

Journal of Forest Planning

GUIDE FOR CONTRIBUTORS

Please refer to the following guidelines when submitting a new manuscript to the *Journal of Forest Planning* (hereafter “the *Journal*”), of the Japan Society of Forest Planning (hereafter “the *Society*”), so that your manuscript can be handled expeditiously.

Type of Papers: Each paper is classified into one of three types: article, review, or short communication. All papers should be reports of original research that have not been submitted or published elsewhere (other than as abstracts).

Contributors: The first author of any paper should be a member of the *Society* unless he/she has been invited to contribute by the editor-in-chief of the *Journal*. The authors can apply for *Society* membership on submission.

Review Process: The *Journal* conducts a single-blind review process. Each manuscript is first handled by one of the editors, at which time it is evaluated for *Journal* suitability. Manuscripts considered to be suitable are then peer-reviewed by at least two anonymous expert referees selected by the editor.

Decision for Publication: The editorial board makes the final decision to accept, reject, or suggest corrections to manuscripts based on its contribution in terms of original data and ideas as indicated by the results of reviews conducted by the referees.

Manuscript: Manuscripts should be written in English and follow the guidelines provided in “Manuscript Preparation” below. Either American or British usage/spelling is acceptable, but not a mixture of these.

English: All authors whose first language is *not* English should ask a native speaker to refine the written English of their manuscripts prior to submission.

Final Manuscript and Authors’ Proof Correction: When the manuscript is accepted, the authors will be asked to send the final manuscript in editable electronic formats. The required formats will be indicated in the manuscript preparation. A Portable Document Format (PDF) file of the proof will be sent to the corresponding author by email only once for proofreading.

Expense on Publication: No charges will be levied for papers published in the *Journal*. A free electronic reprint will be sent to the author in PDF. However, authors who need color page/special

printing will be required to pay the actual expenses involved. Reprints can also be ordered in blocks of 50 copies at the actual expenses involved. All prices are subject to change.

Submission and Inquiry: Authors will be required to send their manuscript and a submission form in electronic format to the editor-in-chief by email. The editor-in-chief's email address can be found on the inside cover of the *Journal*. Submission inquiries may also be sent to the editor-in-chief by email.

Copyright: The *Society* reserves all rights to the papers published by the *Journal*. Written permission by the editor-in-chief is required for the reproduction or republication of Journal-published manuscripts, either in whole or in part.

Rights of Authors: The authors retain the following rights:

- (1) Authors are allowed to reproduce their own Journal-published papers, either in whole or in part, in their own literary works providing they acknowledge the *Journal* as its source.
- (2) Authors are allowed to provide a PDF file of their paper to the public at repositories of their affiliations and financial contributors after it has been provided to the public via J-STAGE on the condition that they display a link to the paper's abstract on the J-STAGE website.
- (3) Authors are allowed to electronically copy and distribute a PDF file of their paper on the condition that they purchase reprints of their paper, or the PDF file of their paper, at the same price as the reprints of their paper. In this case, authors are allowed to post the PDF file on their personal website after providing it to the public via J-STAGE and should display a link to the paper's abstract on the J-STAGE website.

(August 2018)

Manuscripts Preparation

Style: All manuscripts should be arranged as follows: (1) title page, (2) abstract and keywords, (3) main text, (4) literature cited, (5) tables, (6) figures, and (7) messages to editors.

Typing: Manuscripts should be typewritten, double-spaced, on A4-size pages with margins of 3 cm on the top, bottom, and both sides. Line and page numbers should be included. The desired locations of tables and figures should be indicated in red font characters in the right margins.

Text Style: Characters to be printed in italic or bold font should be entered using the features of the word processing software.

Title Page: The first page of each manuscript should contain the following items: (1) the type of paper, (2) the title of the paper, (3) the authors' full names and affiliations along with their addresses, and (4) the corresponding author's name and e-mail address. The author affiliations to be listed are

the affiliations where the actual research was conducted. If any of the authors have changed affiliation since completing the research, the present affiliation can also be indicated.

Abstract and Keywords: An abstract is required for all paper types, and should be no more than 300 words long. Between three and five keywords, listed alphabetically and separated by commas, should be provided.

Mathematical Equations: If there is more than one equation in the text, the equations should be numbered with Arabic numerals according to their sequence on the right-hand side ((1), (2), etc.). Short expressions not cited by any number may be included in the text. Variables should be presented in italics, although upright-style Greek alphabet letters may be used.

Acknowledgements: Contributors who do not meet the criteria for authorship should be listed in the “Acknowledgements” section at the end of the main text before the “literature cited” section. All sources of funding should be listed in this section, following the contributors’ requirements.

Literature Cited: Literature in the text may be cited by surname (family name) of the author and the year of publication in parentheses after the statement concerned. The surname of the author and the year of publication are to be separated by a comma. Multiple citations in the same parentheses are to be placed in chronological order and separated by a semicolon. If there are more than two authors, citations should quote the surname of the first author and the words “et al.” All authors’ names should be included in the list. More than one reference from the same author(s) in the same year should be identified by Roman alphabet letters placed after the year.

Literature cited should be listed alphabetically by the surname of the first author, and then chronologically per author. Use the following examples for the style of the “literature cited” section:

- a. For periodicals: Shirasawa, H. and Hasegawa, H. (2014) A comparative study of heuristic algorithms for the multiple target access problem. *J. For. Res.* **19**: 437–449
- b. For books: Davis, L.S., Johnson, K.N., Bettinger, P.S. and Howard, T.E. (2001) *Forest management: To sustain ecological, economic, and social values*. 4th ed. McGraw-Hill, New York, 804 pp
- c. For edited books: Gadow, K.V. (2005) Science-based forest design and analysis. In: Naito K. (ed) *The role of forests for coming generations*. Japan Society of Forest Planning Press, Utsunomiya: 1–19
- d. For Internet resources: McGaughey, R.J. (1999) Visualization system. USDA Forest Service, Pacific Northwest Research Station. <http://faculty.washington.edu/mcgoy/svs.html> (accessed 14 April 2013)

Tables: Tables should be numbered with Arabic numerals according to their sequence in the text (Table 1, Table 2, etc.). Each table should be prepared on a separate sheet and be accompanied by a brief and self-explanatory title. Any explanations for the tables should be given as a footnote at the bottom of the table. Do not use vertical lines to separate columns.

Figures: Figures should be numbered with Arabic numerals according to their sequence in the text

(Fig. 1, Fig. 2, etc.). Each figure should be prepared on a separate sheet. Each figure's legend should be prepared on a separate sheet of paper. Figures should be of publication quality. Color figures can be included, but will incur an additional printing charge. Figures for color printing should be marked with the note "COLOR" on the margin of the sheet the figure is printed on.

Messages to Editors: If authors have any potential conflicts of interest in relation to their manuscript, they must describe them in the "messages to the editors" section.

Submission Form: The submission form should be filled out and attached to the manuscript on submission. The form can be found on the last page of the *Journal*. Non-member authors can apply for *Society* membership when submitting their paper by completing and enclosing the application form found on the inside of the back cover of the *Journal*.

Electronic Submission: Authors are required to submit their manuscript in PDF by email. If it is difficult to save the manuscript in PDF, MS Word files are also accepted. Authors are encouraged to save their tables and figures in PDF form, and then combine them with the manuscript file. This means that just one PDF file should be sent to the editor-in-chief. After acceptance, the authors will be asked to submit the final manuscript in the following formats:

- 1) Title page, abstract and keywords, main text, and literature cited: an MS Word (doc or docx) file;
- 2) Tables: an editable file in MS Word (doc or docx) or MS Excel (xls or xlsx);
- 3) Figures: High-quality image files (TIFF, JPEG, or PNG), an MS PowerPoint (ppt or pptx) file, or a PDF file.

(August 2018)

Guidelines on Publication Ethics

These guidelines are based primarily on the *Guidelines on Good Publication Practice* (COPE, 1999), the *Code of Conduct and Best Practice Guidelines for Journal Editors* (COPE, 2011), the *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals* (ICMJE, 2017), and the *International Standards for Authors* (Wager and Kleinert, 2011).

Duties of editors

Publication decision: The editors' decisions to accept or reject a manuscript for publication should be based on the manuscript's importance, originality, and clarity, as well as the study's validity and its relevance to the scope of the *Journal*.

Confidentiality: Editors should treat all submitted manuscripts as confidential. Editors should not share information about manuscripts, including whether they have been received and/or are under review, their content and status in the review process, criticism by reviewers, and their ultimate fate, to anyone other than the authors and reviewers. Editors should also make it clear that reviewers will

be expected to keep manuscripts, associated material, and the information they contain strictly confidential.

Conflict of interest: Editors who make final decisions about manuscripts should recuse themselves from editorial decisions if they have conflicts of interest or relationships that pose potential conflicts related to manuscripts under consideration. If an editor submits a manuscript to the *Journal*, another editor will handle the peer-review process of the manuscript independently of the authoring editor.

Corrections: When a published paper is subsequently found to contain major flaws, editors should accept responsibility for correcting the record prominently and promptly.

Duties of reviewers

Contribution to editorial decisions: Reviewers are experts chosen by editors to provide written opinions. Peer review helps editors decide which manuscripts are suitable for the *Journal*. It may also help authors improve their study.

Promptness: Reviewers are expected to respond promptly to requests to review and to submit reviews within the time agreed.

Reporting standards: Reviewers should provide unbiased and justifiable reports. Reviewers' comments should be constructive, honest, and polite.

Confidentiality: Reviewers should keep manuscripts and the information they contain strictly confidential. Reviewers should not publicly discuss the authors' work and should not appropriate the authors' ideas before the manuscript is published. Reviewers should not retain the manuscript for their personal use and should destroy the copies of any manuscripts they have been provided after submitting their reviews. Reviewers should not use knowledge of the work they are reviewing before its publication to further their own interests.

Ethical issues: If reviewers suspect misconduct, they should notify the editor in confidence.

Conflict of interest: Reviewers should disclose to the editors any conflicts of interest that could bias their opinions of the manuscript, and should recuse themselves from reviewing specific manuscripts if the potential for bias exists.

Duties of authors

Reporting standards: Authors should report their methods and findings accurately. Authors should provide sufficient detail to permit other researchers to repeat the work. Authors should present their results honestly and without fabrication, falsification, or inappropriate data manipulation.

Data access and retention: Authors may be asked to disclose the research data for the review process. Authors should maintain the primary data and analytic procedures underpinning the published results for at least 10 years after publication.

Authorship of the paper: The award of authorship should balance intellectual contributions to the conception, design, analysis, and writing of the study against the collection of data and other routine work. If there is no task that can reasonably be attributed to a particular individual, then that individual should not be credited with authorship.

Authorship should be based on the following criteria: (1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data used for the work; (2) Drafting the work or revising it critically for important intellectual content; (3) Final approval of the version to be published; (4) Agreement to be accountable for all aspects of the work in ensuring that

questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Contributors who meet fewer than all four of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading, and their contributions should be specified.

Conflict of interest: Authors should disclose to editors relevant financial and non-financial interests and relationships that might be considered likely to affect the interpretation of their findings. All sources of research funding, including direct and indirect financial support, the supply of equipment or materials, and other support should be disclosed as well.

Originality and plagiarism: Authors should adhere to publication requirements that submitted work be original. Authors should represent the work of others accurately in citations and quotations. Relevant previous work and publications, both by other researchers and the authors' own, should be properly acknowledged and referenced. Data, text, figures, or ideas originated by other researchers should be properly acknowledged and should not be presented as if they were the authors' own.

Redundant publication: Authors should not submit the same manuscript, in the same or different languages, simultaneously to more than one journal. Previous publication of an abstract in the proceedings of meetings does not preclude subsequent submission for publication.

Corrections: Authors should alert the editor promptly if they discover an error in any submitted, accepted, or published work. Authors should cooperate with the editors in issuing corrections or retractions when required.

Literature Cited

Committee on Publication Ethics (COPE) (1999) Guidelines on Good Publication Practice.
<https://publicationethics.org/files/u7141/1999pdf13.pdf>

Committee on Publication Ethics (COPE) (2011) Code of Conduct and Best Practice Guidelines for Journal Editors. https://publicationethics.org/files/Code%20of%20Conduct_2.pdf

International Committee of Medical Journal Editors (ICMJE) (2017) Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals.
<http://www.icmje.org/icmje-recommendations.pdf>

Wager, E. and Kleinert, S. (2011) Responsible research publication: international standards for authors. A position statement developed at the 2nd World Conference on Research Integrity, Singapore, July 22-24, 2010. Chapter 50 in: Mayer, T. and Steneck, N. (eds) Promoting Research Integrity in a Global Environment. Imperial College Press / World Scientific Publishing, Singapore (pp 309–316).
http://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf

(August 2018)