

Guide for Author

2009 December 15th revision

1. General

1.1 Guide for Authors who submit manuscripts to the Journal of The Japan Association for Petroleum Technology (hereinafter J. of JAPT) are described as follows:

2. Submission of Manuscripts

Authors should submit manuscripts either by e-mail, on a CD, or on paper (or any combinations thereof) to the editorial committee of JAPT(hereinafter the Editorial Committee).

2.1 The following items should be submitted;

(1) Manuscript submission form:

Authors can get the form from No.1 of the latest volume of J. of JAPT or the web site of JAPT(<http://www.japt.org/html/english/index.html>)

(2) Manuscript:

Manuscript can be submitted in either of the following forms:

(a) Submission by hard copies,

Manuscripts printed on one side of A4 size sheet with figures and tables in separate A4 sheets. Three copies for the original article and two copies for others.

(b) Submission by electronic media,

Manuscripts can be submitted electrically on a CD-ROM, other equivalent media, or attached to e-mail. It is preferable that the text is made in PDF. Figures and tables should be saved in separate files in PDF, Tif, GIF, JPG or other general format.

For manuscripts attached to E-mail, the file size should be as small as possible. If the file size is large, authors should consult the Editorial Committee about submission of manuscripts.

(3) List of Figures and Tables:

The list includes figure and table number, figure title and figure caption with brief explanation if necessary

2.2 Authors should ensure that all figures and tables are of enough resolution and legible for reviewing.

2.3 When revising manuscripts, authors should clearly indicate all the revised parts on the manuscript, by putting underlines, for example.

2.4 When manuscripts are accepted, authors should submit the following items by instruction of the Editorial Committee:

(1) Text of accepted manuscripts

(2) Figures and tables:

Separate files for figures and tables should be made in PDF, Tif, GIF, JPG or other general formats. Inserting figures and tables into text is not allowed.

(3) Information on software for making manuscripts should be provided with its version number in submission by electrical media. Virus checking must be done before submission.

3. Preparation of Manuscript

3.1 The entire manuscript (text, quotations, figure legends, tables, references, figure captions, etc.) must be double-spaced on the one side of A4 sheet, having 3-cm margins on all sides of each page, using 10 ~ 12-point font.

All pages (including appendices, tables, and figures) must be numbered consecutively.

It is recommended as a standard that manuscript includes about 300 words with 25 lines in a page and that 4 pages in a manuscript corresponds to 1 page in published form.

3.2 Front page of manuscript:

The front page should contain the type of article, title, authors, footnotes if necessary in the following order:

(1) Type of articles (See Article 2. of "Instruction for Authors")

(2) Date of reception and Date of acceptance

Authors should add the date of acceptance after receiving notice of acceptance

(3) Title:

The title should be concise, attract attention, and highlight the main point of the manuscripts. Be clear about the subject matter.

(4) Author(s):

Authors' full names should be shown in the order of given name, middle name or initial, family name.

(5) Footnotes:

In case that the manuscripts were presented at a technical meeting hosted by either JAPT or other organizations, the name and the date of the meeting should be written as a footnote.

Authors' affiliation is also written as a footnote. Author(s)'s current or permanent affiliation, if different from that shown in the affiliation information

at the beginning of the manuscripts.

The affiliations of the authors at the time the work was performed should be presented. Author and Co-authors of different affiliations are distinguished using asterisks put on their name and footnotes in a manuscript.

Footnotes are also used to document other general information about manuscripts such as information regarding a thesis or dissertation upon which the current manuscripts is based, or the source of financial support for the work

3.3 Abstract and Keywords:

- (1) Abstract should provide a brief summary of the research within 300 words for Original Article, Short Article, Review, Note, Explanation, Discussion and Lecture. It includes the purpose, methods, results, and major conclusions, explaining to the general reader why the research was done and why the results should be viewed as important.

Author(s) should prepare title, author(s), abstract of less than 1,200 words in Japanese at the submission of article written in English. These may be made by the editorial committee under approval from the author

- (2) Authors should provide 3 to 12 key words or phrases for indexing purposes. The Editorial Committee may add a few keywords if necessary.

3.4 Text body (Body of manuscripts)

- (1) Heading:

As a rule, a manuscript should be divided into sections headed by a caption and numbered sections (Introduction, Materials and Methods, Results, Discussion, References and so on). Subsections should be numbered, such as

1. for heading
- 1.1 for subheading level 1
- 1.1.1 for subheading level 2
- 1.1.1.1 for subheading level 3

- (2) Terminology, Acronyms or abbreviations:

Acronyms or abbreviations should be avoided or kept to a minimum. Use only standard abbreviations. Spell out the term at the first use, place the abbreviation in parentheses after it, and then use the abbreviation in the remainder of the manuscript. Jargon and slang should be avoided. Terminology should be used consistently. Either a formula or a chemical name can be used for a substance. Technical terms should be defined if necessary.

- (3) Unit:

A. The International System of Units (SI) metric units of measure is preferably

used in the manuscripts. Customary system of units may be used if necessary and unavoidable, but use one or the other consistently, rather than a combination. Conversion equations from customary system of units to the SI units should be shown as footnotes or collectively at the end of the manuscript.

B. Internationally customary abbreviation should be used for symbols of the unit

C. Usage of quantity symbols is based on the rules of ISO in principle.

D. Mass numbers should precede the symbols.

(4) Symbol:

Symbols used in the text and the mathematical expression should conform to the SPE Symbols Standard or Oil and Gas Development Manual (Sekiyu Kogyo Binran : JAPT). Author(s), if necessary, should define them in the text or collectively in the preceding page of the list of references (ex. JAPT: the Japan Association for Petroleum Technology).

(5) Be particularly careful to avoid confusion in the use of the numeral "1", the lower-case letter "l", and the capital letter "I", and between the numeral "0" and the capital letter "O", because many type fonts do not clearly distinguish between them.

(6) Mathematical expressions:

Formulae and equations should be typed in separate lines with sequential equation numbers within parenthesis. Use standard fonts for equations in the text like "a/b" or "exp(a/b)". When referring to an equation embedded in the text, the equation number is preceded by the abbreviation Eq. followed by the equation number within parentheses. For example if you have the equation

$$E = MC^2, \quad (1)$$

you would refer to it as Eq. (1) in the text.

(7) Notes and instructions which are not printed should be written in red.

(8) Acknowledgements

When authors show their acknowledgement or the study funded, describe footnotes or keep blank space for them at the end of the manuscript.

(9) Appendices: Use appendices for mathematical derivations and supporting material too detailed to include in the body of the text. Designate multiple appendices as Appendix A, Appendix B, etc.

3.5 Reference

Authors should carefully select references essential for articles. Personal communications or unpublished results, submitted articles under preparation or review for publication, and information in WEB are not cited as the reference in

principle. When authors refers to WEB URL in the text, the date when authors have accessed the WEB should be shown.

(1) References in the text:

All citations (references) are embedded in the text as follows: Text reference should be made by the author's names followed by the year of publication.

a) Single author: The author's name (without initials, unless there is ambiguity) and the year of publication;

(---- 1991) or ---- (1991)

b) Two authors: Both authors' names and the year of publication;

(----- and ----- 1999) or ----- and ----- (1999)

Two or more references by same author or authors in same year;

(---- and ----- 1972a, 1972b; ---- 1973c) or ---- and ---- (1972a, 1972b) and ---- (1973c)

c) Three or more authors: First author's name followed by 'et al.' and the year of publication;

(----et al. 1991) or ---- et al. (1991)

(2) List of References:

References should be listed in alphabetical order by the author's last name. Information should be as complete as possible and in the following order:

a) Author's last names and initials

b) Year of publication

c) Title of manuscripts or article without surrounding quotation marks

d) Publication in which the article appears in italics (or underline)

e) Name of publisher

f) Volume number in bold type face (underline), issue number followed by a colon, and hyphenated starting and ending page numbers.

Two or more references of the same author should be listed in the publishing order. For two or more references of the same author in the same year, alphabets a, b, c, - - follows year of publication in the publishing order.

(3) WEB site:

[http : //www.japt.jp/](http://www.japt.jp/) (cited 2007/08/31)

(4) Examples of the form for the list of references

(a) Reference to an article in a journal

Takahashi, M. and Hayashi, M., 1991b : Zircon crystal morphology of the Miocene tuffs in the Kamogawa area, Boso Peninsula, central Japan. Jour. Japan Assoc. Petrol Technol., 56, 477-481

(b) Reference to a book

Tissot, B. P. and Welte, D. H., 1978 : Petroleum Formation and Occurrence, 500-508, Springer-Verlag.

(c) Reference to part of the editorial book

Magoon, L.B., and Dow, W.G., 1994: The petroleum system. In Magoon, L.B. and Dow, W.G., eds.: The Petroleum System - From Source To Trap. AAPG Memoir 60, The American Association of Petroleum Geologists, 3-24

(d) Reference to electronic material

----, -. , 1998, Great feuds in science: Ten of the liveliest disputes ever: John Wiley & Sons, e-book.

(e) Electronic journal citation with access date

---- and ----, 2004, Origins of outliers of the Huronian Super group within the Sudbury Structure: Journal of Geology, 112, 59–70, accessed March 20, 2006; <http://www.journals.uchicago.edu/JG/journal/contents/v112n1.html?erFrom=5036588460214438945Guest>.

(5) Authors should specify the style of letters in the list of references as follows:

- (a) Specification of italic letters for biological name, name of species (fossils, micro fossils), variables
- (b) Specification of bold letters for volume number
- (c) Specification of italic letters for name of the journal and book

3.6 Figures should be drawn, in principle, in black and white on A4-size sheet and have a clear image in its reduced size for print.

- (1) Tables and figures should be consecutively numbered in Arabic numerals with captions in the text (Table 1, Table 2, Figure1, Figure2 etc.). If necessary, brief explanations may be added to the captions.
- (2) In citation of figures and tables from references, name of author and year of publication should be written after the corresponding caption.
- (3) Each table and figure should be drawn on a separate sheet.

Insert positions of figures, tables should be indicated in the right margin of the text page.

- (4) Only figure and table number can be written in the margin of each page. Figure and table number, titles and captions with a brief explanation if necessary should be summarized as the list of figures in a separate sheet. Do not write them in the figure pages.

Authors should not use copied figures. When manuscripts are accepted, authors should provide original figures if possible

- (5) A reduced scale specified for a figure should be written in the margin of the figure page. It is determined considering size, vertical and horizontal scale, letter size, thickness of line.
- (6) In case of showing microscopic photographs, magnification should either be mentioned directly on them using a bar, or explained in the legend.
- (7) Maximum size of a figure in the final printed form is limited to the size of a page. If total pages of article exceeds the limitation, the Editorial Committee may change the size of a figure.
- (8) Normally, figures and photographs are published in black and white. However, if color print reproduction is desired, the author must indicate this and commit to paying costs of printing in color as shown in Table 1 of "Instruction for Authors."

3.7 Pictorial should contain the following information:

- (1) Title for the entire theme
- (2) Authors and photographer
- (3) In principle, 2 to 6 color photos with clear explanation of each scene
- (4) Several lines of caption for each photo