

Author Information for Journal of Japanese Cosmetic Science Society

(Revised in January 2013)

1. How to Prepare a Manuscript

1.1 It is preferable that a Regular Article is written in a structure composed of 1 Introduction, 2 Experimental Procedures, 3 Results and 4 Discussions (Conclusion is omitted). Note, Communication and Report should be written concisely in a similar manner.

Any test on a human should be performed at the subject's discretion, and the human rights and safety of the subject should be sufficiently considered.

1.2 Papers should not be submitted separately in divided small portions.

1.3 Sentences should be written concisely.

1.4 In the first page of the manuscript, the following information should be described:

- 1) Title and subtitle (if necessary) of the manuscript, name of the author(s) (Family name should be capitalized), name and address of the organization;
- 2) Name, contact address, telephone & facsimile number, email address of the representative of the manuscript;
- 3) Type of manuscript (Regular Article, Note, Communication or Report) should be entered in the upper column;
- 4) Number of additional copies the author wants and the billing address.

When submitting manuscripts of one continuous research, insert the footnote showing the immediate preceding submission of the same research as in the following example:

Examples: Note 1) Preceding report: J. Jpn. Sci. Soc., 2: 1 (1978)

1.5 The English abstract of the paper should properly express the purpose and conclusion thereof. It is preferable that English writing is checked by a native English speaker.

1.6 Leave one space when changing a line.

1.7 Use Arabic numerals and express values as in the following examples: 3 minutes and 28 seconds, 1.5 cm, 1 cm², 0.5ml, 1.8 l, 2.5 mg, 3.8 g, 5.3 mg/l, 37.2°C.

1.8 When adding a footnote to a term or sentence in the main text, insert a superscript number, e.g. ^{“Note 1)”}, and place the relevant footnote “Note 1” at the bottom of the same page, in principle, and draw a line between the main text and the footnote. Footnotes should be numbered consecutively.

2. Terms

(This items were omitted in Author Information in English.)

2.2 Terms that are hard to understand when written in Japanese should be accompanied by the English equivalent. (The Editorial Committee has the exclusive authority to decide how to print them.)

3. Keywords

Choose and list five or fewer keywords in English such as a substance or matter mentioned in the paper that can be used in searching the paper.

4. Signs, Symbols and Formula

4.1 Use internationally common signs and symbols and SI units, in principle.

Examples: Length: m

Current: A

Mass: kg

Force: N

Capacity: l

Pressure: Pa

Hour: h

Second: s

Calorie: J

Thermodynamic temperature: K

Conductance: S

Mole number: mol

Viscosity: Pa·s

Luminosity: cd

Surface tension: N/m

Use an SI prefix in expressing integer powers of ten.

Examples: 10^3 : Kilo (k), 10^2 : Hecto (h), 10^1 : Deca (da), 10^{-1} : Deci (d), 10^{-2} : Centi (c), 10^{-3} : Milli (m), 10^{-6} : Micro (μ)

4.2 Formula should be expressed, in principle, in the following form: $\frac{a}{b}$ or $\frac{a+b}{c+d}$.

When it appears in the main text, formula should be written in one single line, as in a/b or $(a+b)/(c+d)$. In this case, with regard to a/bc , be sure to express it as $a/(bc)$ by adding (). Never express it as a/bc .

5. Figures and Tables

5.1 Figures and tables should be shown concisely, where possible, so that readers can understand the outline of the paper from them and the English abstract only.

5.2 The same data should be shown either in a figure or a table. Avoid duplication.

5.3 Titles and explanations of figures (including pictures) and tables should be, in principle, written in English. For figures, insert a number under the figure, such as “Fig. 1” and for tables, insert a number above the table, such as “Table 1”. Be sure to describe a figure or a table as “Fig. 1” or “Table 1” even if there is only one figure or table.

5.4 Symbols in figures should be ○, △, □, ◇ or black version thereof. As the size of a figure becomes 1/2 to 1/3 (1/4 to 1/9 in area) of the original when posted in the Journal, be specifically careful about the size of a point on the original manuscript.

5.5 In principle, figures, tables and pictures are 8 cm or 16.5 cm in width. You may designate a specific size if necessary.

5.6 Letters in figures should be written in black. Use symbols by preference and mention the author's name, the page number and total number of pages (e.g. “page 2 of 6 pages”) in each sheet.

5.7 Figures and tables should be attached after the manuscript collectively. For figures, insert the number of

the figure, e.g. “Fig. 1”, below it and for tables, insert the number of the table, e.g. “Table 1”, above it. Be sure to include the title and explanation. Figures and tables cited in the main text should be written as “Fig. 1” and “Table1”.

- 5.8 The recommended resolution of a graphic file is, for line images, a TIFF file with monochrome 1 bit (black and white) and 1,200 dpi, and for a black and white photograph, a TIFF file with 8-bit gray scale and 300 dpi. If you want to use a colored picture, 24-bit RGB color 350 dpi is recommended. Graphic files should be prepared by using Word, PowerPoint, Illustrator, etc. and should be, in principle, submitted in PDF format.

6. Reference

- 6.1 References should be limited to those which are important and necessary. When citing a reference, insert a superscript in the relevant place in the main text, e.g. ¹⁾, ²⁾, ³⁾ and attach the list of references at the end of the main text in the manner described below. When repeating a reference already cited, give the number of such reference in the place of the citation.

When a reference is a paper posted on a journal or magazine: Author's name: title. title of the journal or magazine (use *Italic* letters in case of a European language name), volume: page number (the first page and the last page), year of publication.

When a reference is from a multiple author book: Author's name: title of paper. title of book (Name of editor), volume, edition, publisher, place of publisher, year of publication, page number (the first page and the last page).

When a reference is from a single author book: Author's name: title of book, publisher, place of publisher, year of publication, pages cited.

- 6.2 References should be abbreviated in accordance with the latest edition of Chemical Abstracts of Japan or Chemical Abstracts.
- 6.3 When listing multiple authors, use “,” (comma). Do not insert “and” between their names.
- 6.4 When citing a reference from a magazine without consecutive page numbers, include the issue number in ().
- 6.5 Use of a reference for any purpose other than its original should be clearly shown to that effect.
- 6.6 When citing unpublished research results of the author, insert “in press” after the author's name and title of the journal. Be sure to mention the title of the paper.

Examples:

- 1) Okada, J., Yaoita H.: Human patch test research results. *Jpn J Dermatol* 106: 421–429, 1996.
- 2) Takahashi, M.: Image analysis of skin surface contour. In: *Gendai Hifu Kagaku Taikei* (Ishibashi, Y., Imamura, S., Tagami, H., Nishikawa, T., Yoshikawa, K. Eds.), Annual Edition, 90-B, Nakayama Shoten, Tokyo, 1990, pp. 13–27.
- 3) Hamilton, J. B., Terada, H., Mestler, G.E.: Greater tendency to acne in white American than in Japanese populations. *J. Clin. Endocrinol.*, 24: 267–272, 1964.

- 4) Olesen, E. A.: Embryology and Anatomy of the Hair Follicle, Disorders of Hair Growth, Diagnosis and Treatment, McGraw Hill, Inc., New York, 1994, pp. 1–19.
- 5) Bickers, D. R., Pathak, M. A.: The Porphyrrias. In: *Dermatology in General Medicine*. (Fitzpatrick, T. B., Eisen, A. Z., Wolff, K., Freedberg, I. M., Austen, K. F. Eds.), 3rd edition, McGraw Hill, Inc., New York, 1987, pp. 1666–1715.

In the case of a translated book:

- 6) Laden, K., Felger, C. B.: Antiperspirants and deodorants (translated by Oba, K.), *Fragrance Journal*, Tokyo, 1995, pp. 317–318.

In the case of quotations within quotations:

- 7) Cited from Leprevost, C., Capron, M., De Vos, C., Tomassini, M., Capron, A.: Inhibition of eosinophil chemotaxis by a new anti-allergic compound (cetirizine). *Int. Arch. Allergy Appl. Immunol.*, 87: 9–13, 1988. – Harris, D. W., Ostlere, L., Buckley, C., Johnson, M., Rustin, M. H.: Eosinophilic pustular folliculitis in an HIV-positive man: response to cetirizine. *Br. J. Dermatol.*, 126: 392–394, 1992.

7. Submission of Manuscripts

- 7.1 When submitting a paper already accepted, the author should send two copies of the printed manuscript and media containing its data (in principle, CD-R) to:

Editorial Office of Japanese Cosmetic Science Society

C/O International Academic Publishing Co., Ltd.

4-4-19 Takadanobaba, Shinjuku-ku, Tokyo 169-0075

Submission should be made by postal mail (registered mail) and the author should keep a copy thereof.

- 7.2 Attach the following information to the media to be submitted; (1) Manuscript No., title of the paper and the author's name, (2) Machine, (3) OS (Operating System), (4) Application Software