

Submission Rules for the Journal of Japan Association for Earthquake Engineering

Established on April 18, 2013

Revised on May 9, 2013

Revised on July 24, 2014

Revised on March 30, 2017

Revised on October 10, 2019

Revised on April 20, 2021

1. Objective

These rules shall apply to submission to the Journal that is provided by Article 4, Paragraph 1, Item 3 in the articles of the Japan Association for Earthquake Engineering (JAEE).

2. Journal Classification

JAEE publishes Japanese regular issues, special issues, and English issues of its Journal in order to publicly share the latest research achievements of a wide range of fields including engineering, science, sociology, and humane studies that contribute to the development of earthquake engineering and disaster resilience.

(1) Japanese Regular Issues

Submissions are accepted any time via the Association's website, and Japanese articles satisfying the prescribed publication criteria are compiled into Japanese regular issues, which are published approximately four times a year.

(2) Special Issues

Based on member recommendations related to specific themes, a Chief Editor is appointed for each special issue, a deadline is set, and articles satisfying the prescribed publication criteria are compiled into the special issue.

(3) English Regular Issues

Originally submitted manuscripts in English are compiled in English regular issues, which are published approximately twice a year. In addition, manuscripts that are translated from Japanese articles published in the aforementioned regular or special issues into English under discretion of the author(s) are also compiled with a note as such ; manuscripts can be resubmitted to the English regular issue within two years after the first publication of its Japanese version, and significant changes to its content are not permitted. Manuscripts written in poor English may be returned.

3. Content

Contents published in the aforementioned Journal shall be in the four categories below: Technical Papers, Technical Reports, Technical Notes, and Discussions. The special issues may include

Overviews/Invited Papers as an additional category.

(1) Technical Papers

Summary of an analysis/study based on theory, proof, or research, with novelty, originality, usefulness, reliability, and possibility for further development.

(2) Technical Reports

Case report with usefulness, reliability, and novelty.

(3) Technical Notes

Budding tentative studies with significant potential. Useful data/tables/charts, etc. to supplement past published Technical Papers or Technical Reports. Also includes urgent flash reports such as investigation results of unexpected disasters.

(4) Discussions

Discussions regarding Technical Papers, Technical Reports and Technical Notes that were already published.

(5) Overviews/Invited Papers (Special Issues Only)

An Overview is a comprehensive summary that encompasses research results related to the theme of a special issue, and touches upon its current research or future prospects. An Invited Paper refers to material with no applicable category, such as commentaries or essays on the theme of a special issue.

Technical Papers, Technical Reports, Technical Notes, Discussions, and Overviews/Invited Papers shall be limited to material that is unpublished, requested by the Chair of JAEE Journal Editorial Committee (hereinafter called “Chief Editor”), or resubmitted to an English issue. However, it is provided that those listed in Article 4 shall be considered to be unpublished.

4. Scope of Published Material That May Be Submitted

- (1) Material presented at symposia, scholarly meetings, international conferences, etc. as summary papers or documents.
- (2) Material published in institutional bulletins in universities, or presented internally at research institutions.
- (3) Reports on the result of research commissioned by the national government, local governments, public sectors or private companies.
- (4) Material requested by the Chief Editor.
- (5) Academic dissertations for a degree.

5. Qualifications for Submission

- (1) For submission to a Japanese regular issue, the first author and the corresponding author must be an Individual Member or a Student Member of JAEE (excluding a Corporate Member). Member status of other authors is not mandatory.

- (2) Submission to a special or English issue does not require member status.

6. Manuscripts

- (1) Technical Papers, Technical Reports, Technical Notes, Discussions may be either in Japanese or in English.
- (2) The standard for “Technical Papers” shall be 10 pages or less, and a maximum of 20 pages including excess pages. However, up to four more excess pages are allowed for responses to reviewers’ comments. Articles that are translated from Japanese Technical Papers published in the regular or special issues into English may exceed the 20 pages maximum for unavoidable reasons, however, excess pages should be kept at a minimum.
- (3) The standard for “Technical Reports” shall be 20 pages or less, and a maximum of 40 pages including excess pages. However, up to eight more excess pages are allowed for responses to reviewers’ comments. Technical Reports that are translated from Japanese Technical Reports published in the regular or special issues into English may exceed the 40 pages maximum for unavoidable reasons, however, excess pages should be kept at a minimum.
- (4) The maximum allowed for “Technical Notes” shall be four pages, and two excess pages are allowed for reviewers’ comments only.
- (5) The maximum allowed for “Discussions” shall be four pages, and no excess pages are allowed including reviewers’ comments.
- (6) The maximum allowed for “Overviews/Invited Papers” shall be 10 pages, and no excess pages are allowed including reviewers’ comments.
- (7) Refer to the “Typing Instruction” for details on manuscript submission format such as layouts, and how to write it.
- (8) Once a manuscript is accepted, addition of words/sentences or rewriting shall not be allowed.
- (9) No errata shall be issued to correct minor errors by the author(s) that are found after the publication. However, serious corrections that are related to the understanding of the content may be additionally published after the final decision of the Editorial Committee. In that case, it will incur a fee, including English issues. Publication Fee shall be the same as that of a regular submission indicated in Article 10.

7. Submission of Manuscripts

- (1) Manuscripts shall be written in accordance with the Typing Instruction, and shall be submitted as electronic files in PDF format.
- (2) When submitting a manuscript, the category shall be clearly marked as Technical Papers, Technical Reports, Technical Notes, Discussions, or Overviews/Invited Papers.
- (3) If a manuscript is sent back with suggestions for content correction and a revised manuscript is not returned within six months after its mailed date, it will be deemed as withdrawn.
- (4) The manuscript of Technical Papers, Technical Reports, Technical Notes, Discussions, and

Overviews/Invited Papers shall be sent to the address noted below:

Submission section on the website <http://www.jaee.gr.jp/> or email to: submit@journal.jaee.gr.jp

- (5) The author(s) must fulfill their own responsibility in Article 1 of the Ethics Code for the Journal of JAEE.

8. Acceptance/Rejection of Manuscripts and Appeals

- (1) The Chief Editor determines the acceptance/rejection of a manuscript based on the result of peer review, and notifies the author(s).
- (2) In case a manuscript is rejected, the author(s) may send an appeal to the Chief Editor within one month, clearly stating the reason for objection.

9. Copyright

- (1) Copyright of written materials that were published in the Journals shall belong to JAEE.
- (2) After notification of publication, the author(s) must promptly submit the copyright transfer document to the JAEE Editorial Committee.
- (3) As a general rule, if the author(s) will copy/translate/adapt the copyrighted material entirely or partially, JAEE shall not raise an objection or prevent such usage.

10. Publication Fee, Etc.

A publication fee and excess page publication fee shall be collected as noted below. However, both fees are waived for submissions requested by the Chief Editor and submissions of translated manuscripts of articles published in Japanese to English regular issues.

Membership Category of First Author	Technical Paper		Technical Report		Technical Note	Discussion	Overview/Invited Paper
	Standard Publication Fee	Per each excess page	Standard Publication Fee	Per each excess page	Publication Fee	Publication Fee	Publication Fee
Member *	30,000 Yen	3,000 Yen	30,000 Yen	2,000 Yen	20,000 Yen	Free	20,000 Yen
Non-Member	40,000 Yen	5,000 Yen	40,000 Yen	4,000 Yen	30,000 Yen	Free	30,000 Yen

* Individual Member or Student Member (excluding Corporate Member)

Supplementary Rules

- 1) These rules shall be effective upon approval of JAEE as a public interest incorporated association by the Prime Minister.
- 2) The approval date is May 1, 2013.
- 3) Revised “9 Publication Fee, Etc.” with the approval of the Board on May 9, 2013.
- 4) Revised “9 Publication Fee, Etc.” with the approval of the Board on March 30, 2017.

- 5) Revisions approved by the Board on October 10, 2019 shall be effective starting November 1, 2019.
- 6) Revised “10 Publication Fee, Etc.” with the approval of the Board on April 20, 2021.