

**Japan Society of Powder and Powder Metallurgy (JSPM)**  
**Instructions of “J. Jpn. Soc. Powder Metallurgy”**

(Revised June 2024)

## **1 Introduction**

The submitted manuscript should be written in English. In principle, the number of printed pages for a manuscript for “new technologies and products” should be three pages or less and that for a “technical rapid communication” should be four pages or less. Otherwise, there are no limitations on the number of printed pages in the manuscript.

We have introduced an online manuscript submission and review system, the “Editorial Manager®.” When making a submission, authors are requested to first log in to the Editorial Manager® website (<https://www.editorialmanager.com/jjspm/>) and register as a user. After reviewing the author’s manual, please have the files ready for the manuscript, figure(s), table(s), and photo(s) (please refer to Manuscript Samples; manuscript and figure(s) should be stored in separate files), and a copyright transfer agreement (downloaded from the homepage). After inputting your user name and password, you can proceed with a new submission by clicking “Author Log-in.”

## **2 Manuscript for Submission**

The following instructions should be followed to prepare the manuscript for submission:

- ① Use A4-sized paper (in the portrait orientation) and leave a 20 mm margin at the top and bottom, and left and right sides of each page.
- ② Use a 12-point Times New Roman font, set the number of letters per line to 80, and the number of lines per page to 40.
- ③ Use symbols for Greek letters.
- ④ Format using single spacing for all the lines, except before headlines, in which case, use a double space.

### **2.1 Estimated Number of Printed Pages**

Once a manuscript has been decided to be published, the JSPM Office produces a final copy of the same, formatted for publication and printing. In this case, if the submitted manuscript consists of approximately eight pages, it will be printed as five pages.

### **2.2 Title (Required Field)**

Please refer to the Manuscript Samples and write the title, author’s name, and name and address of the organization to which the author is affiliated, in the order specified below.

#### **① Submission Categories**

A submitted manuscript should belong to one of the following categories: paper, rapid communication, short notes, technical report, memorial lecture of the JSPM Award, general review, review, technical rapid communication, summarization, new technologies and products, and Materials Transactions.

#### **② Title**

The title should be specific and briefly describe the aim of the manuscript. The title (including the subtitle) should comprise 120 letters or fewer. The first letter of each word should be capitalized, with the exception of articles, prepositions, conjunctions, and relative pronouns.

③ Name(s) of the Author(s)

Please write the name(s) of the author(s) in full, in the order of the given name and family name, with the first letter of the given name and all the letters of the family name in uppercase. Insert “and” before the name of the author listed last; and add an asterisk mark in superscript “\*” to the corresponding author.

④ Name and Address of the Organization

Please refer to the Manuscript Samples and reduce their length as much as possible to the extent that they are still eligible for mail delivery. (The names of prefectures, except for “districts,” should be omitted.)

⑤ \* Corresponding author e-mail addresses:

Please use double spacing after the name and address of the organization and write the corresponding author’s e-mail address as follows:

\*Corresponding author, E-mail: <write your e-mail address>

## **2.3 Abstract and Key Words (Required Field)**

The abstract should not be more than 200 words. A list of five or fewer keywords should be provided after the Abstract. As shown in the Manuscript Samples, they should have the headlines “ABSTRACT” and “KEY WORDS,” respectively, with all letters appearing in bold uppercase. For the keywords, letters other than proper nouns should be lowercase.

## **2.4 Body of the Manuscript**

When preparing a manuscript, please be concise and to the point, and avoid duplicate descriptions as much as possible.

Use single spacing for the text, except for headlines, in which case, use double spacing.

### **2.4.1 Headlines**

Use double spacing before each headline. The headline number should be formatted in bold, followed by one space without a period.

### **2.4.2 Subhead**

Use a single spacing for each subhead. A subhead number should be assigned in sequence from a leading line, such as “1.1,” “1.2,” etc. One space should be inserted between the number and subhead. After the space, letters should be non-bold.

### **2.4.3 Footnote**

A footnote should be marked with symbols \*1), \*2), etc. and placed at the bottom of a page with a horizontal line drawn above the footnote.

### **2.4.4 Figures and Captions**

(a) Figures should not be inserted into the body of the manuscript but submitted in a

separate file from the manuscript body file. Please be sure to name the files and sequentially number the figures and photos as Fig. 1, Fig. 2, etc., and tables as Tables 1, Table 2, etc., when uploading the figure(s).

- (b) Captions for figures and tables should be inserted altogether after “References,” with double spacing used before the captions. After each figure caption, please indicate in parentheses whether the figure should be presented in one column in the double-column format or extended over both columns in the double-column format to recognize the sizes of the figures and tables. (Refer the Manuscript Samples).
- (c) If a figure includes two or more figures or photos, please indicate (a), (b), and (c) on the upper left side. (Refer the Manuscript Samples).
- (d) In the figures and captions, only the first letter of the first word should appear in uppercase; the other letters should be in lowercase. Times New Roman should be used as the font type.
- (e) Letters in figures should be in a font size of nine points or larger, considering the balance of the letter when printed.
- (f) The color tones of the figures will be published online in the same manner as submitted by the authors at the time of submission, with color figures in color and grey scale figures in grey scale. In general, the printed version uses only grayscale for the figures.
- (g) The figure formatting will be completed by the JSPM Office.

#### **2.4.6 Reprint**

When reprinting text, figures, photos, tables, etc. from any other copyrighted work, it is the author’s responsibility to disclose its source and obtain permission from the copyright holder to use it.

#### **2.4.7 References**

- (a) When citing references, number the references sequentially and indicate the reference numbers in right parenthesis in superscript form as follows: <sup>1-4)</sup>, for sequential reference numbers, and <sup>1,5)</sup>, for non-sequential reference numbers.
- (b) All the references should be placed at the end of the manuscript.
- (c) In case of multiple authors, although it is desirable to list the names of all the authors, when the number of authors exceeds two, it is permissible to use “et al.” The names of those other than the author listed first can therefore be omitted. The names of foreign journals can be expressed using abbreviations that comply with international practices, such as SIST 05 and ISO.
- (d) The title of the Journal of JSPM should be written as “J. Jpn. Soc. Powder Powder Metallurgy,” and the abstracts of annual meetings should be written as “Abstracts of Spring/Autumn Meeting JSPM, publication year (Christian era year)”

- (e) References should be formatted as per the following examples:
- Journal Author's name(s): Title of journal, **Volume number** (Publication year),  
Starting page number–Ending page number.
- Books Author's name (s): Title of book, edition statement, publisher (publication  
year), page
- Proceedings: Author's name(s): Title of proceedings, name of editor, meeting venue,  
meeting year, name of organizer, publisher (publication year), Starting  
page number–Ending page number.

«Examples»

- 1) H. Nakayama, K. Yamagami, H. Kyogoku, S. Komatsu: J. Jpn. Soc. Powder  
Powder Metallurgy, **44** (1997) 427-431.
- 2) T. Watanabe: Shinban Funmatsuyakin, Gijutsushoin, (1976) 25.
- 3) P. Nielsen, Y. L. Liu, N. Hansen: Proceedings of 1993 Powder Metallurgy World  
Congress, Y. Bando and K. Kosuge ed., Kyoto, Japan Society of Powder and  
Powder Metallurgy (1993) 58-61.

#### 2.4.8 Units and Symbols

- (a) Please use SI units.
- (b) In principle, a space should be inserted between a numerical value and its unit.
- (c) Symbols used in thermodynamics, physical chemistry, and nuclear physics, and their  
usage rules should comply as much as possible with the standards of the International  
Organization for Standardization (ISO) and the International Union of Pure and  
Applied Chemistry (IUPAC).

#### 2.4.9 Numerals and Numerical Expressions

- (a) In principle, a numerical range should be typed in the following manner:  
(1.0~1.5)·10<sup>5</sup>, 10~15 s, etc.
- (b) For numerical expressions in sentences, care should be taken to ensure that the  
numerical expression is typed in one line, provided that it does not cause a  
misunderstanding.
- (c) Please do not insert a comma or period into the numerical expression unless  
necessary.
- (d) An exponential function should be enclosed within exp ( ) .

«Submission Procedure»

For the submission procedure details, that is, specific procedural steps for submission and  
Manuscript Samples, please refer to the JSPM homepage.

[http://www.jspm.or.jp/jjspm\\_e.html](http://www.jspm.or.jp/jjspm_e.html)