



7. Manuscript Preparation

7-1. Style

Manuscripts shall be prepared in Microsoft Word or other appropriate software, with double-line spacing (one blank line between the lines), and with margins of at least 3 cm.

7-2. Language standard

Manuscript shall be written in English. Authors whose native language is not English are strongly recommended to have their manuscripts checked by a native English speaker or to use an English editing service before submission. If a manuscript is written in English at a level that hinders the understanding of its content, the manuscript may be rejected without undergoing peer review.

7-3. Cover letter

The cover letter must include the title of the manuscript and the contact information of the responsible author. Authors must summarize the purpose and results of the research and how and why the research is appropriate for publication. The cover letter shall include the details of any relevant consent or ethical approval. In addition, any other relevant information such as application for APC waivers and other ethical declarations must be included in the cover letter at the time of submission.

7-4. Format

Original papers must comprise the sections as listed below [Introduction, Materials and Methods, Results, Discussion, etc.]. In other manuscript types, these sections may be omitted or combined as appropriate.

7-5. Title

The title must describe the content of the paper concisely and clearly, which is important in optimizing it for retrieval by search engines. Each paper or report shall be given an independent title, even if a series of results are presented as a series of papers. A common title for a series of papers shall be used as a subtitle. Do not use abbreviations in the title, except for those used commonly in related fields.

7-6. Authors

Provide the full names of all authors.

7-7. Affiliations

Provide the names and addresses of institutions (including laboratory, department, institute and/or university, city, state and country). When authors belong to different institutions, their respective addresses shall be indicated by superscript numbers. When it is necessary to give new addresses of authors' institutions due to changes in affiliations, etc., they shall be given in a footnote and indicated by superscript symbols (e.g. *, **, etc.).

7-8. Running title

The running title shall be within 50 characters, including spaces.

7-9. Footnotes

Footnotes and/or abbreviations shall be provided on the second page of the manuscript.

7-10. Abbreviations

Each abbreviation shall be defined in parentheses following the unabbreviated form when it first appears in the text (except for the title and abstract).

7-11. Manuscript paper and length of manuscript

Manuscripts in Japanese shall have 29 characters per line, with sufficient spacing provided between the lines and around the text to allow for comments and editorial notes. When using a word processor, text shall be typed horizontally in vertical A4 format, with 29 characters per line, 30 lines per page, and margins of 40 mm on both sides.

Manuscripts in English shall be typed in vertical A4 format, with margins of about 3 cm on all sides and using 12 point standard fonts, 12 point line spacing and 25 lines per page, so that there will be about 60 characters per line.

7-12. Manuscript structure

In the first page of the manuscript, provide the title, authors' names, member/non-member, affiliations and job titles. (Information provided here will be used as author information at the time of publication or commendation of the paper, so carefully examine the contributions, rights, responsibilities, etc. with regard to the research results.) If a manuscript is mainly based on contents that were presented at lecture meetings, etc., provide the date of presentation and the name of the meeting in a footnote. In the case of a manuscript in Japanese, provide keywords (within six items) and the e-mail address of the representative person in a footnote.

Text shall start from the second page of the manuscript, and chapters and sections shall be divided according to the following point system:

1. □□□□	Corresponding to chapters. Center. Use two line spaces.
2. □□□□	
1 • 1 □□□□	Corresponding to sections. Left-align. Start the text in a new line.
1 • 2 □□□□	
1 • 1 • 1 □□□□	Corresponding to subsections and items. Left-align. Provide two character spaces before the start of text.
1 • 1 • 2 □□□□	
(1) □□□□	
(2) □□□□	
a. □□□□	
b. □□□□	
(i) □□□□	
(ii) □□□□	

Manuscripts in Japanese shall have an abstract in English (within 300 words) and English key words (within six items). The abstract in English shall include the title, authors' names, affiliations and job titles, and the address and e-mail address of the representative person.

Manuscripts in English shall have an abstract in English (within 300 words), English key words (within six items) and an abstract in Japanese (within 500 characters). The abstract in Japanese shall include the title, authors' names, affiliations and job titles, followed by key words in Japanese (within six items).

7-13. Writing style and characters

(also applicable to manuscripts in English, with necessary modifications)

- ① When starting a new paragraph, use a line break, and leave one character space at the beginning.
- ② Use Arabic numerals (1, 2, 3, ...) for numbers as a general rule. Use Chinese numerals if the numbers are expressed as words (e.g. "a part" or "fifty-fifty"). For decimal numbers, type "0" in the ones digit (e.g. 0.1, 0.02). Mathematical expressions must be written in a single line (e.g. $a / (b + c)$).
- ③ Symbols denoting the amount of change or a physical amount shall be written in Italic and underlined in red. Other symbols shall be typed in Roman letters. Symbols with superscripts or subscripts denoting the amount of change or physical amount shall also be typed in Italic.
- ④ Superscripts, subscripts, mathematical expressions, Greek characters, Russian characters, and distinction between upper and lower case characters shall be clearly written to avoid reading errors during the printing process.
- ⑤ Proper nouns such as the names of foreign persons, companies and places must be written in the original spelling as a general rule.
- ⑥ Standard units of weight and measures must be expressed in accordance with the International System of Units (SI) as a general rule. Refer to the "Table of SI Units and Symbols."

7-14. References

- ① References to literature shall be numbered in the text in one consecutive series (e.g. ¹⁾, ²⁾ or ³⁻⁶⁾) and listed together at the end of the text.
- ② One reference number shall correspond to one document, and multiple documents by the same author shall each be assigned a different number.
- ③ Notation of referenced literature: In the case of periodical publications such as academic journals, the names of the authors (comma not needed before "and" if there are multiple authors), the name of the journal, volume number (year) and page numbers shall be listed in that order. Volume number shall be typed in boldface. Abbreviation of titles of foreign journals shall be in accordance with ISO 4:1997. In the case of books, the title shall be typed in Italic. Publisher and its location, the year of publication, etc. shall also be listed. When citing a book with only a Japanese title, the title in Roman letters should also be listed after the Japanese title.
- ④ The Journal of MMIJ recommends authors to clearly cite published research data in the text and the references section. When citing data, permanent identifiers (DOI, etc.) shall also be included.

● Examples of academic journals

- 1) H. Dong and M. H. Moys: *Int. J. Miner. Process.*, **65** (2002), 213 –

226. DOI: <http://doi.org/10.2473/journalofmmij.137.79>

- 2) H. Ito and N. Yamakawa: *Journal of MMIJ*, **112** (1996), 89 – 92.
DOI: <http://doi.org/10.2473/journalofmmij.137.79>

【Explanatory note】 Authors' names: title, volume number [boldface], (year of publication), page numbers [pp. omitted].

● Examples of books

- 3) W. Stumm and J. J. Morgan: *Aquatic Chemistry*, (Wiley-Interscience, New York, 1970), pp. 300 – 382.

【Explanatory note】 Authors' names: title [Italic], (publisher, place of publication, year of publication), and page numbers are listed in that order.

● Examples of proceedings

- 4) A. Sato, Y. Akinari and K. Sugawara: *Proc. MMIJ Annual Meeting(2001)*, Vol. I, pp.110 – 111.

【Explanatory note】 An example of citation from the Proceedings of the MMIJ Annual Meeting (2001) Vol. I "Mining."

- 5) S. Yamaguchi: *Proc. MMIJ Fall Meeting(2002)*, Vol. CD, pp.271 – 274.

【Explanatory note】 An example of citation from the Proceedings of the MMIJ Fall Meeting (2002, Kumamoto), Feature Presentations and General Presentations, Volume C: "Mining and Environment" and Volume D: "Material Processing"

- 6) H. Nakano and S. OUE: *Proc. MMIJ Annual Meeting (2016)*, Vol.3, No.1, [3710].

【Explanatory note】 An example of citation from the Proceedings of the MMIJ Spring and Fall Meetings after the 2014 Fall Meeting. Vol.: Updated every year (common to both Spring and Fall meetings) / No.: No.1 (Spring), No.2 (Fall) / []: Lecture number.

● Examples of patent literature

- 7) H.S. Primack: U.S. Patent 4,374,104(1983).
- 8) T. Kawai, A. Furuya and J. Sumimoto: Toku Kai H7-232913.

7-15. Figures and tables

- ① Figures (including photographs) and tables shall not overlap in content.
- ② As a general rule, figures shall be prepared in A4 size with sufficiently high resolution for printing at reduced sizes. The thickness of the lines and the font sizes shall be considered so that they can be reduced. Include scales in maps and photographs as necessary.
- ③ Tables should be reducible and printable as they are, but they can also be typeset.
- ④ The size of figures and tables shall not exceed one printed page, as a general rule.
- ⑤ Figures and tables can be colored within the publication fee.
- ⑥ Explanatory notes for the figures and tables shall be listed together on a separate sheet and provided at the end of the main text. The same explanatory notes shall be provided for each figure and table.
- ⑦ When citing figures from other literature, the notations of the cited document shall be used.
- ⑧ Figures and tables shall be prepared together, separately from the main text.
- ⑨ The positions to insert the figures and tables in the text shall be specified by indicating the number of each figure or table in the right side margin of the manuscript paper.

- ⑩ Tables shall be numbered consecutively using Arabic numerals (e.g. Table 1, Table 2, etc.). Each table shall have a title. Explanatory materials and footnotes shall be placed below the table and specified with superscripts (e.g. ^{a)} and ^{b)}). The units of measurement shall be indicated at the top of the column. A detailed explanation of the experimental conditions used to obtain the data shown in the table shall be included in other relevant sections but not in the explanatory notes for the table.
- ⑪ “Figures” include line drawings, photographs, charts, and graphs. Use images with sufficiently high resolution for printing. Magnifications of photographs should be indicated in the legends or by scales included in the photographs. Figures shall be numbered consecutively using Arabic numerals (e.g. Fig.1, Fig.2, etc.). Each figure shall have a short title. The explanatory notes of figures shall be listed together on a separate sheet and shall include sufficient information about the experiments to help the readers understand the figures. However, duplication shall be avoided with the contents of other sections such as “Materials and Methods” and “Results.”

7-16. Abstract

The abstract shall clearly express the basic content of the paper in a single paragraph and shall include the problems addressed, experimental approach, main results and findings, and conclusions. The abstract shall be within 300 words for all manuscript types. Avoid using specific abbreviations. If it is necessary to make a reference to another paper, omit the title of the referenced paper.

7-17. Introduction

The introduction shall not include an extensive review of the paper, but shall provide sufficient background information to allow the reader to understand the purpose of the investigation and its relationship with other research in related fields.

7-18. Materials and methods

The description of the methods should be concise but it must contain sufficient detailed information to allow the experiments to be repeated. The sources of chemicals, animals, microbial strains and devices used shall be described, with their locations (city, country) provided in parentheses. If hazardous materials or dangerous procedures are used in the experiments and the precautions related to their handling are not widely recognized, provide detailed precautions which must be strictly observed.

7-19. Results

Describe the results of the experiments in this section. The “Results” and “Discussion” sections may be combined if it helps the readers in understanding and evaluating the research. Figures and tables, including photographs, may be used to explain the results of the experiments (see the “7-15 Figures and tables” section above). The explanatory notes of data in the figures and tables shall not be excessive.

7-20. Conclusion/Discussion

Conclusion and/or discussion shall be concise and shall deal with the interpretation of the results. Novel models or hypotheses may be proposed in this section, only if they are suggested by the results obtained in the experiments. Do not repeat the description of the experimental results in this section.

7-21. Acknowledgments

All funding sources for the research shall be listed concisely in this section.