

Journal of the Meteorological Society of Japan

Guide for Authors

Meteorological Society of Japan
JMSJ Editorial Committee

Updated 30 May 2017

JMSJ website: <http://jmsj.metsoc.jp/>

Authors submitting a manuscript to JMSJ must adhere to the guidelines presented in this document.

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The Meteorological Society of Japan (MSJ) was founded in 1882 to promote the progress and development of meteorological research. Journal of the Meteorological Society of the Japan (JMSJ) is an international journal featuring significant original research and reviews in meteorology. Series I of JMSJ was published between 1882 and 1922, and Series II has been published since 1923. JMSJ has been published entirely in English since 2001. As an international journal of the Meteorological Society of Japan, JMSJ publishes original research articles relating to meteorology. The articles are selected carefully by a thorough paper review based on the latest scientific knowledge.

In 2018, JMSJ will switch to fully Open Access publication. All articles published after the switch will be freely available online and will have clearly defined use and re-use rights, without the need to ask prior permission from the Meteorological Society of Japan (MSJ). Authors will be required to sign a License to Publish to grant the MSJ permission to reproduce the work in the journal under a Creative Commons license. Authors will be able to choose either the Creative Commons Attribution 4.0 International (CC BY) license or the Creative Commons Attribution-NonCommercial-NoDerivs 4.0 International (CC BY-NC-ND) license. Further information will be provided in the second half of 2017.

1. Editorial Policies

1. Name

The journal's name is "Journal of the Meteorological Society of Japan". This may be cited as "J. Meteor. Soc. Japan" and abbreviated for convenience as JMSJ.

2. Aims and scope

Journal of the Meteorological Society of Japan publishes Articles, Notes and Correspondence reporting original researches containing scientific discoveries or technical developments that advance understanding in meteorology and related sciences. The journal's broad scope includes meteorological observations, modeling, data assimilation, analyses, global and regional climate research, satellite remote sensing, chemistry and transport, and dynamic meteorology including geophysical fluid dynamics. In particular, JMSJ welcomes papers related to Asian monsoons, climate and mesoscale models, and numerical weather forecasts. Insightful and well-structured original Review Articles that describe the advances and challenges in meteorology and related sciences are also welcome.

As an international journal in the meteorological science community, JMSJ is committed to ensuring a high standard peer review. The journal also offers our worldwide readers the benefit of articles being freely available online.

Articles are scientific reports of original findings with complete discussions. Articles should be less than 75 pages, with an appropriate number of tables and figures. References should be cited only if they relate directly to the content of the manuscript.

Notes and Correspondence are short reports of up to 20 pages that describe original findings. Comments on papers published in JMSJ, and any responses from the authors of those papers, are included in this article type. Because Notes and Correspondence are intended to be published rapidly,

editorial decisions on their suitability for publication will be made within four months of manuscript submission.

Invited Review Articles are original comprehensive reviews of subjects deemed topical and important by the Chief Editor. They are typically no more than 20 printed pages in length, but their size and scope can be negotiated between the author(s) and the Chief Editor.

3. Regular Issues, Special Issues, and Special Editions

Regular Issues: The Editors in charge proposes acceptance or rejection of submitted manuscripts to the JMSJ Editorial Committee, which makes decision of the manuscripts. After editing and printing, accepted articles are published within about four months of manuscript submission.

Special Edition: Articles in a specific field are grouped together and published in a Regular Issue. A Special Edition Editorial Committee is organized, and its members select and review manuscripts. The scientific quality of Special Edition articles is equal to or greater than that of Regular Issue articles.

Special Issues: Selected articles in specific subjects areas are published as and when decided by the Editorial Committee. An Editorial Committee of Special Issues is convened, and the members select manuscripts and perform peer reviews. Technical editing and all other operations are the responsibility of the Editorial Committee of Special Issues. All expenditures are completely independent from a Regular Issue. The scientific level of the articles should be higher than that of a Regular Issue.

4. Archives

The electronic versions of the published articles are stored at Japan Science and Technology Information Aggregator, Electronic (J-STAGE), and are available free of charge to anyone with Internet access.

5. Copyright

The copyright of manuscripts published in the journal belongs to the Meteorological Society of Japan. For each manuscript, all authors must transfer their copyright to the Meteorological Society of Japan by completing the Copyright Agreement Form. As an exception, authors whose work is created by official employees of any government should certify that the government holds the copyright but that the Meteorological Society of Japan may publish the manuscript freely.

When quoting part or all of an article published in JMSJ, an author must refer to the original JMSJ publication. When reproducing part or all of an article or figure published in JMSJ, authors must follow the Meteorological Society's regulations. More information on copyright and permissions can be found on the JMSJ website.

6. Editorial Committee

In order to edit and publish the journal, the Meteorological Society of Japan has established an Editorial Committee comprising the Chief Editor, Co-Chief Editor, and Editors. The Chief Editor, who is be nominated by the Society's Executive Board members, is responsible for appointing and dismissing the Co-Chief Editor and Editors. The JMSJ Editorial Committee makes final decision regarding publication. The JMSJ Editorial Committee is also responsible for management of the journal.

7. Research and Publication Ethics

The JMSJ seeks to uphold the highest ethical standards in both research and publication.

a) Conflicts of Interest

JMSJ recognizes that it is vital for there to be transparency around any real or perceived conflict of interest regarding papers published in the journal. A conflict of interest exists when any judgement about one interest might be influenced by another secondary interest. This can extend from any financial considerations to academic competition and rivalry, personal rivalry or intellectual incompatibility. Conflicts of interest extend to all participants in the peer review process: authors, reviewers, Editors, and Editorial Board members.

JMSJ holds that consideration of real or perceived conflicts of interest by any of the participants in the publication process must be considered while undertaking their respective tasks. If relevant, they should be declared clearly to the relevant authority.

Authors should declare in their cover letters whether they have any conflicts of interest (financial or otherwise). If so, the Editor will determine the course of action. Reviewers are asked to declare any potential conflicts of interest and recuse themselves if the potential for bias exists.

The Editors and Editorial Board undertake to declare their conflicts of interest when handling manuscripts for publication.

b) Duplicate Submission

Authors must not have submitted their manuscript to another journal before the Editorial Committee

makes the final decision on suitability for publication. If there is possibility of duplicate submission, the Editorial Committee will investigate further and will reject immediately in cases where duplicate submission is confirmed. Authors may submit their manuscripts to another journal freely after withdrawal or rejection.

c) Images and data

Images, especially graphics files, which are included in a manuscript for review should not be processed except for necessary guides for readers (e.g., labels or arrows etc.). If manipulation is necessary, it should be applied to the entire image and any changes noted in the manuscript.

Any data associated with images or other aspects of the manuscript must be retained and provided upon request.

2. Peer Review and Editorial Procedures

Peer review of submitted manuscripts is performed through the ScholarOne platform, which is operated by the Japan Science and Technology Agency for the submission and review of papers. Authors may request withdrawal of their submitted manuscripts from consideration at any time. The final decision on the suitability of publication of each manuscript is made by the Editorial Committee. Under normal circumstances, manuscripts are published within four months of the final decision.

1. Submission

Manuscripts are submitted to the Chief Editor of JMSJ through ScholarOne. Each manuscript must be accompanied by a cover letter, in which authors can suggest potential Editor in charge and reviewers. The Copyright Agreement Form, which must be signed by all authors, should be sent by postal mail or fax to the JMSJ Editorial Office. The Copyright Agreement Form can be divided into two or more sheets.

2. Assignment of Editor in charge

The Chief Editor examines each submitted manuscript and assigns one Editor to take charge of the peer review process. The JMSJ Editorial Office informs the authors of the date of receipt, the assigned manuscript number, and the name of the Editor in charge.

3. Preliminary Evaluation

If a manuscript does not follow the Submission Guidelines or its contents or language does not meet the scientific standards of JMSJ, the Editor in charge has the right to propose the rejection of the

manuscript to the Editorial Committee before the peer review process begins. Both the authors and the Chief Editor are notified of the rejection. The Editor in charge may request corrections before peer review in cases when a manuscript does not meet the standards of JSMJ or the text expression is not clear.

4. Selection of Reviewers

The Editor in charge selects at least two reviewers who are able to evaluate the manuscript in its subject area. The Editor considers the suggestions of potential reviewers by the author, but does not necessarily follow them. After reviewers accept the invitation to review a manuscript, the Editor in charge forwards the manuscript to them.

5. Paper Review

Reviewers are requested to evaluate the manuscript using the SchoarOne Referee Form to maintain a common scientific standard for manuscript evaluation and report their feedback to the Editor in charge. The review process must be completed within three weeks for Notes, one month for Articles, and two months for Invited Review Articles.

6. Decision of the Editor in charge

After considering the reviewers' reports, the Editor in charge makes the decision on the manuscript (rejection, acceptance after revision, or acceptance). If the paper's reviewers are divided in their opinions, the Editor in charge will make a decision based on his/her own assessment of the paper.

7. Revising the Manuscript

The Editor in charge returns the reviewers' evaluations and comments to the author, along with the Editor's own evaluation and suggestions, and ask for a prompt and appropriate revision of the manuscript. Revisions must be completed within three months for Articles and Invited Review Articles. Notes should be revised rapidly enough for the Editor to make a final decision within four months of the original submission.

8. Withdrawal

If authors would like to contribute their manuscript to another journal, they must first withdraw it from JMSJ. Authors have the right to withdraw their manuscript from JMSJ at any time before the Editorial Committee has made the final decision. If authors do not submit their revised manuscript by the specified deadline, the manuscript is automatically regarded as having been withdrawn from submission. If submitted, the revised manuscript will be treated as a new submission.

9. Editor's proposal

After reading the reviewers' reports including recommendations and evaluations, the Editor in charge communicates his/her proposal to the Editorial Committee on whether to accept or reject the manuscript. To be accepted, the manuscript must be written in English to show its scientific value with accurate logical structure. When the scientific value is low, a mistake in logic is found, or the appropriate quality cannot be attained in the available timeframe, the Editor may propose rejection. The Editor in charge may inform the authors that he/she is going to propose rejection to the Editorial Committee so that the authors can withdraw the paper before the Editorial Committee makes a decision.

10. Final Decision at the Editorial Committee Meeting

The Editorial Committee members discuss the Editor in charge's proposal, and they make the final decision regarding publication of the manuscript. The notice of final decision is sent to the author from the Chief Editor through the automated platform. The date of receipt of the manuscript is assumed to be the date on which the Editor in charge receives the final form.

11. Source File Submission

Authors are requested to submit the source files for the final form of their manuscript through ScholarOne, which is necessary for high-quality printing. After submitting the final files, as a rule, the author should not make any corrections unless requested by the Editorial Committee.

12. English and Technical Editing

English editing is managed by the Editorial Office. The final manuscript is forwarded to a copy editor, and then to the technical editor in the Editorial Office, who ensures that it conforms to the JMSJ format. The manuscript is then sent to the printing company.

13. Galley Proofreading

Galley proofs together with the copy edited and technically edited manuscripts are sent by the printing company to the corresponding author, who should check them and return them to the printing company with any corrections. Such corrections marked on the galley proofs are then incorporated into the master galley at the printing company, and the technical editor confirms the author's corrections during the proofreading.

14. Publication in the Journal

JMSJ articles are normally published within four months of acceptance. The printing company handles reprints on request.

15. Uploading to JSTAGE Archive

The printing company produces PDF files of all manuscripts and provides them to the J-STAGE archive. This is uploaded soon after print publication.

16. DOI

JMSJ publications are given a DOI in the following format:

doi:10.2151/jmsj.vvvv-www

where vvvv indicates the year of publication, and www indicates the article number in order of acceptance. Article numbers of papers for Special Issues and Special Editions are numbered consecutively.

Example: the first accepted article in 2016:

doi: 10.2151/jmsj.2016-001

17. Publication of Corrected Manuscripts

If a mistake is found in a published article, the author, the Editorial Office, or the print company prepares a corrected manuscript and submits it to the Editorial Committee. After the Editorial Committee agrees that the corrected manuscript should be published, it is published as an Erratum or a Corrigendum. An erratum is used for mistakes/errors caused or made by the publisher while a corrigendum is used for author errors.

3. Submission Guidelines

1. Submission of Manuscripts

Authors are encouraged to submit manuscripts online via ScholarOne, the online manuscript submission system provided by the Japan Science and Technology Agency (JST) at <http://mc.manuscriptcentral.com/jmsj>. The maximum total file size is 50MB. Authors should read and adhere to policies and procedures outlined in this Guide for Authors before submission. Prepare your manuscript and a cover letter according to the instructions in Submission Guidelines. For more information, please contact the Editorial Office of JMSJ:

Editorial Office, Journal of the Meteorological Society of Japan
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jmsj@metsoc.jp

2. Manuscript to be Published

Authors who wish to publish manuscripts are encouraged to submit their work as an Article or a Note. Authors who wish to comment on a manuscript published in the journal are encouraged to submit it as a Comment, and the authors of the commented manuscript will be invited to submit a Reply. Submission of Invited Review Articles is requested by the Chief Editor based on the decision of the Editorial Committee. Authors who are invited to submit an Invited Review Article may add co-authors if necessary, after obtaining approval from the Editorial Committee. See details on other article types in *Editorial Policies*. Peer review is conducted on all manuscripts as described in the *Peer Review and Editorial Procedures*. The Editorial Committee makes the final decision on the suitability of manuscripts for publication and is responsible for the final editing of all accepted manuscripts.

All manuscripts (except Invited Review Articles) should meet the following requirements:

- a) Contains observation, experiment, data analysis, numerical model, or theory concerning the basis and application of meteorology.
- b) Contains new findings with scientific value that have been obtained by the authors themselves.
- c) Has a conclusion that is explained logically.
- d) Is written in understandable English.

3. Copyright Agreement Form

The copyright of manuscripts published in the journal belongs to the Meteorological Society of Japan. The Copyright Agreement Form must be uploaded to ScholarOne or sent by e-mail, postal mail or fax to the Editorial Office. Copyright Agreement Forms can be signed by all authors on a single sheet or divided into two or more sheets. As an exception, an author whose work is created as an official employee of any government must send a Certification Form. Please note the journal will move to a fully Open Access model in 2018, as noted above. Further information will be provided in the second half of 2017.

4. Electronic Format

Authors are strongly recommended to use the JMSJ Word or LaTeX template files to prepare their manuscripts. The preferred file format for initial submission is Word or PDF. All figures and tables and the abstract should be included in the same file. Manuscripts that exceed the file limitation specified by ScholarOne will be rejected automatically. During the review process, publication-quality resolution is not needed; higher resolution files will be required upon acceptance for publication. After the manuscript has been accepted for publication, the author should submit final text and figures in separate files. The final text should be a Word or TeX (LaTeX) file and the

tables and figures should be TIFF, JPEG, PSD, EPS, or GIF files. High-resolution, print-quality files are requested: resolution of 600-1200dpi. Color images should be saved in CMYK mode, not RGB. In special cases, authors may contact the Editorial Office to ask alternative methods for submission of the final files.

5. Cover Letter

The manuscript file must be submitted with a cover letter, which contains the full title of the manuscript; the full names and affiliations of all authors; and the name, an e-mail address, telephone and fax numbers of the corresponding author. Authors can provide the Editor in charge with suggestions of up to 5 potential reviewers, with their e-mail addresses, in their cover letter or during the ScholarOne submission process. The Editorial Committee has the right to select manuscript reviewers.

6. Keywords

Authors should list 1-5 keywords directly under the abstract which describe the topic of the manuscript. Keywords are also used for the Subject Index, which is included in the last issue of each volume of JMSJ.

In picking keywords, please follow the guidelines below:

- (1) Select meteorological terms or phrases that clarify the characteristics of the article.
http://www.metsoc.jp/member_pages/yogo_temp/ej.htm
- (2) A proper noun may be selected when commonly used.
- (3) Abbreviations in less common use should be avoided. In such cases, the abbreviation should also be spelled out in full after first use.
- (4) Select definitive terms instead of extremely common terms (e.g., "cloud resolving simulation" instead of "simulation").
- (5) Avoid extremely long terms.
- (6) Use lowercase except for proper nouns.
- (7) Provide the singular noun (e.g., "wave" instead of "waves").

7. Supplementary Material

Supplemental material is material that is considered for online-only publication, but is not essential to the article itself. Up to 4 items of supplementary material, such as larger figures and animations, may be added with appropriate numbers specified in the text for additional information. The maximum total file size including manuscript files is 50MB. The Japanese abstract will be added to the supplementary material.

8. Japanese Abstract

Each accepted manuscript requires a Japanese abstract, which is published as supplementary material in the electronic journal and is printed separately in *Tenki*, a monthly bulletin of the Meteorological Society of Japan. For non-Japanese contributors, these abstracts will be supplied by the JMSJ Editor after acceptance. If the authors include a Japanese co-author, a Japanese abstract must be prepared by the authors; a separate page should be included at the end of the manuscript and include Japanese versions of the title, author names, and abstract. The Japanese abstract must correspond with the English abstract and must be submitted to ScholarOne during the initial manuscript submission. For further help preparing the Japanese abstract, please see the template file for a Japanese abstract (Word file).

9. Page Limits

The length of the manuscripts including figures and tables should not exceed 75 pages for an Article and 20 pages for a Note when formatted using the JMSJ word template. The manuscript should be double spaced in 12 point type, and all pages and lines must be numbered consecutively. The reference list and figure and table captions are excluded from the page count.

10. Manuscript Style

Manuscripts should follow the style described below. A sample template file is available on the JMSJ web site (<http://jmsj.metsoc.jp/instructions.html>).

- a) Title page: The title, author names, affiliations, and corresponding author's address should be on the title page. The title concisely expresses the topic(s) of research. As a rule, authors should use general vocabulary understood in the meteorology field and avoid the use of uncommon abbreviations. If the title is judged inappropriate during the peer review or editing processes, the authors may be asked to revise it. Authors should capitalize the first letter of all words (except prepositions, articles and conjunctions) in the title, and should provide their names with given name first and family name in all caps.
- b) Abstract: A short and concise abstract on the second page of each manuscript should be no more than 300 words. Explanations should be given when using peculiar technical terms. For a case study, the authors should avoid redundant descriptions of particular phenomena, and instead describe a universal mechanism obtained from the case study. If the authors use abbreviations, they should be fully spelled out at the first use in the Abstract, and then used in their abridged form. In principle, the authors should not cite references in the abstract except when absolutely necessary.
- c) Keywords: List 1-5 keywords that are related to the topic of the manuscript. See Section 3.6 of

Submission Guidelines.

- d) Text: The text should be divided into sections, each with a separate heading and consecutive numbering. Section headings should be written on a separate line, e.g.,

1. Primary heading

1.1 Secondary heading

- a. Tertiary heading
1) Quaternary heading
(i) Quinary heading

Mathematical formulas and equations should be written clearly in the text with ample space above and below.

- e) Supplement: Supplementary material must be explained in the manuscript.
- f) Acknowledgments: Funding sources etc. should be provided.
- g) Appendix: Lengthy mathematical analyses or lists of symbols should normally be put into an appendix. When there are two or more appendices, they should be identified as Appendix A, Appendix B, and so on.
- h) References: References should be arranged alphabetically by authors' names, without numbering. The first author's name is listed by surname followed by the initials of given names, and subsequent names are listed by the initials of given names followed by surname. Journal titles should be abbreviated. If the article is written in a language other than English, it should be described as "(in Japanese)", for example. Quoting manuscripts under review or before submission is discouraged. References to manuscripts that have not yet been accepted should be noted as "Submitted" after the journal's title, and references to be accepted but not yet published manuscripts should be noted as "in press". In the list of references, each reference must be complete in the following form.
- i. For articles: Author(s), year: Title of article. *Title of journal (abbreviated)*, **volume number**, first page-last page.
 - ii. For articles without page numbers: Author(s), year: Title of article. *Title of journal (abbreviated)*, **volume number**, paper number, DOI number.
 - iii. For books: Author(s), year: *Title of book*. Publisher, total pages.
 - iv. For book collectively written or partially written: Author(s), year: Title of chapter. *Title of book*. editor(s)(ed. or eds.), Publisher, country, first page-last page.
 - v. The citation of references should be as "according to Okada (1921)" or "as shown by earlier studies (Fujiwara 1923; Horiguchi 1928)." When there is more than one article by the same author(s) in the same year, append letters after the year (e.g., "Fujiwara 1923a, 1923b").
- i) Figure legends: Numbered figure legends, which adequately explain the figures, should be

placed after the reference list. Submitted manuscripts should include figure legends at the bottom of respective figure pages for reviewers' convenience. When the final manuscript is submitted, the figure legends should be removed from the figure pages, and only the figure number should remain in the upper right corner (e.g., "Fig. 3"). When a figure is quoted in the text, it should be written in the shortened form (e.g., "Fig. 1"), except at the beginning of a sentence (e.g., "Figure 1"). If a figure is divided into several parts, the author should identify them as "Fig. 1a" and not "Fig. 1(a)". Two or more figures should be referred to as "Figs. 1 and 2". In an Appendix, figures should be identified as "Fig. A1", "Fig. B3" and so on.

- j) Table legends: Numbered table legends, which adequately explain the tables, should be placed after the figure legends. Submitted manuscripts should include table legends at the bottom of respective table pages for reviewers' convenience. However, when the final manuscript is submitted, the table legends should be removed from the table pages, and only the table number should remain in the upper right corner (e.g., "Table 3"). Tables should be quoted in the text as "Table1" and should not be abbreviated. In an Appendix, tables should be identified as "Table B3" and so on.

11. Important Matters to be Considered in Writing

- a) Mathematical formula: Authors should describe complex formula on separate lines. When a formula is a part of a sentence, a comma or a period at the end of the formula is needed. When a formula is quoted, parentheses should be applied to its number, and marked such as "Eq. (1)", "(1)", "Eqs. (1)-(3)", or "(1)-(3)". Authors may omit "Eq." and "Eqs.", but should maintain a consistent style throughout the manuscript. "Equation" should be written in full at the beginning of a sentence. In an Appendix, authors should designate equations as "Eq. (A1)", "Eq. (B3)" and so on.
- b) Date and time: Do not use the shortened form to express months except in figures. Coordinated Universal Time (UTC) is used to express Universal Time; Greenwich Mean Time (GMT) and (Z) are not used. To show the daily variation in a particular region, the use of Local Standard Time (LST) is permitted.
- c) Unit: As a rule, international units (SI) should be used but units commonly used in meteorology and oceanography are also permitted. Unit should be presented in roman type. Use superscript indices rather than slash marks, and put a space between different units (e.g., use m s^{-1} rather than m/s or ms^{-1}).

4. Procedure after Acceptance

1. Submission of Electronic Files of the Final Accepted Manuscript

The Chief Editor informs the author of manuscript acceptance through the automated platform.

2. Submission of Author Form and Final Files

The Editorial Office sends a notification of acceptance and Author Form to the corresponding author. The author should return the complete Author Form, which details the preferred postal address and the reprint order, both of which are necessary for accounting in the office of the Meteorological Society of Japan. The author should submit the electronic files (Section 3.4) of the final accepted manuscript immediately. At this stage, the author should not make any changes or corrections to the manuscript unless requested by the Editorial Committee.

3. Galley Proofreading

Authors receive galley proofs about two months after manuscript acceptance, and corrections should be returned within one week. Authors who expect to be away at this time should notify the Editorial Office of their absence and the contact method to be used during this period. If galley proofreading is delayed, the publication of the article may be postponed.

4. Page and Color Charges

Authors are requested to pay a publication charge of 4,000 yen (4,500 yen for non-members of the Meteorological Society of Japan) per printed page. For Articles exceeding 12 printed pages and for Notes exceeding 8 printed pages, 10,000 yen (10,500 yen for non-members) per page will be charged for each additional page. An additional page charge of 2,000 yen is required for the Japanese abstract to be printed in *Tenki* (Section 3, 8). For authors who submit only a hard copy of the manuscript, an additional 2,000 yen per page will be charged for typesetting. For color photos and drawings, an additional charge of 21,000 yen per page (maximum) will be imposed. Invited Review Articles of up to 20 printed pages are exempt from the page charge and the Japanese Abstract fee. The page charges are invoiced in the month following the date of publication. Please note the journal will move to a fully Open Access model in 2018, as noted above. Further information will be provided in the second half of 2017.

5. Reprints

Authors will receive 30 reprints free of charge. Additional reprints with or without the Journal cover may be ordered at the price listed on the Author Form, which is sent to the corresponding author from the JMSJ Editorial Office when the manuscript is accepted for publication.