Public interest incorporated association Japan Institute of Marine Engineering (JIME)
Writing Guidelines

1.  The main objective of the JIME Journal, and its contents and authors

1.1 Main objective of the JIME Journal’s publication

The JIME Journal represents a core activity on the part of the Japan Institute of Marine Engineering (JIME). It covers a wide range of areas, which include vessel engines and equipment, marine equipment and those related to these elements. The JIME Journal is intended to improve knowledge of JIME members and enlighten them in the areas of research, development, manufacturing, operations and maintenance management about these elements, and by doing so, it is aimed at contributing to the promotion of academic activities, and scientific and social development.

1.2 The JIME Journal’s contents and orders

The contents of the JIME Journal are, in principle, in the following order.

1) Frontispiece in full color
2) Table of contents
3) Prefatory statement
4) Reports
5) Essays and Foreword
6) Installments
7) Commentaries
8) Technical materials
9) Research papers
10) Products
11) Offices and laboratories
12) Columns
13) Guide to technical terms
14) Senior salon
15) Book review
16) Newsletter
17) Editor’s note

a) ‘Reports’ mean summaries of academic lectures, symposiums, discussions and events organized by JIME and documents that outline JIME’s activities or their processes.

b) An ‘Essays’ means a short document which may include authors’ views, opinions and experiences that contribute to the development and improvement of the engineering or industrial sector related to vessel engines or equipment, or marine equipment. And ‘Foreword’ means a short description of the present, the future or the past of specific matters objectively mentioned on the basis of a wide range of sources in the same field prior to the feature article.

c) ‘Installments’ mean part of a series of documents outlining fundamentals in a plain manner in an engineering sector that has already been systematically established.

d) ‘Commentaries’ mean documents written in a plain manner about a specific item in the engineering or industrial sector related to vessel engines or equipment, or marine equipment.

e) ‘Technical materials’ mean documents beneficial to the engineering or industrial sector related to vessel engines or equipment, or marine equipment, such as trial reports on new products, research reports, work reports and management reports. They include a report on a new concept or fact which has been found fragmentally. ‘Technical materials’ should be, in principle, those unpublished in other publications. However, documents presented to JIME’s lectures or contributed to a publication body where the author belongs are acceptable if the author informs JIME to that effect.

f) ‘Research papers’ mean those describe research results that can contribute to academic and technical development in engineering related to vessel engines or equipment, or marine equipment. They need to include creative and invaluable elements. They include research papers that are technically or theoretically valuable, and technical papers written based on new knowledge obtained through experiments or data about operational records. ‘Research papers’ should be, in principle, those unpublished in other publications. However, documents presented to JIME’s lectures or excerpts contributed to a publication body where the author belongs for prompt reporting are acceptable if the author informs the JIME to that effect.
g) ‘Products’ is a section briefly introducing vessel engines or equipment, or marine equipment.
h) ‘Offices and laboratories’ is a section introducing offices or laboratories belonging to JIME members’ organizations or those strongly associated with JIME.
i) ‘Columns’ mean those explaining technical terms that are recently gaining popularity or covering arts, sports, daily lives and other areas that are designed to entertain readers.
j) ‘Guide to technical terms’ is a section explaining in a plain manner technical terms related to the Journal’s special features.
k) ‘Senior salon’ is a section with documents written by veteran engineers in the form of light essays or proposals to young engineers highlighting their knowledge of or experience in the engineering or industrial sector related to vessel engines or equipment, or marine equipment. They include a collection of short notes prepared by multiple authors.
l) ‘Book review’ is a section briefly introducing books about marine engineering written or published by JIME members, JIME-related academic associations or organizations strongly associated with JIME. However, documents covered in this section will not be duplicated in the ‘Bulletin’ section.

1.3 Eligible authors
Authors should be in principle researchers or technicians involved in marine engineering.

1.4 Copyright
a) The article 1 of the JIME’s Copyright Rules stipulates where the copyrights of articles that appeared in the JIME Journal belong.
b) If authors write an article using materials of which they do not have copyright ownership, they in principle shall gain permission from their copyright owners. Authors bear responsibility for procedures in obtaining such permission.
c) If authors violate the rights of a copyright holder through their work, they will be responsible for their acts.

1.5 Responsibility for articles
Authors bear responsibility for the contents of their articles that appeared in the JIME Journal.
2. Manuscript writing and submission rules

2.1 Language
Authors shall prepare manuscripts in either Japanese or English.

2.2 Manuscript paper
Authors shall prepare manuscripts for the JIME Journal using a template file in either Japanese or English posted on JIME's website.

2.3 Length of manuscripts on the JIME Journal
a) In the case of ‘research papers’, there is no limit to the number of printed pages.
b) ‘Commentaries’ and ‘technical materials’ should not normally exceed printed six pages. However, extra two printed pages (up to eight printed pages in total) are acceptable as an exception.
c) ‘Installments’ should not exceed six printed pages in principle.
d) ‘Reports’, ‘products’, ‘offices and laboratories’ and ‘columns’ should not exceed four printed pages in principle.
e) ‘Essays’ should not exceed two printed pages in principle.
f) ‘Senior salon’ should not exceed one page. If it does, it will be regarded as ‘essays’ or ‘reports’ etc.
g) Items other than those described in a) ~e) should not exceed one page.
h) If printed pages exceed the maximum limit, the author shall describe the main reason for this excess on the cover page of the manuscript or in the note section of the online submission segment on JIME’s website. JIME will receive the manuscript only when the editor-in-chief accepts the excess.

2.4 Cover page of manuscripts
a) Authors shall meet all manuscript submission requirements.
b) When the author submits a manuscript to JIME’s website, ‘the submission form’ will become a cover page of the manuscript.

2.5 Manuscript submission
Authors shall submit a manuscript in the form of an electronic file.
a) Authors shall submit a manuscript in the form of an electronic file to JIME’s website, sending an email with a file attachment or an electronic medium (such as CD-R and USB flash drive). They can also upload an electric file (Word documents) when
submitting a manuscript.
b) Electric files to be submitted should include the front cover of a manuscript (Word documents). However, if authors submit a manuscript to JIME’s website, they don’t need to include a front cover.
c) Electronic media once submitted to JIME will not be returned to the author.

2.5 Frontispiece in full color
a) The editor-in-chief will select a frontispiece in full color on the JIME Journal.
b) The editor-in-chief shall gain approval for the frontispiece in full color from the artist.
c) The artist needs to accommodate requests from the editing committee regarding the frontispiece in full color.

3. Style guide
3.1 Sentences
a) Sentences should be, in principle, written in plain Japanese or English. Japanese manuscripts should be written in kanji (Chinese characters) with hiragana except parts that need to be written in English or katakana. Contemporary kanji and hiragana should be used. Romanization of Japanese should be in compliance with spelling guidelines developed by the Ministry of Education, Culture, Sports, Science and Technology or the Hepburn Romanization system.
b) The technical terms used in the manuscript should be in principle in compliance with those specified in ‘the collection book of technical terms’ compiled by the Ministry of Education, Culture, Sports, Science and Technology, for instance, machinery part, ship’s part, physics part, electricity part and chemistry part etc. They should also be in compliance with the technical terms specified in the rule of JIS (the Japanese Industrial Standard) or the rule of ISO (International Organization for Standardization). For technical terms other than those specified in the above provisions, the proper technical terms commonly used should be used.
c) The heading of chapter of the text should be positioned at the middle of line. The Gothic style letters, point 11 in size, should be used for the words of chapter heading. Chapter numbers should be half-width. A half-width space should be inserted between chapter numbers and the words of chapter heading. The sub-heading of paragraph and clause should be left-aligned and indented by one space after starting a new line. The Gothic style letters, point 10 in size, should be used for sub-heading numbers and the words of heading or sub-heading. A half-width space
should be inserted between heading or sub-heading numbers and the words of heading or sub-heading. Bold letters should not be used for headings and sub-headings. If authors need to use subdivisions of sub-headings, lower case letters with the right parenthesis, such as a), or numbers with the right parenthesis, such as 1), should be used.

d) The Mincho style letters, point 10 in size, should be used for Japanese texts, and the Century style letters, point 10 in size, should be used for English texts. The Gothic style letters should not be used for texts except in special circumstances. Bold letters should not be used for texts. Half-width kana should not be used in the Japanese manuscript.

e) For the punctuation of sentence in the Japanese manuscript, full-width full stop (.) and full-width comma (,) should be used. The punctuation marks and commas are counted as one letter, and the head of new line of the sentence is always indented by one space. For the punctuation of sentence in the English manuscript, half-width full stop (.) and half-width comma (,) should be used. The punctuation marks and commas are counted as one letter, and the head of new line of the sentence is always indented by two spaces.

f) Arabic style should be used for figures and SI unit should be used for showing units. Also, the symbol marks decided by JIS rule should be used for showing the unit of quantity, sign of unit and figure. English used for units and figures should be half-width, and in principle, the Century style letters should be used for them. Units of measurement should be written using half-width English letters and figures, not full-width letters.

3.2 Charts and tables

a) Charts, diagrams and tables are drawn into the texts. Photographs are treated in the same way as charts and diagrams. Headings and captions for the charts, diagrams and tables can be prepared in English. The Century style letters, 9 point in size, should be used for these headings and captions. English letters and figures used for them should be half-width and in principle, the Century style letters should be used for these English letters and figures. In the case of research papers, headings and descriptions for the charts, diagrams and tables should be prepared in English.

b) The JIME Journal's pages other than the front cover, the frontispiece in full color and the table of contents will be printed in black and white in principle. Charts, diagrams and tables should be prepared in a way that can be understood in black
and white. If the author hopes that some pages will be printed in color, the author shall shoulder the costs involved.

3.3 References
Authors shall cite reference materials in a separate sheet and attach it to the last page of their texts. In the case of research papers, all reference materials used by the author should be listed in English.

3.4 Abstract in English
Regarding research papers or technical materials in Japanese, the title of the text in English, the author’s name in English and a summary in English within 250 words should be inserted after the title of the text and the author’s name in Japanese. A Japanese translation of the summary should also be attached. (Note: A Japanese translation is not required when the author submits a manuscript to JIME’s website.)

3.5 Texts in English
a) The title of the text for contributed research papers or technical materials in English and the author’s name should be written in English.
b) A summary in English within 250 words should be inserted into contributed research papers or technical materials in English after the title of the text and the author’s name.
c) It is preferable to attach the title of the text in Japanese, the author’s name in Japanese and a summary of the text in Japanese within 250 characters to research papers or technical materials in English for the purposes of editing and checking by a native speaker.
d) The editing committee may ask the native check by its own judgment after its perusal and proofreading of the contributed manuscript in English. In this event, the expenses for proofreading should be borne by the author in principle.

3.6 The introduction of the author and the photo of their face
In the case of manuscripts (other than research papers), the brief introduction of the author within 150 words and the photo of their face can be inserted at the end of the manuscript.

3.7 Other
Common expressions are cited in a separate sheet.
4. Handling of manuscripts for the JIME Journal

4.1 Requests for any revision or correction of the manuscript by the author will not be accepted in principle after the submission has been made.

4.2 Whether the manuscript could be accepted will be decided by the editor-in-chief, taking into consideration the opinion of reading examiners. Upon their decision, the editor-in-chief may present the opinion of reading examiners to the editing committee to ask its advice.

4.3 The decision of acceptance or non-acceptance of manuscripts other than research papers will be considered by the editing committee, and then, the editor-in-chief makes final decision.

4.4 If the editor-in-chief has demanded the correction, reduction or addition of contents, the author may express and state his opinion when necessary.

4.5 If descriptions in the accepted manuscript include uncommon terminology, expressions or usage of kana, the secretariat may edit them and use more common languages.

4.6 The author will be given one opportunity of proofreading, however, any correction or additional revision should not be permitted.

4.7 Remuneration for writing and publication fee

a) In principle, remuneration for writing will not be paid.

b) The author will pay the costs required for creating electronic files for manuscripts and illustrations.

c) Authors of research papers will be required to pay the publication fee described below.

<table>
<thead>
<tr>
<th>Page numbers</th>
<th>JIME members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within six pages</td>
<td>40,000 yen</td>
<td>60,000 yen</td>
</tr>
<tr>
<td>Seven pages or more</td>
<td>10,000 yen</td>
<td>15,000 yen</td>
</tr>
<tr>
<td></td>
<td>(per page)</td>
<td>(per page)</td>
</tr>
</tbody>
</table>

Note: Even if the main author is not a JIME member, they will be treated as they are if the co-author is a JIME member.

d) Even if the paper has not been accepted, the author may be demanded to pay the examination fee of up to 6,000 yen for the research paper.

5. Other

5.1 Upon requests from authors, JIME may print additional copies of pages from the JIME Journal and deliver them. The costs for additional printing are described in Table 2. If the secretariat receives an order for additional copies after the
application deadline (20 days before the publication date), the costs will be twice as high as those described in Table 2.

Table 2 Additional printing costs (including delivery charge, including consumption tax)

<table>
<thead>
<tr>
<th>Copies</th>
<th>50</th>
<th>100</th>
<th>200</th>
<th>300</th>
<th>400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to eight</td>
<td>11,000 yen</td>
<td>14,000 yen</td>
<td>19,000 yen</td>
<td>22,000 yen</td>
<td>24,000 yen</td>
</tr>
<tr>
<td>Up to ten</td>
<td>12,000 yen</td>
<td>15,000 yen</td>
<td>20,000 yen</td>
<td>23,000 yen</td>
<td>26,000 yen</td>
</tr>
<tr>
<td>Up to twelve</td>
<td>13,000 yen</td>
<td>16,000 yen</td>
<td>21,000 yen</td>
<td>24,000 yen</td>
<td>28,000 yen</td>
</tr>
<tr>
<td>Up to fourteen</td>
<td>14,000 yen</td>
<td>17,000 yen</td>
<td>22,000 yen</td>
<td>26,000 yen</td>
<td>30,000 yen</td>
</tr>
</tbody>
</table>

Note: Page numbers do not include the front page of the additionally printed JIME Journal and its back side (blank).

6. Jurisdiction and changes

The editing committee has jurisdiction over the writing guidelines. The committee has the authority to change the contents of the guidelines and when it amends them, the committee must report such amendments immediately to the board of directors. However, if 'Table 1 Publication fees' in the section 4.7 or 'Table 2 Additional printing costs' in the section 5.1 is to be amended, the editing committee must obtain approval from the board of directors.

Supplementary provisions

★How the guidelines have been amended
(Amended on May 7, 1976), (Amended on May 23, 1984), (Amended on June 19, 1987), (Amended on August 19, 1987), (Amended November 21, 1990), (Amended on September 17, 1992)

★The guidelines became effective on 1 April 1998 with the approval of the board of directors on 16 March 1998.

★The guidelines became effective on 1 March 2002 with the approval of the board of directors on 12 February 2002.

★The guidelines became effective on 1 July 2004 with the approval of the board of directors on 16 June 2004.

★The guidelines became effective on 1 November 2004 with the approval of the board of directors on 18 October 2004.

★The guidelines became effective on 1 March 2005 with the approval of the board of directors on 16 February 2005.

★The guidelines became effective on 1 November 2006 with the approval of the board of directors on 11 October 2006.
The guidelines became effective on 23 July 2009 with the approval of the board of directors on 23 July 2009.

The amendments to the guidelines became effective on 27 March 2013 with the approval of the editing committee on the same day. However, the section 5.1 (additional printing costs) and the section 4.7 (publication fees) applied from the JIME Journal Volume 48 Issue 4.

The amendments to the guidelines became effective on 28 May 2013 with the approval of the editing committee on the same day.

The amendments to the guidelines became effective on 13 May 2015 with the approval of the editing committee on the same day.

The amendments to the guidelines became effective on 17 January 2017 with the approval of the editing committee on the same day.

The amendments to the guidelines became effective on 18 July 2017 with the approval of the editing committee on the same day.