

## Guidelines for Contributors to the TRANSACTIONS of the JSIDRE (Japanese Society of Irrigation, Drainage and Reclamation Engineering)

### 1. Editorial Policy

The TRANSACTIONS of the JSIDRE (hereinafter referred to as "TRANSACTIONS") publishes RESEARCH PAPERS, TECHNICAL REPORTS, CRITICAL REVIEWS, NOTES and DISCUSSIONS on agricultural infrastructure and rural development. All articles are contributed. Submitted manuscripts must not have been already published or simultaneously submitted to any other widely-read journal.

### 2. Qualification for Contributors

The first author must be both a member of the JSIDRE (including student members and foreign subscribers to *Rural and Environmental Engineering*) and a subscriber to the TRANSACTIONS. Papers cannot have more than four authors in principle.

### 3. Address for Contributions:

Editorial Board of the TRANSACTIONS of JSIDRE  
5-34-4, Shimbashi, Minato-ku, Tokyo, 105-0004, Japan

### 4. Contribution Fee

Contributors shall pay a fee of 16,000 yen per article by postal or bank transfer, and shall send a copy of the receipt. Cash must not be acceptable. In the case of submission by only student member(s), contributors shall be exempted from the fee.

### 5. Reception of Manuscripts

The Editorial Board of the TRANSACTIONS receives manuscripts at any time and decides whether each manuscript shall be accepted, revised, or rejected after review. The Editorial Board may ask the author(s) some questions or request revision of the manuscript. When requested to do so, the author(s) must revise and resubmit the manuscript within six months or it will be considered withdrawn.

### 6. Categories of Articles

Articles of five types are published. They consist of title, summary in Japanese, text, and abstract in English, except for "DISCUSSIONS". In the case of "NOTES", the summary in Japanese will be replaced by keywords, and the abstract in English will be omitted.

6.1 RESEARCH PAPERS present new findings on academic and/or technical matters, and contribute research and/or technical development on agricultural infrastructure and rural development, in accordance with the prescribed style for RESEARCH PAPERS. The number of pages in published form shall not exceed six.

6.2 TECHNICAL REPORTS mainly present application-oriented findings on academic and/or

technical matters, and contribute research and/or technical extension for agricultural infrastructure and rural development, in accordance with the prescribed style of TECHNICAL REPORTS. The number of pages in published form shall not exceed six.

6.3 CRITICAL REVIEWS present an overview of research in a specific field on agricultural infrastructure and rural development, such as historical progress, state-of-the-art, major findings, and issues for further studies. They must show originality in the evaluation of academic and/or technical findings, and not to be a mere comprehensive introduction or bibliography. The number of pages in published form shall not exceed six.

6.4 NOTES are brief and rapid reports on new findings of academic and/or technical matters related to agricultural infrastructure and rural development. The number of pages in published form shall never exceed two.

6.5 DISCUSSIONS are questions or comments and author's replies on articles in the TRANSACTIONS. Pages in published form shall not exceed two for RESEARCH PAPERS, TECHNICAL REPORTS and CRITICAL REVIEWS, and a half page for NOTES.

## 7. Materials to be Submitted

Contributors shall submit the following materials.

(i) Three copies of the manuscript

Photographs and figures shall be good quality for offset printing.

(ii) A copy of a receipt for payment of the contribution fee;

(iii) A copy of the contribution form;

(iv) A copy of the introduction to the article;

(v) A floppy disk containing the contribution form and the introduction to the article. The data shall be recorded in text format on a floppy disk formatted by *Microsoft Windows*. Any contributor who desires to use any other disk format should contact JSIDRE in advance.

### 7.1 Manuscripts

Manuscripts shall be written in Japanese or English.

### 7.2 Contribution Form

A contribution form shall specify all the items submitted and shall be printed out in accordance with the prescribed style (see Japanese Guidelines “7.2 Contribution Form”).

The file name on the floppy disk shall be “form.txt”.

### 7.3 Introduction to Articles (written in Japanese)

The introduction should be written within 300 characters and printed out. A new section named "Keywords" should be created to list five to seven Japanese keywords.

The file name on the floppy disk should be "intro.txt".

The introduction should be widely understandable, because it will be published in the Journal of the JSIDRE. If the introduction to the article is the same as the Japanese summary, please notice the limitation on the number of words.

## 8. Review

### 8.1 Purpose of Review

The Editorial Board shall review each submitted manuscript to determine whether the manuscript shall be published or not.

### 8.2 Method of Review

The Editorial Board shall select two reviewers who are most familiar with the specific field with which the submitted manuscript deals.

The names of reviewers will not be disclosed. Contact between author(s) and reviewers will not be allowed. All responsibility for reviews shall be attributed to the Editorial Board.

## 9. Materials for Accepted Manuscript

A contributor whose manuscript has been recognized as "accepted" shall submit the following materials:

- (i) A copy of the manuscript for offset printing.
- (ii) A floppy disk containing three files: "form.txt", "intro.txt" and "search.txt". The "search.txt" shall consist of the following items that shall be used by the "English Abstract Search" on the Web page of the JSIDRE.

1. English title (including subtitle)
2. Name of author(s)
3. Affiliation(s)
4. English abstract
5. English keywords

## 10. Composition of manuscript

A submitted manuscript shall be composed of the following items:

- (i) Title includes title, name of author(s), affiliation(s) and address(es). Titles indicating a series article should be avoided — for example, "... (I)" or "...(the first report)".
- (ii) Abstract shall be limited to about 250 words and 12 lines. Leave one line open after the abstract, and then insert a new section named "Keywords" to list five to seven keywords within two lines.

(iii) Text includes figures (including photographs), tables, equations, footnotes, appendices, and references. Please put marks indicating every 10 lines for reviewers' convenience. These marks may be written by hand.

(iv) A Japanese abstract is composed of title, subtitle, name of author(s), affiliation(s) and address(es), abstract and keywords. The length of the Japanese abstract shall not exceed seven lines with about 50 characters of "zenkaku" in a line. The Japanese keywords shall be kept at five to seven words and within two lines.

#### 11. Extra Charges

Additional pages (up to thirty pages) shall be allowed by paying 18,340 yen per page for RESEARCH PAPERS, TECHNICAL REPORTS and CRITICAL REVIEWS. These extra charges apply after the maximum pages in published form as stated in provision "6. Categories of Articles".

Color photographs can be printed, if requested, by paying extra charges.

No contributor shall be exempted from these extra charges, even student members as stated in provision "4. Contribution Fee".

Author(s) are required to purchase reprints in the following manner:

30 copies (with front cover) 16,310 yen

50 copies (with front cover) 18,340 yen

100 copies (with front cover) 20,380 yen

Author(s) can purchase more than 100 copies by paying 300 yen per copy.

#### 12. Copyright of Articles

The copyright of published articles in the TRANSACTIONS shall belong to the JSIDRE.

#### 13. Correction after Publication

If author(s) request correction of their own published article, a list of errata shall be published immediately.

#### 14. Others

Submitted materials that have been published in the TRANSACTIONS will not be returned to contributors.

Any question about the TRANSACTIONS shall be addressed to:

Editorial Board of the TRANSACTIONS of JSIDRE

5-34-4, Shimbashi, Minato-ku, Tokyo, 105-0004, Japan

TEL: 03-3436-3418

FAX: 03-3435-8494

e-mail: [suido@jsidre.or.jp](mailto:suido@jsidre.or.jp)