

英文投稿要項

種 類 マニュアル
議 決 論文誌編集委員会
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“Quality”: Journal of the Japanese Society for Quality Control Instructions for Contributors

1. Requirements for Submission

Only members, honorary members and associate members of the Japanese Society for Quality Control (JSQC) may submit manuscripts to the Journal “Quality.” The content of the manuscript should be related to quality or quality control. The manuscript should neither be published nor be submitted for publication elsewhere. In case the manuscript is written by multiple authors, the first author of the manuscript should be a member, an honorary member or an associate member of JSQC.

2. Categories for Manuscripts

Categories for manuscripts are as follows:

1) Contributed Paper

A complete research paper which contains an original theory or an application of quality or quality control.

2) Technical Research Paper

A research paper which contains valuable new facts concerning methodology or its application to quality or quality control.

3) Survey and Field Study Paper

A survey or field study paper which presents valuable information about quality or quality control obtained through methods such as experiments or surveys.

4) Applied Research Paper

A research paper which contains insights about quality or quality control obtained through case study research. A case study of a single department or a process is also acceptable.

5) Discussion Paper

An article which contains a proof or a demonstration of an original proposition concerning methods of quality or quality control or of new insights into the concepts of quality or quality control. Propositions may be related to either traditional methods or concepts of quality or quality control.

6) Quality Report

A report which contains beneficial information concerning quality or quality control, for example, a case study on new subjects, or a story about an effective management method, or a story about a hit product, or the state of implementation of quality control in foreign countries.

7) Letter

A suggestion or a criticism to an article published in the Journal “Quality.”

8) QC Salon

A suggestion or a proposal suitable for communication among the members of JSQC.

3. Instructions for Manuscripts

(1) Language

The manuscript should be written in Japanese or English. In the case of Japanese, the manuscript should be written according to the Japanese instructions for contributors.

(2) Format

The manuscript should be written on ISO/JIS A4 size paper.

(3) Submission of manuscript

Necessary documents and their order are shown below. No copies will be returned to the author(s). Only photo copies of the manuscript are to be submitted. The original manuscript should be kept by the author(s).

(a) Contributed Paper, Technical Research Paper, Survey and Field Study Paper, Applied Research Paper, Discussion Paper:

Submit four copies of the following documents in this order; Cover(1), Cover(2), Japanese abstract (not mandatory), English abstract, English keywords, Text (including references), Figures and Tables.

Cover(1) and Cover(2) should be written using Document 313-1-II and 313-2-II. Japanese abstract, English abstract and English keyword should be on one page. Figures and tables should be submitted in order of appearance in a separate document from the text. The position of each table/figure should be clearly labelled in the text.

(b) Quality Report, Letter, QC Salon

Submit three copies of the following documents in this order; Cover(1), Cover(2), Japanese abstract (not mandatory), English abstract, English keywords, Text (including references), Figures and Tables.

(4) Cover

Cover(1) and Cover(2) should follow Document 313-1-II and 313-2-II. Cover(1) must be signed by the corresponding author of the manuscript. Author(s) may use their own cover. In such a case, it should contain all the elements in Document 313-1-II and 313-2-II. Author(s) should state the name and the date of the conference in Cover(1) if author(s) had already presented the contents of the paper in a conference, and should exclude the presentation from the reference.

Author(s) should confirm before submission that the manuscript fulfill all the items of the checklist in Cover(2).

(5) Text

Text should be written within the maximum number of pages which are determined by the category for manuscripts chosen by the author(s). It should be observed strictly especially when the author(s) first submit the paper to the Editorial board. If the final version of the paper exceeds the limitation of the pages, authors should pay the processing cost.

(a) Contributed Paper, Technical Research Paper, Survey and Field Study Paper, Applied Research Paper, Discussion Paper

10 pages (approximately 870 lines, 10 words per line)

(b1) Quality Report, Letter

6 pages (approximately 510 lines, 10 words per line)

(b2) QC Salon

2 pages (approximately 150 lines, 10 words per line)

The accepted paper is usually typeset in double-column format before publication. Figures and tables with width smaller than 7cm use one column, and those with width wider than 7cm use two columns. Maximum width is 15cm and maximum height is 21cm. When the height of a figure or a table is 5cm, it occupies 12 lines and when 10cm, 23 lines. Table 1 is conversion table for size of figures and tables to their lines.

The journal is published with JIS B5 paper. Be warned that the size of figures and tables will be reduced when the manuscript is printed on ISO/JIS A4 paper.

Table1. Conversion table for size to the number of lines

Width (cm)	Height (cm)	Lines	Width (cm)	Height (cm)	Lines
7	5	12	15	5	24
	10	23		10	46
	15	33		15	66
	20	44		20	88

(6) Title

The title must show the content of the subject clearly and concisely. A subtitle may be added, if necessary. When two or more manuscripts are related, it is desirable to avoid a common title (and using 'Part 1' and 'Part 2', for example). In such a case, the title of each manuscript should be entitled based on each content respectively.

(7) Abstract and keywords

The English abstract should be within 200 words. Number of keywords should be less than six. Words in the title should not be listed as keywords. Japanese abstract (when prepared) should be within 500 letters.

(8) References

The references should be listed in alphabetical order of authors' names using the following format.

[1] Ishikawa, K. (1981): *Japanese way of Quality Control*, Nikkagiren Shuppan, Tokyo (in Japanese).

[2] Kano, N., Seraku, N., Takahashi, F. and Tsuji S. (1984): "Attractive quality and must-be quality", *Quality (Hinshitsu, Journal of the Japanese Society for Quality Control)*, **14**, 39-48 (in Japanese).

[3] Shewhart, W. A. (1931): *The Economic Control of Quality of a Manufactured Product*, D. Van Nostrand Co., New York.

[4] Shindo, H. (1993): "Generalization of Quality Table Concept as a Method of System Description and its Structuralization Based on Near Decomposability," *Quality (Hinshitsu, Journal of the Japanese Society for Quality Control)*, **23**, 299-308 (in Japanese).

[5] Toyota Motor Corporation (2015), "Message from the President",

<http://www.toyota-global.com/sustainability/csr/message/>, accessed 2015-11-23.

- In the text, the surname of the author and the year of publication of the reference are given. Two or more references by the same authors published in the same year are differentiated by the letters a, b, c, etc. For references with more than two authors, text citations should be shortened to the first author's name followed by et al. For example: "Ishikawa (1981) argues that...", "proposed by Kano et al. (1984)"
- Author(s) should state the access date when the author(s) refer to the web site.
- References must be listed at the end of the text.
- Author(s) may be asked to submit the references listed in the manuscript by the Editorial board. In such a case, references should be sent as fast as possible.

(9) Figures and Tables

- Titles and explanation of figures and tables must be written in the same language as the text.
- Title and explanation should be made easy to understand what they show without referring to the text.
- Figures and tables must be numbered respectively, such as Figure 1 and Table 1.
- In case of more than six figures, author(s) will be charged extra printing costs.
- A table included in a figure is regarded as a figure.
- The location of figures and tables must be described next to the right margin of the text.
- Figures should be the size of two to three times as the size of the actual printing size, clearly state the letters and symbols. The number of letters in figures should fit to the printed size.

(10) Others

- Equation numbers must be shown in the parentheses at the right margin.
- Complicated derivations should be put in an appendix.

4. Address for Submission of Manuscripts

Author(s) should submit manuscripts to:

The Chief Editor, Journal of the Japanese Society for Quality Control,
1-2-1 Kouenjiminami, Sugunami-ku, Tokyo, 166-0003, Japan.

Tel : +81 3 5378 1506

Fax : +81 3 5379 1507

5. Note on Submission

The submitted manuscript goes to screening process according to the Society Rule 207. Document 207-13 Figure1 explain that the editor is selected before the judgment by the Editorial board of the beginning of the screening process. In case Author(s) wish the monthly editorial board to judge, Author(s) should submit the manuscript 7 days before the editorial board meeting.

6. Screening Process

Details of the screening process are as follows:

(a) Contributed Paper, Technical Research Paper, Survey and Field Study Paper, Applied Research Paper, Discussion Paper:

Decisions on manuscripts for publication will be made by the Editorial board with the advices

from at least two referees.

(b) Quality Report, Letter, QC Salon

Decisions on manuscripts for publication will be made by the Editorial board.

- The Editorial board may require revision of a manuscript. All revision must be submitted within three months. If the revised manuscript is not received at JSQC within three months, the revised submitted manuscript will be treated as a new submission.
- The revised manuscript must include a response to each critique by the editorial board.
- In case of submission from Japan, the date of receipt of a manuscript is judged by the date JSQC receives the manuscript. In case of submission from foreign countries, the date of receipt is judged by the date the manuscript is post marked.

7. Proofreading

- The author(s) will be allowed to proofread the manuscript twice.
- Corrections to the manuscript are generally not accepted during the proofreading process.
- The proofread manuscript should be returned to JSQC as soon as possible. The editor will proofread the paper for delay of returning corrected manuscript.

8. Copyrights:

JSQC holds the copyright for all materials that it publishes. Copies, reprints, translations and summarizations of articles are not permitted without permission from JSQC. The author(s) of the publication will be able to copy, reprint, translate and sum up the translation after permission by with the editorial board of the journal "Quality".

9. Reprints

(a) Contributed Paper, Technical Research Paper, Survey and Field Study Paper, Applied Research Paper, Discussion Paper:

Author(s) will receive 50 free reprints.

(b) Quality Report, Letter, QC Salon

Author(s) will receive 30 free reprints.

Author(s) can request additional reprints with additional charge. Author(s) can also request reprints with cover pages.