

Journal of Environmental Information Science

EDITORIAL POLICY

The *Journal of Environmental Information Science* is published in English by the Center for Environmental Information Science to promote international research in environmental information science. The Journal publishes original research papers, general reviews, and technical reports that cover all aspects of environmental information science. Papers to be published in the Journal must contain original research results with scientific value for environmental information science. Manuscripts are judged on the basis of their contributions.

* * *

1. Contribution Requirement

The author listed first is restricted to individual members or supporting members in good standing with this Center.

•Supporting members are limited to two submissions a year per one unit.

2. Contents of Contribution

The Journal publishes the following types of papers:

(i) Original article:

This is an article that describes the original findings and summarizes a theoretical or empirical research on environmental information science. Its purpose, method, results, and conclusions are explicit, of academic value, and whose application value is high.

(ii) Short communication:

These are short reports that describe original findings and summarize theoretical or empirical research on environmental information science. Their purpose, method and results are explicit, of academic value, and whose application value is high.

(iii) Review article:

This entails a summary of literature on environmental information science. The premise of the discussion, logical expansion, and conclusion are explicit, of academic value, and whose application value is high. A review article should demonstrate a high level of originality.

(iv) Technical report:

This is a report on academic research and investigation, planning and design, and technology development that is original and offers the possibility of future development.

(v) Discussion:

This is a critical review of original articles and methodologies published in the Journal, which contributes to the advancement of research and its application to environmental information science.

3. Contribution Conditions

Contribution is restricted to an unpublished article, regardless of language. However, the papers enumerated

below, at the time of re-summarizing content and composition for contribution, are treated as unpublished.

In these cases, the copy of the paper relevant to the above is attached and contributed; further, the relevance is referred to in the main text or notes of the manuscript that is being contributed. A final decision will be made by the editorial committee as to whether or not the submitted copy deserves to be treated as unpublished.

- (1) Part of an academic dissertation
- (2) The article was presented in other societies, symposiums, research presentation meetings, and international conferences; further, it is not under review.
- (3) The article was published as a technical bulletin, research report of a university, and research institute or research organization.
- (4) The article is suitable as an occasional contribution; the author(s) has copyright in a country, local government, industry, or result report of an organization's sponsored research.

Moreover, the submission of a duplicate article to *Environmental Information Science, Papers on Environmental Information Science*, or the publication of other societies is forbidden.

4. Publication of papers

Accepted papers will be published online and made open to the public through the J-STAGE website.

5. Manuscripts

(1) MANUSCRIPT WRITING GUIDELINES

Manuscripts should be written in English based on the Center's MANUSCRIPT WRITING GUIDELINES and manuscript format. The manuscripts that do not follow the stipulated guidelines will not be accepted.

(2) Manuscript Length

- a. "Original article" "Review article" and "Technical report"

The Manuscript should be less than 12 pages; moreover, the title, author name, abstract, key words, and charts must also be included.

- b. "Short communication" and "Discussion"

The Manuscript should be less than 6 pages; moreover, the title, author name, abstract, key words, and charts must also be included.

(3) Language

Manuscripts should be submitted in English.

(4) Submission checklist

Please complete the checklist to correctly submit manuscripts for publication in the Journal. The "submission checklist" can be downloaded from the

Center's Homepage. Manuscripts will not be assessed if the checklist is incomplete.

(5) Submission of Manuscripts

- To submit your manuscript, you will need to send the following files together in an email (manuscript@ceis.mail-box.ne.jp) by the designated deadline.
- (i) an original manuscript with authors' names and affiliations, acknowledgements with line numbers and page numbers (in a PDF file format less than 5MB)
- (ii) a copy of an anonymous version of the original manuscript which authors' names, affiliations and acknowledgement are fully masked with spaces, with line numbers and page numbers (in a PDF file format).
- (iii) Paper submission form (in PDF file format).
- (iv) A certificate stating that the document has undergone English proofreading (in PDF or jpeg file format)
- (v) A submission checklist (in PDF or jpeg file format)
- (vi) A duplicate copy of the remittance of the paper's examination fee (in PDF or jpeg file format)
- (vii) Additional materials, if relevant to "3. Contribution conditions" of the Editorial Policy (if applicable)

6. Examination Method

The submitted manuscript is reviewed by the following method.

1) Review of the "Original article," "Short communication," "Review article," and "Technical report"

(1) Reviewing members' selection

The Editorial Committee assigns one specialized editorial committee member to one contributed article for ensuring that each submission is correctly appraised.

Moreover, in principle, other than the editorial committee, those who have knowledge and experience in the research and business of environmental information science select two to three reviewing members who are experienced in the field of study related to the article being reviewed.

(2) Report of reviewing results

A reviewing member reviews a paper based on the contents shown in the "Journal of Environmental Information Science peer review guideline"; subsequently, the findings are provided in a predetermined style and submitted to the editorial committee.

Based on the report, the member specializing in articles attaches the suggestions for manuscript revision or rejection and reports to the editorial committee.

(3) Adoption or rejection of a manuscript

The editorial committee examines and determines adoption or rejection based on the report of the specializing members who reviewed the article.

2) Review of "Discussion"

The editorial committee examines the submission and determines if the manuscript requires amendments or is to be rejected.

7. The Result Announcement

Examination results will be announced by email. In case a revision is requested, the revised manuscript should be submitted by the designated deadline. It will then be re-examined by the editorial committee.

8. After Acceptance

In case of acceptance, please submit a final manuscript as a Word file (doc format), and send the publication fee to the designated bank account without delay.

9. Charges to Authors

The following fees will be charged to submitting authors. The paper examination fee is paid upon submission and will not be refunded if the manuscript is rejected because it does not follow submission guidelines. The publication fee and offprints fee is paid after acceptance and without delay. 1) Paper examination fee (except "Discussion"): 10,000 yen for members.

If there are (is a) non-member co-author(s), an additional 3,000 yen per non-member co-author will be charged.

2) Publication fee (except "Discussion"): 20,000 yen for members

If there are (is a) non-member co-author(s), an additional 7,000 yen per non-member co-author will be charged.

3) Offprints fee: A minimum of 30 offprints with a cover will be supplied upon request at a charge of 6,000 yen. If more are required, an additional charge of 150 yen per copy will be applied. (To print color pages, additional color printing charge at actual expenses will be applied.)

<Designated Bank Account>

Account Name: Center for Environmental Information Science

Account Number: 1135239

MUFJ Bank, Ichigaya Branch

10. Copyright

The copyright of articles published in the Journal belongs to the Center for Environmental Information Science.

11. Contact for Inquiries and Submission of Papers

Editorial Office of the Center for Environmental Information Science,

3-2-7, Kudan-Minami, Chiyoda-ku, Tokyo 102-0074, Japan

Tel: (81)3-3265-3916 Fax: (81)3-3234-5407

URL <http://www.ceis.or.jp>

• Email address for submission of manuscripts:

manuscript@ceis.mail-box.ne.jp

• Email address for other inquiries:

member-jimukyoku@ceis.or.jp