

# Guidelines on Submission of Papers to Bulletin of the Society of Photography and Imaging of Japan

Society of Photography and Imaging of Japan  
Established, Feb., 20th, 2014

## 1. Editorial policy

Bulletin (“Bulletin” hereinafter) of the Society of Photography and Imaging of Japan (“Society” hereinafter) is published as an e-journal intended to provide necessary and useful information to the world by publishing papers written in English concerning the subjects of photography and imaging.

Decisions to publish papers shall be based on refereeing by the Editorial Board. Papers reporting conclusions and facts of scholarly or technical value regarding photography and imaging are welcomed.

## 2. Types of submissions

While submissions are grouped by their content into the following categories, submissions may be accepted even if they do not necessarily strictly meet the following descriptions. Submissions including names of products or companies in their titles are permitted in principle only for technical reports, and the Editorial Board may request changes in ways of expressing them.

### (1) Original papers

Submissions including conclusions and facts of new scholarly or technical value, based on scientifically or industrially useful discoveries or inventions or original research or development.

Submissions including original and new conclusions on a certain theme from the

contents of multiple papers already published are also possible.

### (2) Letters

Submissions that require particularly swift publication, including new conclusions or facts of high value. Alternatively, submissions including new facts or valuable data even if they concern fragmentary research. While these should be no more than three printed pages in length, this length may be exceeded when approved by the Editorial Board.

### (3) Review articles

Articles comprehensively explaining recent progress in a field in general and its background, in principle centered on distinctive research by the authors, from a broad perspective, citing a wide range of literature.

### (4) Technical reports

Submissions summarizing industrially useful new technical knowledge, methods, data, etc. Submissions describing new technological developments used in new products etc.

## 3. Qualifications of authors

1) Author of submitted papers must be a full member of the Society. If a submission is by multiple authors, then at least one of the included authors must be a full member of the Society. However, technical reports will be accepted from authors who belong to the organizations of supporting members.

2) The above restrictions shall not apply in

particular cases as approved by the Editorial Board.

#### 4. Copyright on submissions

Copyright and reproduction rights to papers published in the Journal shall transfer to the Society. Authors are requested to sign and return the copyright transfer documents sent to them after they have submitted manuscripts.

The scope to which authors may use works published are described in the guidelines Handling of Copyright in Bulletin of the Society of Photography and Imaging of Japan and the copyright transfer contractual documents.

#### 5. Acceptance of submissions

- 1) First submit a manuscript for refereeing. Prepare the manuscript as a PDF file combining all its elements, including illustrations and tables, in a single file. Configure the PDF file so that its text can be extracted. Send media containing this file and the digital data file of the Cover Letter described under subparagraph 3 below, three hard copies of the manuscript, and one hard copy of the Cover Letter to the Editor in Chief.
- 2) The date of receipt shall be the date the manuscript reaches the Editor in Chief.
- 3) Cover Letter  
Prepare a document containing the following information on one A4-sized page and submit it together with the manuscript:

Date of submission:

Type of paper:

Title of paper:

Author(s):

Contact information: Name:

Affiliation:

Address:

Tel.:

Fax:

E-mail:

Total number of pages in manuscript:  
Number of illustrations:            Number of  
tables:

#### 6. Screening of submitted papers and resubmission.

- 1) The Editor-in-Chief shall decide acceptance of submitted papers considering the results of peer review.
- 2) The Editorial Board may make additions, removals, and corrections to the words and phrases of a manuscript to an extent that does not detract from the content of the manuscript.
- 3) If the authors have been asked to make corrections or additions to the manuscript as a result of refereeing, submit a revised manuscript promptly. A manuscript resubmitted more than three months after the date it was returned to the authors will be treated as a newly submitted manuscript.

#### 7. Acceptance of manuscripts and printing

- 1) If the authors' manuscript has been determined not to require correction or rescreening, submit a manuscript for printing. The date of receipt of the manuscript shall be the date it is delivered to the Society.

- 2) Do not, without authorization, make changes to the manuscript other than corrections requested by the Editorial Board.
- 3) Prepare the manuscript for printing in Microsoft Word or a generic word-processor format. As much as possible, use common formats (such as .tif, .jpg, .bmp, .eps, or .ppt) for illustrations, photographs, tables, and other elements, taking sufficient care regarding matters such as gradation bit counts, image size, and compression, and submit each of them as a separate file. Do not send any of these as PDF files. Also be sure to attach two hard copies printed in high resolution.
- 4) In principle, papers will be printed in the order of the dates they were accepted, although publication of letters will be given priority over that of original papers and technical reports.

#### 8. Proofreading

- 1) The corresponding author will have one opportunity to read the proofs. In principle corrections are limited only for errors from

the production processes. Insertion of words and phrases and correction of illustrations will not be accepted.

- 2) The corresponding author is asked to complete proofreading within two days after receipt of the proofs and return them to the designated address. If the proofs are returned late from the author, the proofreading process may be considered complete with proofreading by the Editorial Board.

#### 9. Publication charges

- 1) Authors of papers submitted are asked to cover part of the costs of publication in the form of publication charges. The publication charges consist of a base charge of JPY10,000 per paper and a per-page charge of JPY6000 per page. Authors may receive digital media containing PDF files of their published papers.
- 2) If a paper contains color illustrations, a color illustration preparation charge of JPY1000 per illustration will apply separately.