

Journal of the Meteorological Society of Japan

Guide for Authors

Meteorological Society of Japan
JMSJ Editorial Committee

Updated 1 August 2020

JMSJ website: <https://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. The articles in the journal are selected carefully by thorough peer review based on the latest scientific knowledge.

In 2018, JMSJ became a fully Open Access publication and articles published from this date are freely available online under a Creative Commons Attribution 4.0 International (CC BY 4.0) license. This license allows users to adapt, reproduce and distribute JMSJ articles (even commercially) in any medium, provided they give appropriate credit to the author(s) and original source, include a link to the license, and indicate if any changes have been made, without the need to ask prior permission from the MSJ. Authors will be required to sign a License to Publish to grant the MSJ permission to reproduce the work in the journal under the CC BY 4.0 license.

1. Editorial Policies

1.1 *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.

1.2 *Aims and Scope*

JMSJ publishes Articles and Notes and Correspondence that report novel 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.

JMSJ encourages authors to include the data underlying their work as supplementary material. These data, which must be under 50MB, may describe observations, experiments, modeling or analyses and may take the form of databases, simulations, movies, large figures or as otherwise appropriate.

As an international journal in the meteorological science community, JMSJ maintains a high standard of peer review and offers readers worldwide the benefit of articles being freely available online.

Articles are scientific reports of original findings with complete discussions. Articles should be less than 18,000 words (approximately 60 pages when formatted using the JMSJ word template), 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 4,500 words (approximately 15 pages when formatted using the JMSJ word template) that describe original findings as either an "Express Note" or a "Comment and Reply". Comments on papers published in JMSJ, and any responses from the authors of those papers, are included in the latter subtype. Notes and Correspondence are intended to be published rapidly, and final editorial decisions on their suitability for publication will be made within four months of manuscript submission. Please refer to "Guidelines for Notes and Correspondence" (https://jmsj.metsoc.jp/Notes_and_Correspondence_Guideline.pdf) for more details

of review processes.

Review Articles are original comprehensive reviews of subjects deemed topical and important. Invited Review Articles are solicited by the Chief Editor based on recommendations from the Editorial Committee. The journal also considers proposals for Review Articles. Authors who would like to write a Review Article should first submit an outline of their proposed topic, along with an explanation of why it warrants a review in the journal at this time, to the Chief Editor, who will decide whether to solicit a full Review Article. Review Articles must be less than 18,000 words, but their actual size and scope can be negotiated between the author(s) and the Chief Editor.

1.3 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 the final decision on their suitability for publication. Accepted articles are published within about four months of manuscript submission.

Special Editions: 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 subject 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.

1.4 Archives

The electronic versions of 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.

1.5 Copyright and Licensing

For papers published from January 1, 2018, the copyright of manuscripts will be retained by the authors; authors will be required to sign a License to Publish form which allows the MSJ to publish the article. For manuscripts published before 2018, the copyright belongs to the MSJ.

When quoting part or all of any 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 terms of each article's license and/or the MSJ's regulations. More information on copyright and permissions can be found on the JMSJ website.

If a manuscript contains a figure or other material from another source, the authors must provide documentation of the permission to re-use from the copyright holder. JMSJ is not responsible for obtaining these permissions and authors warrant that they have the rights, or have obtained them, for all material in their manuscripts.

1.6 Editorial Committee

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

1.7 Research and Publication Ethics

JMSJ seeks to uphold the highest ethical standards in both research and publication. The journal follows the Committee on Publication Ethics (COPE) guidelines when dealing with cases of misconduct or dispute.

1.7.1 Authorship

By submitting to *JMSJ*, all authors undertake that they have agreed to the author list. Any amendments to the list (such as changing the order, or adding or removing authors) after submission must be approved by all authors and the Editor. After acceptance, amendments to the author list are not allowed unless approved by the Editorial Committee. In addition, all authors must have a substantial scientific and/or technical contribution to the work; have agreed to be accountable for their contributions to the work; be able to identify the co-authors responsible for each part of the work; have confidence in the integrity of the work; and have reviewed and approved the final manuscript. Contributors who do not qualify for authorship should be included in the Acknowledgements section.

1.7.2 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 judgement about one interest might be influenced by another secondary interest. This can extend to any financial consideration, 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.

Any real or perceived conflicts of interest by any of the participants in the publication process must be considered while undertaking their respective tasks for JMSJ. 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.

1.7.3 Duplicate Submission

Authors must not have submitted their manuscript to another journal before the Editorial Committee makes the final decision on suitability for publication for JMSJ. If there is an indication of duplicate submission, the Editorial Committee will investigate further and will reject immediately in cases where duplicate submission is confirmed. The journal screens accepted articles for originality before publication using the iThenticate service (ithenticate.com). Authors may submit their manuscripts to another journal freely after withdrawal or rejection from JMSJ.

1.7.4 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 should be noted in the manuscript.

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

1.7.5 Confidentiality

JMSJ maintains the confidentiality of all submitted and rejected manuscripts. By submitting to the journal, authors agree to keep all correspondence about their manuscript (from the Editorial Office, editors and any others) confidential.

JMSJ uses single-blind peer review, so the identities of reviewers are not revealed. Journal staff will not disclose a reviewer's identity unless the reviewer requests it. As part of their responsibilities,

reviewers undertake to maintain the confidentiality of manuscripts to which they have access.

1.8 Errata, Corrigenda and Retractions

If a mistake is found in a published article, the author, the Editorial Office, or the production 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.

Retractions are used for articles that have been found to have invalid or unsound results or conclusions, or for cases in which authors are believed to have breached research or publication ethics.

1.9 Appeals

Authors who believe that errors have been made during the editorial review process may contact the Chief Editor and lodge an appeal. Authors must provide specific evidence of a misunderstanding or mistake by a referee or editor. Appeals will be considered carefully by the Chief Editor, whose decision is final.

2. Peer Review and Editorial Procedures

Peer review of submitted manuscripts is performed through the ScholarOne platform. 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.

2.1 Submission

Each manuscript submitted to the journal via ScholarOne must be accompanied by a cover letter. During the submission process, authors can provide the names and e-mail addresses of up to five potential reviewers and select their preferred Editor in charge. The License to Publish form, which must be signed by all authors, should be sent by postal mail or fax to the JMSJ Editorial Office. The date of receipt is the day on which the Editorial Office receives the manuscript.

2.2 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.

2.3 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. The Editor in charge may request revisions before peer review in cases where a manuscript does not meet the standards of JSMJ, or the text is unclear.

2.4 *Selection of Reviewers*

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

2.5 *Peer Review*

Reviewers are asked to evaluate manuscripts using the ScholarOne Referee Form, which helps standardize the scientific evaluation of each manuscript and facilitate the transfer of referee reports to the Editor in charge. Reviewers are requested to complete their reviews within three weeks for Notes and Correspondence, one month for Articles, and two months for Review Articles.

The journal will, in most cases, send the reviewers' comments to the authors in their original form. However, JMSJ reserves the right to edit reviewers' comments, without reference to the reviewers, if they contain personal attacks, offensive language, or confidential information.

2.6 *Initial Decision of the Editor in Charge*

After considering the reviewers' reports, the Editor in charge makes an initial decision on the manuscript (reject or reconsider after revision). 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.

2.7 *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, if relevant, asks for a prompt and appropriate revision of the manuscript. Revisions must be completed within three months for Articles and Review Articles. Notes and Correspondence should be revised rapidly enough for the Editor to make a final decision within four months of the original submission.

2.8 *Editor in Charge's Final Recommendation to the Editorial Committee*

When a revised manuscript is received, the Editor in charge assesses all reviewers' reports and other

relevant information. If the Editor in charge recommends acceptance, the manuscript and related materials are sent to the Editorial Committee for their final decision. To be accepted, manuscripts must show novel scientific value or technical development within a logical structure. If manuscripts have low scientific value or flawed logic, or if the appropriate quality cannot be attained in the available timeframe, the Editor in charge will reject the article. Authors are notified of rejections by the Chief Editor.

2.9 Final Decision by the Editorial Committee and Further Revisions Required

The Editorial Committee members discuss the Editor in charge's recommendation and make the final decision regarding publication of the manuscript. For manuscripts judged to be acceptable, subject to final revisions, the Editor in charge provides the comments of the Editorial Committee members to authors within approximately one week. The Editorial Committee's comments are intended to help further improve the manuscript, mainly in terms of readability and clarity. The author must respond to the comments and revise the manuscript appropriately. The manuscript will then be final if the Editor in charge approves the revisions.

The notice of final decision is sent to the author from the Chief Editor. The date of receipt of the final manuscript is the date on which the Editor in charge receives the final files. Further details about the post-acceptance procedures are available in Section 4.

2.10 Withdrawing a Manuscript

If authors would like to submit 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 during the review process. If authors do not submit their revised manuscript by the specified deadline, the manuscript is automatically regarded as having been withdrawn from submission.

2.11 Resubmission of a Manuscript

If an author wishes to resubmit a manuscript that has been rejected or withdrawn, the author must submit point-by-point responses to the reviewers' comments that were sent with the previous decisions. The revised manuscript will be treated as a new submission, but the author can request in the cover letter that the Editor in charge selects the same reviewers as in the previous review process.

3. Submission Guidelines

3.1 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 at

<https://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. Manuscripts and cover letters should be prepared according to the instructions in the Submission Guidelines. For more information, please contact the Editorial Office of JMSJ:

Editorial Office, Journal of the Meteorological Society of Japan
The Meteorological Society of Japan
c/o Japan Meteorological Agency
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Tel: +81-3-3216-4403, Fax: +81-3-3216-4401
jmsj@metsoj.jp

3.2 *Manuscripts 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 recommendations from the Editorial Committee. Authors of Invited Review Articles may add co-authors if necessary, after obtaining approval from the Editorial Committee.

All manuscripts reporting original research should:

- a) Contain observations, experiments, data analyses, numerical models, or theory concerning the basis and application of meteorology.
- b) Contain new findings with scientific value or technical developments, obtained by the authors themselves.
- c) Have logically explained conclusions.
- d) Be written in clear and concise English.

3.3 *License to Publish (For Articles Published from January 1, 2018)*

The License to Publish (LTP) form must be uploaded to ScholarOne or sent by e-mail, postal mail or fax to the Editorial Office. The LTP form must be signed by all authors; two or more sheets may be used if necessary. Authors whose work is created as an official employee of any government must send an LPT form for government employees only. Note that the copyright of manuscripts published in the journal after January 1, 2018, is retained by the authors.

3.4 *Copyright (For Articles Published before 2018)*

The copyright of manuscripts published in the journal before 2018 belongs to the MSJ.

5. *Electronic Format*

Authors are strongly encouraged 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; high resolution files will be required upon acceptance for publication. Upon acceptance, the author should submit final text and figures in separate files. The final text should be a Word or LaTeX file and the tables and figures should be TIFF, JPEG, PSD, EPS, or GIF files. High-resolution, print-quality files should have a resolution of 600-1200 dpi. 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.

3.5 *Cover Letter*

The manuscript file must be submitted with a cover letter, which should contain the full title of the manuscript; the full names and affiliations of all authors; and the name, 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 Editor in charge reserves the right to determine the final selection of manuscript reviewers.

3.6 *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. Authors may choose terms from the following MSJ glossary:
https://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 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").

3.7 *Supplementary Material*

Supplemental material is material that is not essential to the article itself but may be published online-only. 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.

3.8 *Japanese Abstract*

If at least one author of an accepted manuscript is Japanese, a Japanese-language abstract must be provided after notification of acceptance. This is published online in the Japanese version of the journal and is printed separately in *Tenki*, a monthly bulletin of the MSJ. The Japanese abstract must be provided on a separate page that includes the Japanese versions of the title, author names, and abstract; these must correspond with the English versions. For further guidance, please see the Japanese abstract template file (Word file; https://jmsj.metsoc.jp/abstract_j_template.docx). If the authors of an accepted manuscript do not include a Japanese co-author, a Japanese abstract is not required and will not be displayed on J-STAGE or *Tenki*. However, a Japanese-language title that corresponds to the original will be supplied by a JMSJ Editor after acceptance.

3.9 *Length Limits*

The length of the manuscripts should not exceed 18,000 words for an Article and 4,500 words for Notes and Correspondence (approximately 60 and 15 double-spaced pages formatted using the JMSJ Word template, respectively). The manuscript should be double-spaced in 12-point type, and all pages and lines must be numbered consecutively. The word limit does not include the title page, abstract, acknowledgements, references, tables, or figure captions.

3.10 *Manuscript Style*

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

- a) Title page: The title, author names, affiliations, and corresponding author's address must be included on the title page. The title concisely expresses the topic(s) of research. As a rule, authors should use general vocabulary understood in meteorology 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 of no more than 300 words must be included on the second page of the manuscript. Explanations should be given when using uncommon 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) **Corresponding author:** The corresponding author is the co-author who takes primary responsibility for communicating with the journal during the submission, peer review, and publication process. The corresponding author also acts as the main contact on the published paper. The corresponding author is not necessarily the first author or the main contributor of the paper. If the paper is accepted, the original corresponding author may nominate another co-author to act as the contact person on the published paper.
- e) **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.

- f) **Supplementary material:** Supplementary material must be explained in the manuscript.
- g) **Acknowledgments:** Funding sources should be provided.
- h) **Appendices:** 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.
- i) **References:** As much as possible, references should be limited to material that is findable and persistent. 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”. If quoting material such as datasets, websites or software, cite a peer-reviewed article if possible. Otherwise, the journal’s preference is for material that has an assigned DOI or some other persistent identifier. 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 books collectively or partially written: Author(s), year: Title of chapter. *Title of book*. editor(s)(ed. or eds.), Publisher, country, first page-last page.
 - v. For datasets and software: Author(s), year: Title. Data repository*, Version*, Publisher*, DOI number or persistent identifier*. (*if available and applicable)
 - vi. For websites: Author(s), year: Title. Publisher*, URL (Accessed on DATE). (*if available and applicable; add date as relevant)
 - vii. The citation of references should be as “according to Okada (1921)” or “as shown by earlier studies (Fujiwhara 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., “Fujiwhara 1923a, 1923b”).
- j) 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.
- k) 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.

3.11 *Formulae, Dates and Times, and Units*

- 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. Post-acceptance

4.1 *Submission of Author Form and Final Source Files*

The Editorial Office will send a notification of acceptance and the Author Form to the corresponding author when the manuscript receives final approval from the Editor in charge. The author should return the completed Author Form via email, which details their preferred postal address and other matters. The author should submit the electronic files (see Section 3.5) of the final accepted manuscript immediately via ScholarOne. These files are necessary for high-quality production and printing. At this stage, the author should not make any changes or corrections to the manuscript unless directed to by the Editorial Committee.

4.2 *Galley Proofreading*

Galley proofs, together with the copy edited and technically edited manuscript, are sent by the production company to the corresponding author within approximately two months of acceptance. Authors should check and return them to the production company with any corrections within one week. Such corrections marked on the galley proofs are then incorporated into the master galley by the production company, and a technical editor confirms the author’s corrections during proofreading.

Authors who expect to be away within the given timeframe should notify the Editorial Office of their

absence and provide a new contact method. If galley proofreading is delayed, the publication of the article may be postponed.

4.3 *English and Technical Editing*

English editing of manuscripts 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 production company.

4.4 *Publication in the Journal*

JMSJ articles are normally published within four months of acceptance. The production company produces PDF files of all manuscripts and provides them to J-STAGE for online publication. The production company handles reprints on request.

4.5 *Article Processing Charges (APC)*

Publishing scholarly journals comes with many costs, such as those of managing peer review, copy editing, typesetting and online hosting. To cover these costs in the absence of other income sources such as subscriptions, authors (or their institutions) are requested to pay an article processing charge (APC), as detailed below. There is no submission fee.

Article Type	Articles & Review Articles*	Notes and Correspondence**
Members of the MSJ	¥220,000	¥170,000
Non-members of the MSJ	¥240,000	¥190,000

(plus local consumption tax where applicable)

*Invited Review Articles solicited by the Chief Editor are free of charge

**Applicable only for Express Notes; Comment and Reply articles are free of charge

4.6 *APC Waiver Policy*

The journal will waive the APC on an article if no authors have a professional affiliation with a research organization or if all authors are based in a “Least Developed Country” or “Other Low Income Country” on the OECD’s qualifying country list. Other waivers will be considered on a case-by-case basis by the journal’s Editorial Office. Authors must apply for a waiver before or upon the submission of their manuscript; applications will not be considered after the review process has started. Applications may be made by emailing the journal at jmsj@netsoc.jp and must include evidence of financial hardship.

The ability of an author to pay the APC does not influence editorial decisions. To avoid any possibility

of undue influence, editors involved with the decision-making process on submitted manuscripts are not involved in any deliberations on waivers.

4.7 Reprints

Reprints will be provided by the publisher at an appropriate price. Please contact the publisher for reprints.

4.8 Article Availability and Digital Archiving Policy

J-STAGE preserves its full digital library, including JMSJ, with Portico in a dark archive (see <https://www.portico.org/publishers/jstage/>). In the event that the material becomes unavailable at J-STAGE, it will be released and made available by Portico.