

Journal of Information Processing (JIP): Information for Authors

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1. Executive Summary

The Journal of Information Processing (JIP) is a peer-reviewed online journal that is available on the J-STAGE website. Its purpose is to publish, in English, members' research results and related discussions. Reprints of articles will appear in the Information Processing Society of Japan (IPSJ) Journal.

2. Publishing Articles in JIP

(1) The articles in JIP are written and contributed voluntarily by members of IPSJ. Articles include regular papers, technical notes, and printed discussions. They should be in English.

(a) Regular papers

Regular papers describe the results of research and development in scientific and technical areas. They should be of value to IPSJ members in terms of originality and utility.

(b) Technical notes

Technical notes report the latest results in research and development, or present novel technical proposals.

(c) Printed discussions

Printed discussions consist of questions and answers regarding regular papers or technical notes published in JIP.

(2) As of 2015, English written articles accepted by IPSJ Transactions (except TBIO, TSLDM, CVA) are also included in JIP. They will be reprinted in their original IPSJ Transactions.

(3) Articles that have been previously published or are under review by other scientific journals will

not be considered for publication. In case of multiple-submissions, a penalty shall be applied to author(s) besides the rejection of articles.

(4) Authors should be IPSJ members. If an article has multiple authors, at least one of them should be an IPSJ member.

(5) The ultimate responsibility for the content of a published article lies with the author(s).

3. Submitting Manuscripts

(1) Manuscripts should preferably be in camera-ready form, with a page count consistent with the guidelines in Table 1.

(2) Manuscripts should follow the format consistent with the guidelines in Section 8. Though the format of printed discussions is not restricted, you must contact edit@ipsj.or.jp, before your submission.

(3) The IPSJ issues receipts for submitted manuscripts. This receipt contains the submission date and the paper ID of the manuscript. Inquiries about manuscripts should be made using the paper ID.

(4) Manuscript submissions should be through the Information Processing Society of Japan manuscript submission site (<https://mc.manuscriptcentral.com/ipsj/>).

Related inquiries should be directed to the IPSJ secretariat at the following address:

IPSJ

Attention: Journal of Information Processing

CIRCLES Kanda-Ogawamachi 6F, 3-2-1 Kanda-Ogawamachi, Chiyoda-ku, Tokyo 101-0052 JAPAN

Tel: +81-3-3518-8372 Fax: +81-3-3518-8375
e-mail: editt@ipsj.or.jp

4. Processing of Submitted Manuscripts

(1) Regular papers and technical notes are subject to a blind review process. In the case of regular papers, The Editorial Committee of the Journal of Information Processing (ECJ) may send inquiries to the author(s) and consider the responses before deciding whether to accept or reject the manuscript. After the review process, the ECJ decides whether to publish the manuscripts submitted to JIP. Then, the IPSJ notifies the manuscript author(s) whether the manuscript has been accepted or rejected.

(2) The ECJ announces the acceptance of regular papers and technical notes on the IPSJ website. When they are published in JIP, the dates on which the manuscripts were received and accepted are appended.

(3) Inquiries to the author(s), which as a rule are made only once, mainly center on unclear points or mistakes in the manuscript. Responses should be sent in writing and if the manuscript has been corrected, the places changed and the reasons for the changes should be specified. If a response is not received within eight weeks of an inquiry, the ECJ will decide to reject the manuscript.

(4) If a manuscript is rejected, a notification of and the reasons for the rejection will be sent to the author(s).

(5) A manuscript submitted for publication as a regular paper or technical note can be rejected for the following reasons:

(a) The subject of the paper lies outside the area covered by the IPSJ.

(b) The paper contains one or more fundamental errors.

(c) The paper lacks originality since the results described can be easily derived from published materials and knowledge. Moreover, the significant contribution to scientific and/or technical progress is unclear.

(d) The proofs offered are unconvincing or too weak.

(e) The description and/or organization are not sufficiently clear for readers to understand what has been achieved.

(f) One or more of the conditions for acceptance indicated by reviewers are not satisfied.

(g) The ECJ finds other reasons to reject the paper.

(6) Once the ECJ decides that a manuscript is a multiple-submission and/or plagiarism, a penalty shall be applied to the author(s) besides the rejection of the manuscript. See Appendix - Multiple Submission and Plagiarism for detail.

(7) Author(s) cannot change author name(s) listed in the manuscript. Only when a reordering of the authors and/or the change of author name(s) becomes indispensable because of the revision based on inquiries to the author(s), you may request the change of author name(s) to the ECJ. In that case, author(s) must attach "a statement of the reason for author change" when answering "the inquiries to the author(s)." Moreover, in the written responses for inquiries to the author(s), you must write the reason. The ECJ will decide its acceptance based on the appropriateness of the reason.

(8) Author(s) may formally object only once to the manuscript rejection during 30 days after the rejection date. The objection must be made to the ECJ in writing.

(9) Author(s) may cancel the submission of the manuscript. Cancellation must be made to the ECJ in writing. When the manuscript is under the investigation for a multiple-submission and/or plagiarism, author(s) cannot cancel it.

(10) The ECJ's contact address:

Attention: Journal of Information Processing
CIRCLES Kanda-Ogawamachi 6F, 3-2-1 Kanda-
Ogawamachi, Chiyoda-ku, Tokyo 101-0052 JAPAN
Tel: +81-3-3518-8372 Fax: +81-3-3518-8375
e-mail: editt@ipsj.or.jp

5. Notification of Publishing Decision and Reprints

(1) Once the submitted manuscript is accepted, the IPSJ sends a notification of acceptance to the author(s).

(2) When the expected publication volume is decided, the IPSJ sends notification of publication schedule and instructions for the final manuscript to the author(s). The final manuscript must be submitted accordingly.

(3) The IPSJ sends to the author(s) proofs of the article to prevent misprints. However, substantial changes to any part of the article may not be made.

(4) The article will be published in JIP and reprinted in the IPSJ Journal. A publication fee (Table 2) will be charged.

(5) The author of the published regular paper or technical note can purchase reprints of the published article. Table 3 shows the prices for reprints. A reprint request form will be sent to the author together with the proofs for proofreading. It should be filled out and sent back with the revised proofs.

(6) Submitted manuscripts and related materials in any media will not be returned.

(7) If corrections are requested, the IPSJ will publish a list of errata in JIP. An additional fee may be charged to the author(s) according to circumstances.

(8) The title, author(s) and affiliations, and the full content of the published article will appear on the J-STAGE website.

6. Copyright

All articles published in JIP are subject to the IPSJ Copyright Policy. If the author(s) cannot comply with this policy for any reason, a case in writing must be sent to edit@ipsj.or.jp.

(1) Quoted figures or graphics must have permission from the owner, and the sources must be cited in the manuscript.

(2) Trademarks or registered trademarks must be

credited appropriately.

(3) The author(s) must sign and return the Copyright Transfer Form sent by the IPSJ secretariat.

7. Handling of Personal Data

Author names, e-mail addresses, biographical sketches, etc. that appear in JIP will also appear in the IPSJ's digital library, on IPSJ issued CD-ROMs or other recording media, and on IPSJ approved outside sites.

If authors do not wish their personal data to appear, they are required to give notice when submitting their manuscripts.

8. Submission Format

8.1 Structure of Submitted Manuscripts

A complete manuscript submitted to JIP should have the following parts (1) - (9).

(1) Title.

(2) Author(s) and affiliation(s):

When there are two or more authors, specify the author-to-affiliation correspondence. State the following information clearly:

(a) Whether the author(s) has IPSJ membership. Specify the member ID.

(b) Contact details including address, phone number, and e-mail address. If there are multiple authors, specify the author whom the IPSJ should contact for correspondence.

(3) Abstract: For regular papers, this should be 200 words or less, but for technical notes, 100 words or less.

(4) Main text.

(5) Acknowledgements: These are permitted if necessary, but should be short.

(6) References: Place reference numbers to the right of the corresponding text. References should consist of materials that have been published or accepted for publication.

(7) Appendices: Appendices may be added if including their information in the main text would

obscure the argument. They may include long derivations of math equations, detailed explanations of an experimental apparatus, etc.

(8) Figures. See section 8.4.

(9) Tables. See section 8.4.

8.2 Style and Layout of Manuscripts

Manuscripts for the JIP should be created by using the LaTeX style file provided by the IPSJ or by using word processors.

(1) For LaTeX manuscripts, fill out parts (1) - (9) by following the instructions attached to the style file. Note that there are restrictions on available font types and Postscript file formats. Manuscripts that violate the instructions attached to the style file may not be processed and may be returned to the author(s). The style file can be downloaded from

<http://www.ipsj.or.jp/english/jip/submit/style.html>
.

(2) For word processor manuscripts, the paper size should be set to A4. The formatting should be as follows:

(a) Double-spaced text with about 250 words per page.

(b) Two lines for long headings.

(c) Each of parts (1) - (9) on its own page(s).

8.3 Submission Procedure

(1) The author(s) should submit a manuscript to be reviewed through the Information Processing Society of Japan manuscript submission site (<https://mc.manuscriptcentral.com/ipsj/>). Upon submission, every data field should be completed. The manuscript, including author(s), affiliation(s), or acknowledgements, should then be uploaded in a PDF format. Note that the LaTeX style file provided by the IPSJ has an option to produce a manuscript satisfying these requirements.

(2) If inquiries are received, the author(s) should upload a revised manuscript and a response to the inquiries in a PDF format. In the procedures (1) and (2) written above, printing, content copying or any other editorial operation of uploaded PDF files

should not be prohibited so as to make the review process easier.

8.4 Notes on Manuscripts

(1) Appending a glossary of special terms is preferable. Symbols used in the main text should be explained.

(2) The related papers written by author(s) should be cited in a manuscript or their list should be attached when submitting a manuscript. The related papers include the paper written in any languages. When the related papers are under review, you must attach their list because you cannot cite them before their publishing. If these actions are not taken, your manuscript has a chance to be decided as a multiple-submission or to be rejected.

(3) The ECJ will request author(s) to present the papers listed in (2).

(4) References to other articles should include the author(s), title, journal name, volume, issue, page(s), and publication year. References to books should include the author(s), title, total pages, publisher, and publication year. Refer to the following examples:

Feldman, J. and Gries, D.: Translator Writing System, Comm. ACM, Vol.11, No.2, pp.77-113 (1968).

Wilkes, M. V.: Time Sharing Computer Systems, p.200, McDonald, New York (1990).

(5) Figures and tables should be serially numbered, e.g., Figure 1 or Table 1, and have self-contained captions. Figures may be grayscale and/or color. For LaTeX documents, it is possible to import Postscript files. Refer to the instructions in the style file for a description of the file format. Keep a table as concise as possible. For a long table, omit unnecessary parts, or reduce its size so that it can be typeset on one page.

The conversion ratios for printed diagrams and English words in figures and tables are as follows.

Size (mm)	English words
A. 50x34	58 words
B. 67x50	125 words
C. 100x67	250 words
D. 134x100	375 words

(6) Refer to the instructions in the style file for font(s) selected by the author(s).
available fonts in LaTeX. Note that the font(s) in

Table 1. Types of articles

Publishing articles	Contents	Standard Pages	Word Counts
Regular papers	Describe the results of research and development in scientific and technical areas. Should be of value to IPSJ members in terms of originality and utility.	8	6,000
Technical notes	Report latest results in research and development or present novel technical proposals.	4	3,000
Printed discussions	Consist of questions and answers regarding regular papers or technical notes published in JIP.	1	750

Note: Total word count includes words in titles, figures, and tables. The word count for one page is approx. 750 word.

Table 2. Fees for publishing articles

(unit: yen, including tax)

Pages	1	2	3	4	5	6	7	8	9	10
Fee (JPY)	12,760	25,520	38,280	51,040	63,800	76,560	89,320	102,080	121,880	141,680

Note: 19,800 JPY will be charged for each page after page 8. Fees, inclusive of consumption tax, are the same even if color printing is used.

the published article may be different to the

Table 3. Prices for reprints

Black and white pages

(unit: yen, including tax)

<div>Pages Copies</div>	~6	~8	~10	~12	~14	~16	~18	~20
50 copies	25,630	27,280	28,930	30,580	32,230	33,880	35,530	37,180
100 copies	37,180	40,480	43,780	47,080	50,380	53,680	56,980	60,280
150 copies	48,730	53,680	58,630	63,580	68,530	73,480	78,430	83,380
200 copies	60,280	66,880	73,480	80,080	86,680	93,280	99,880	106,480
250 copies	71,830	80,080	88,330	96,580	104,830	113,080	121,330	129,580
300 copies	83,380	93,280	103,180	113,080	122,980	132,880	142,780	152,680

Color pages

(unit: yen, including tax)

<div>Pages Copies</div>	~6	~8	~10	~12	~14	~16	~18	~20
50 copies	40,480	47,080	53,680	60,280	66,880	73,480	80,080	86,680
100 copies	66,880	80,080	93,280	106,480	119,680	132,880	146,080	159,280
150 copies	93,280	113,080	132,880	152,680	172,480	192,280	212,080	231,880
200 copies	119,680	146,080	172,480	198,880	225,280	251,680	278,080	304,480
250 copies	146,080	179,080	212,080	245,080	278,080	311,080	344,080	377,080
300 copies	172,480	212,080	251,680	291,280	330,880	370,480	410,080	449,680

Note: Please let us know if you'd like to purchase reprints exceeding 20 pages or 300 copies.

Appendix – Multiple Submission and Plagiarism

Be careful not to submit a manuscript which is regarded as a multiple submission or plagiarism. A penalty shall be applied to author(s) besides the rejection of the manuscript based on Editing Regulations.

Quotes from Editing Regulations:

Article 4 (Rejection of, and Penalties for, Multiple Submission)

1. If a submitted manuscript is determined by the Editorial Committee to be identical to another manuscript authored by the same individual or group, meeting any of the criteria as set forth below, the submitted manuscript shall be deemed as multiple submission and shall be rejected.

(1) a manuscript being simultaneously submitted to another publication that is issued by another academic society, etc. that requires a review before each manuscript is accepted for publication; or

(2) a manuscript that has already been published or accepted by another academic journal issued by another academic society, etc.

For this purpose, such determination on the identicalness of any submitted manuscript to another manuscript shall be made on its content, irrespective of the language, writing style, format, etc. in which the manuscripts are written. In addition, if a manuscript that has already been accepted is subsequently confirmed to be a multiple submission, its acceptance may be revoked.

2. If the Editorial Committee determines that a submitted manuscript is a multiple submission, it shall enforce the following penalties on the authors:

(1) Each author shall be prohibited from submitting manuscripts to the IPSJ Journals for a period not exceeding a year.

(2) The authors shall submit to the Editorial Committee a written apology.

In this connection, the Editorial Committee may opt to publish such a written apology.

Article 5 (Multiple Submission Exceptions)

Notwithstanding paragraph 1 of the preceding Article, if a manuscript meets any of the following criteria, it shall not be deemed as multiple submission:

(1) if another manuscript identical to it is being submitted simultaneously or parallelly to a symposium, etc. being hosted or sponsored by the IPSJ; provided, however, that the host of the symposium, etc. must be allowing such submission; or

(2) if the manuscript was previously published in an academic journal or is a revision of such manuscript; provided, however, that such submission must be allowed by the Editorial Committee as its intended editorial plan, etc.

Article 6 (Rejection of, and Penalties for, Plagiarism in Submitted Manuscripts)

1. If the Editorial Committee determines that a submitted manuscript contains content that is plagiarized from another author's work, the Editorial Committee shall deem it plagiarized work and reject it. In addition, if a manuscript that has been accepted is subsequently determined to be plagiarized work, its acceptance may be revoked.

2. If the Editorial Committee determines that a submitted manuscript is a plagiarized work, it may enforce a penalty by applying paragraph 2 of Article 4 hereof, *mutatis mutandis*.

3. If the author of a manuscript intends to reuse a part of any of its previously published work for submission, the author shall properly quote the source. If such an author fails to properly quote the source while reusing it in the main part of its submitted manuscript, there is a possibility that the manuscript may be rejected for such omission.

Here, "under review" written in (1) of the first paragraph in article 4 of Editing Regulation represents the period from the submission date until the acceptance/rejection date or the publication date or the cancellation date (in the case the cancellation is admitted), whichever is earlier.

When applying (2) of the first paragraph in article 4 of Editing Regulation, the following manuscript admitted as under the progress of research will not be regarded as a multiple-submission, because of the IPSJ's policy whereby the final research result will be published as a journal paper.

a) Manuscripts presented by a National Conference, SIG-meetings, Symposiums, and International Conferences, regardless of sponsored or co-operated by the IPSJ. Their reuse must be permitted by the copyright holder.

b) Manuscripts extended from technical notes published by the IPSJ. In this case, the technical notes will not be regarded as final research result.