

## EDITORIAL POLICY

Journal of Environmental Information Science will be published in English by the Center for Environmental Information Science in order to promote internationally the results of research in environmental information science. The Journal publishes original research papers, general reviews, technical reports, and notes and comments covering all aspects of environmental information science. Papers to be published in the Journal must deal with results of original research of scientific value in environmental information science. Manuscripts are judged on the basis of their contribution of original data and ideas or interpretation.

### 1. Contribution Requirement

Regular members or associate members of this Center are restricted.

A joint signature presenter also proposes that it is the same.

### 2. Contents of Contribution

The paper and editorial which are high scientific valuable and must be original.

### 3. Contribution conditions

Contribution is restricted to an unpublished article. However, the following papers at the time of resummarizing contents and composition for contribution are treated as unpublished.

(1) The article was presented in other societies, symposiums, the research presentation meetings, the international conferences, etc., and it is not under review.

(2) The article which were published as a technical bulletin, research report of a university, research institute or research organization, etc.

(3) The article is convenient on the occasional contribution; the author(s) has copyright in a country, a local government, an industry, or a result report of the sponsored research from an organization.

However, in these cases, the copy of the paper relevant to the above is attached and is contributed.

Moreover, it is forbidden duplication contributing with "Environmental Information Science", the society magazine of other societies, etc.

### 4. Issue of collection of papers

Journal of Environmental Information Science No.5 is published in the end of March.

### 5. Application registration method

In an application, prior registration is needed. You have to register from the Home Page of this Center, and remit the paper examination fee of 10,000 yen to the bank account below, and also send a duplicate of the remittance by fax to a secretariat.

In addition, change of the author and coauthors' name are not accepted after application registration.

Account Name: Center for Environmental Information Science

Account Number: 1135239

Bank of Tokyo-Mitsubishi UFJ, Ichigaya Branch

### 6. Manuscripts

Manuscripts should be written in English based on the Center's PUBLICATION POLICIES AND PREPARATION OF MANUSCRIPTS.

#### (1) Pages of Manuscripts

Manuscripts must be typed on A4 size (210 X 297mm, JIS). A perfect block-copy manuscript must be drawn up. Also a title, writer name, abstract, key words, chart etc. must be included – length should be from 6 to 8 of even-numbered pages. If more are required (Max.12page), an additional charge of 10,000yen per page will be applied.

The number of pages except this is not accepted.

#### (2) Submission of Manuscripts

1) An original manuscript with figures, three clear copies with japanese abstract, and a complete manuscript in PDF file format with the paper, figures, japanese abstract embedded in one file 2) A certificate for English proofreading, and one copy, 3)A self-check list for contribution and one copy, and 4)Four copies of the paper relevant to the above-described "3. Contribution conditions" (if applicable), should be submitted to 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)3-3265-3955

E-mail: member-jimukyoku@ceis.or.jp

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

(3) Return of a manuscript

The submitted manuscript is not returned in principle. However, when there is an offer at the time of contribution, a chart, a photograph, etc. are returned at the author's expense.

## 7. Examination method

The submitted manuscript is reviewed by the following methods.

(1) Reviewing members' selection

The editorial committee of environmental research, presentations, meetings, and articles sets one committee member specializing in an article from the editorial committee to one contributed article, in order to examine properly.

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

(2) Report of reviewing results

A reviewing member reviews a paper, etc. according to the contents shown in the "Center for Environmental Information Science paper reviewing point" defined independently, then writes down a result in a predetermined style, and submits the results to the editorial committee.

Based on the report, the member specializing in articles attaches the opinion about the adoption or rejection of a manuscript, etc., and reports to the editorial committee.

(3) Adoption or rejection of a manuscript

The editorial committee examines and determines adoption or rejections, such as the article concerned, based on the report result of the members specializing in an article.

## 8. The result announcement and printing charge

(1) Examination results will be announced later.

(2) In the case of the adoption of a manuscript, the printing charge 20,000yen must be paid at the author's expense.

## 9. Offprint

A minimum of 30 offprints with a cover will be supplied upon request at the charge of 6,000 yen. If more are required, an additional charge of 150yen per copy will be applied. This applies for the required number of copies in the case of the adoption of a manuscript.

## 10. Copyright

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