, xxxx)

#### Citations from chapters or portions of books, pamphlets or similar publications

(In the case of electronic books etc., include the DOI, URL and date of access.)

- Author, A. A. and Author B. B. (Year of publication) Title of chapter. *In*: Editor C. C. and Editor D. D. (eds.) *Title of publication*, pp-pp. Publisher, Place of publication.

#### Citations from web pages

- Author, A. A. (Year of publication) *Title of document*. [Online]. Retrieved from <http://xxxxx> (Accessed xx, x, xxxx)
- Name of Department or Committee (Year of publication) *Title of document*, *Publisher*. [Online]. Retrieved from <http://xxxxx> (Accessed xx, x, xxxx)

### Submission of Manuscripts:

Manuscripts can be submitted to [airies@airies.or.jp](mailto:airies@airies.or.jp) or [morimoto@airies.or.jp](mailto:morimoto@airies.or.jp) as an e-mail attachment.

### Proofreading:

As a general rule, the authors perform proofreading for the first proof of the manuscript only, with proofreading becoming the responsibility of the editorial board for the second and subsequent proofs. Proofreading is performed to catch printing errors, but alterations in the text, figures and tables are not allowed. If errors are found that necessitate alterations, the authors may be requested to cover the costs of readjusting the proof.

### Copyrights:

Copyrights shall belong to the Association of International Research Initiatives for Environmental Studies.

A manuscript preparation template is available at the AIRIES website, and everyone is invited to use it.

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