

# ***Geographical Research Bulletin* Instructions for Authors**

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## **1. Aims and Scope**

*Geographical Research Bulletin (GRB)* is a peer-reviewed open-access journal published by the Resources Economics Research Board. The articles featured in *GRB* present novel findings and should not have been published elsewhere (excluding the authors' patents and preprints).

*GRB* covers articles in the field of geographical research and related areas.

Submitted articles undergo expert peer review and are published on *GRB*, becoming accessible anytime. The published content is also available on J-STAGE (Japanese Science Technology Information Aggregator, Electronic), providing open access to the global audience via the Internet.

J-STAGE maintains a comprehensive digital library, including *GRB*, with a dark archive managed by Portico. Consequently, if *GRB* becomes unavailable on J-STAGE, it can still be published and accessed through Portico.

## **2. Manuscript Types**

The types of *GRB* manuscripts are categorized as follows.

- (1) Bulletin Paper
- (2) Original Paper
- (3) Review Paper
- (4) Perspective
- (5) Research Highlight

(6) Commentary

(7) Correspondence

### **3. Ethics Policies**

#### **Authors**

Submitted manuscripts must reflect authors' substantial contributions to scientific and technological advancements in geography and related fields. Additionally, these manuscripts should not exhibit an evident commercial intent.

Authors are required to fulfill all conditions outlined in the submission requirements. One of the authors, responsible for responding to peer review and proofreading papers until publication, is designated as the corresponding author.

Authors are prohibited from fragmenting data that could be presented as a single paper into multiple studies. Relevant studies should be consolidated into a single manuscript. In cases where a series of results is submitted as a series of articles, each article is assigned an independent title, and a unifying title is provided as a subtitle.

The contents of the articles must be based on new results and should not have been previously published (except for the authors' patents and preprints). Double submissions by authors are not permissible.

In the submitted manuscript, the source should be specified to enable referencing relevant past papers, and a comprehensive explanation of the novelty of such papers must be included. Authors must exercise caution to avoid infringing on the copyrights of related articles.

Criticism of existing papers is allowed solely for academic advocacy. Criticism should refrain from personal attacks on the authors of existing papers.

Submissions must not include any fabrication or falsification of data, and the appropriation of ideas, methods, or results from other papers is strictly prohibited.

The submitted manuscript should furnish sufficient information to enable third parties to reproduce, verify, and evaluate the research.

Images in the document should faithfully represent the original data and should not be manipulated by moving, deleting, adding, or highlighting specific areas. While digital processing of images is permitted, the *GRB* editorial committee reserves the right, if necessary, to request authors to submit the original image before processing.

#### **Reviewers**

Reviewers are required to promptly decline a review request if: (1) there is a potential conflict of interest; (2) the manuscript under consideration is outside the reviewer's area of expertise; (3) it seems impractical to complete the review within the specified deadline.

Reviewers should conduct their assessments objectively and logically, focusing on the quality and value of the refereed manuscript, while respecting the intellectual independence of the authors.

Reviewers are obligated to keep the review request confidential and refrain from disclosing it to others. Refereed manuscripts are treated as confidential documents and may not be shown or consulted by anyone other than the reviewers. Additionally, reviewers are prohibited from incorporating unpublished material into peer-reviewed manuscripts.

Reviewers are expected to articulate their peer review opinions clearly and logically. A peer review opinion must: (1) refrain from personal criticism of the author; (2) avoid expressing the reviewer's subjective opinions; and (3) not mandate modifications solely based on differences in views with the authors.

### **Editorial Committee**

The *GRB* editorial committee operates independently of the Resources Economics Research Board, adhering to the following requirements for its composition and activities.

The *GRB* editorial committee is responsible for ensuring the fair management of the peer review process. It selects reviewers based on the type and requirements of the submitted manuscript, conducting an anonymous review. In doing so, the *GRB* editorial committee strives to choose unbiased and qualified reviewers in line with their field of expertise. Reviewers should not possess personal biases, whether favorable or negative, towards the authors or the subject of the submission.

The *GRB* editorial committee is committed to maintaining confidentiality, refraining from disclosing information related to the peer review process, the submitted manuscript, or the reviewers' information to third parties.

In determining the suitability of a manuscript for submission, the *GRB* editorial committee does not consider factors such as the authors' race, religion, ethnicity, sex, age, nationality, occupation, affiliation, or political beliefs.

### **4. Peer Review Process**

Manuscripts submitted to *GRB* undergo peer review based on the following guidelines.

The primary objective of peer review is to objectively assess whether a submitted manuscript contributes to research in geographical research and related fields and is deemed suitable for publication in *GRB*. This process provides the editorial committee with the necessary materials to make informed decisions on whether to publish the manuscript or not. Additionally, peer review is designed to foster the enhancement of submitted manuscripts, emphasizing the encouragement of diverse opinions rather than the imposition of a singular perspective.

### **Confirmation of Manuscript Requirements**

The GRB editorial committee will verify whether the submitted manuscript adheres to the specified requirements. Once a contribution manuscript aligns with the stipulated criteria and is accepted, the corresponding author will be notified of the acceptance.

### **Peer Review System**

Peer review will be conducted anonymously. Generally, Bulletin Paper, Original Paper, and Review Paper will be reviewed by one chief reviewer and one sub-reviewer. Other submissions (Perspective, Research Highlight, Commentary, and Correspondence) will be reviewed by a single reviewer.

### **Peer Review Procedure**

- (1) The editorial committee shall appoint reviewers.
- (2) The reviewers submit the review results and comments to the authors to the editorial committee within two months of receipt of the review manuscript.
- (3) The reviewers evaluate the manuscript in four stages:
  - A. Fit for publication
  - B. Fit for publication after correction
  - C. Requires correction and re-examination
  - D. Not fit for publication
- (4) In principle, the editorial committee follows the reviewers' evaluations when they agree. If they do not agree with each other, the chairman of the editor-in-chief decides after consultation with the editorial committee.
- (5) The review results will be communicated to the authors within two weeks.

### **Reviewer Selection Criteria**

Ensuring fairness is crucial in the process of selecting reviewers. To maintain impartiality, individuals affiliated with the same institution as the authors (including co-authors), those acknowledged in the paper, and those with direct business interests with the authors are ineligible to act as reviewers.

The qualifications for reviewers are, in principle: (a) a doctoral degree, (b) a professorial or associate professorial position, and (c) a track record of three or more publications as the primary or equivalent author in academic journals related to geography and associated fields. Meeting multiple conditions is encouraged.

## **Peer Review Criteria**

Manuscripts submitted for consideration are evaluated based on the following publication standards to determine their suitability for publication:

### **(1) Significance and Value**

- Novelty: Introducing new knowledge.
- Creativity: Exploring new possibilities for development.
- Importance: Possessing substantial knowledge.
- Usefulness: Contributing scientifically or technically.

### **(2) Structure and Content**

- Clearly articulate the research purpose.
- Employ research methods aligned with the research objectives.
- Ensure the appropriate use of research methods.
- Demonstrate sufficient and relevant consideration based on research results.
- Maintain logical, consistent, and coherent overall structure and text.
- Properly cite relevant documents.
- Ensure there are no ethical issues.
- Avoid duplicate submissions (double posting).

## **Procedure and Deadline for Submitting Revisions**

Upon submitting a revised manuscript, authors are required to outline the adjustments made in response to peer review feedback. The revised manuscript, along with a written response in any format, is then submitted to the editorial committee. Authors may also include a rebuttal to address specific comments from the peer review.

As a general guideline, the timeframe for submitting a revised manuscript should not surpass two months. Should this deadline be exceeded, the author must provide a statement of reasons to the editorial committee. Upon review and acceptance of the authors' reasons, the editorial committee will establish a new deadline.

## **Re-review System and Deadline**

For manuscripts conditionally accepted for publication, the editorial committee assesses whether the specified conditions have been adequately fulfilled. Revised manuscripts are subjected to a second round of review, building upon the feedback provided in the initial evaluations.

The re-review period is set at one month when utilizing two reviewers and two weeks when employing a single reviewer.

## **Notification**

Upon the decision to permit publication, the editorial committee will reconfirm the examination procedures and formal requirements, subsequently notifying the corresponding author. In the event of a decision to prohibit publication, the editorial committee will promptly inform the corresponding author, ensuring confirmation of the examination procedure's completeness.

## **Authors' Objections**

The corresponding author has the option to submit a complaint to the editorial committee within two weeks of receiving the notification concerning the review results or the decision to publish. The editorial committee is required to address the objection within two weeks of receiving it and respond to the corresponding author.

## **5. Copyright, Open Access, and Fees**

The authors retain the copyright for articles published in *GRB*, preserving publishing rights without any restrictions.

*GRB* operates as a fully Open Access journal and adopts Creative Commons (CC) licenses. These licenses grant users the freedom to use, reuse, and build upon the materials published in the journal without incurring charges or seeking prior permission from the publisher or authors.

Articles are released under the Creative Commons Attribution (CC BY) 4.0 International license. The CC BY license enables others to distribute, remix, tweak, and build upon the work, even for commercial purposes, as long as proper credit is given to the authors.

*GRB* imposes an Article Processing Charge (APC) of US\$500 for each accepted article. However, articles extended invitations are exempt from APC. There are no additional charges beyond the APC.

## **6. Manuscript Submission**

- All manuscripts must be submitted through the journal's online submission system, accessible via the "Submit Your Paper" link on the right side of the journal homepage.

- Include the article type, title, authors' names and affiliations, and the name along with the contact email address of one author (corresponding author) on the first page of the manuscript, corresponding with the editorial committee.

- Submit a Word file that consolidates the abstract, keywords, main text, references, and diagrams as an attachment.

- Ensure the attached file's name does not exceed 25 single-byte alphanumeric characters.

- Acceptance or rejection notifications will be sent via email from the *GRB* editorial committee.

- The editorial committee will communicate the review results and comments to the corresponding author within two months of receiving the manuscript for review.

## 7. Manuscript Preparation

Submission to *GRB* should adhere to the following guidelines.

### Manuscript Information on Page One

On the cover page of the manuscript, include the following details.

- (1) Type of Manuscript: Indicate the manuscript type.
- (2) Title: Provide a concise and clear title.
- (3) Authors' Names: Present the full names of the authors without any omissions. Number the authors on the right shoulder as "1), 2), ...".
- (4) Author's Affiliation: Include the name of the institution and department to which the author belongs. The affiliation should precede the corresponding author's number.
- (5) Corresponding Author's Email: Note the corresponding author's email address in the footnote on page one.
- (6) Special Issue Information: In the case of a special issue, also include a description of the special theme.

### Abstract

The abstract is expected to provide a concise overview of the study, encompassing the background, objectives, methods, results, conclusions, and other relevant aspects. It should be composed of approximately 150-350 words.

### Keywords

Keywords serve the purpose of facilitating document retrieval and are selected based on the following criteria, appended after the abstract.

- (1) Each keyword should not exceed five words and must be a noun, such as the name of a material or substance.
- (2) Keywords are primarily expressed as singular nouns.
- (3) Authors are responsible for selecting the keywords.
- (4) The editorial committee reserves the right to make changes to the keywords at its discretion.

### Text Guidelines

The text should adhere to the following principles.

- (1) The format is flexible, but clarity in presenting the purpose, methodology, and conclusion is essential. Common structures include introduction, method, results and discussion, conclusion, etc. Avoid redundant explanations of common-sense matters and textbook-like content.

(2) Employ a point system for chapters, sections, and subsections. Chapters can have subtitles. Chapter numbers should be “1., 2., ...”, section numbers “1.1., 1.2., ...”, and subsection numbers “1.1.1., 1.1.2., ...”. Minimize further subdivision.

(3) Begin a new line with a separation of three characters.

(4) If footnotes are necessary, place them on the right shoulder of the text paragraph as footnote 1), summarize at the bottom of the same page, and distinguish them from the main text.

(5) Number each formula consecutively in parentheses, such as.

$$A + B = C \quad (1)$$

(6) Figures and tables must be numbered and cited in the text. For example, refer to “Figure 1” and “Table 1”.

(7) Title and description for figures are placed at the bottom, while table titles are positioned at the top, with descriptions below the table.

(8) Use Arabic numerals for quantities and ordinal numbers.

(9) Preferably, use SI units for measurements. If non-SI units are employed, provide the conversion method.

## References

As a general policy, personal communications and unpublished materials are not permissible as “references.”

(1) References are assigned consecutive numbers, such as [1], [1,2], or [1-3], corresponding to their order in the text. They are placed on the right-hand side where cited and listed collectively at the end of the text.

(2) In principle, references should be written in English. The author’s name should be presented with the surname first, followed by the initials of the first name. For three or more co-authors, “et al.” is used. For articles in a journal, include the author’s name, article title, journal name, year, volume (number), and page range. In the case of a book, include the author’s name, book title, publisher name, and cited page range (e.g., “3-5”). For electronic documents, provide the website author’s name, publication year, title, URL, access date, etc. Refer to the examples below for formatting references.

Examples:

[1] Yanagi M. Analysis of the path and mode of tourism resources innovation in Japan. *Geographical Research Bulletin*, 2022, 1, 2-13.

[2] Cao C, Lin M. Present situation and development trend of water drive development technology in the oil field: Take China as an example. *Advances in Resources Research*, 2022, 2(4), 67-76.

[3] Hou X, Zhang J, Li C, et al. Analysis of geological characteristics and resources potential of the Middle-Upper Proterozoic shale oil and gas: Taking North Hebei Depression in the Yanshan area as an example. *Advances in Resources Research*, 2022, 2(2), 41-54.

[4] Ito H, Osawa S. Momentum and effect of local specialty development in regional development: A case study of Samegawa village, Fukushima Prefecture. *Journal of Rural Planning Association*, 2009, Special Issue, 263-268.

[5] Li Y. Application of asynchronous injection-production water injection in Dongshengbao Buried Hill. *Petroleum Geology and Engineering*, 2011, 25 (Supplement), 16-17.

[6] Guo X. The Development history of world offshore oil. *Petroleum Industry Press*, 2012, 33-35.

[7] RezaeiDoust A, Puntervold T, Austad T. A discussion of the low salinity EOR potential for a North Sea sandstone field. *SPE-134459-MS*, 2010.

[8] Ling G. Climate warming leads to “winter wheat moving northward”. *Beijing Daily*, 2014-04-16, 17.

[9] Wang Z, Cao G, Bai Y, et al. Present situation and the prospect of improving oil recovery of low permeability reservoirs in China. *Special Oil & Gas Reservoirs*, Early Publication, August 12, 2022.

[10] Wang X, Yuan G, Han J, et al. Effect of water injection speed on huff and puff effect of water injection. *Proceedings of the Chinese Congress of Theoretical and Applied Mechanics*, 628-634, Hangzhou, 2019.

[11] Sun S. Adaptability evaluation and scheme design of low salinity water flooding in Wuliwan Chang 6 reservoir. *China University of Petroleum (Beijing)*, 2019.

[12] Liu X. The economic evaluation of tight oil development under uncertainty: Example of development in China. *JXIV*, 2022-03-28. DOI: 10.51094/jxiv.7.

[13] Shale Gas Reporter. Range Resources sets record lateral length in Pa. <http://shalegasreporter.com/news/range-resources-sets-record-lateral-length-pa/60921.html> (Accessed 2020/11/16).

## **Appendix**

The appendix is employed when the scope of footnotes is insufficient and should be included after the main text. If any appendices are utilized, they should be explicitly referenced in the main text. Figures and tables within the appendix should be numbered independently.

## **Manuscript Length**

As a general rule, the length of Bulletin Papers, Original Papers, and Review Papers should not exceed 30 pages. For Perspective, Research Highlight, Commentary, and Correspondence manuscripts, the length should not exceed 4 pages.

## **8. Accepted Manuscripts**

Accepted manuscripts undergo editing by the *GRB* production team before publication. *GRB* is published continuously online. All communication regarding accepted manuscripts should be directed to the corresponding author.

## **Proofs**

Proofs of manuscripts will be sent via email to the corresponding author, who will have 72 hours to review and return them.

Author proofreading is conducted once during the initial or second round. As a general rule, content corrections during proofreading are not allowed.

## **9. Preprints**

*GRB* recommends that authors submit their manuscripts to community-recognized preprint servers, including the preprint server operated by the Japan Science and Technology Agency, either before or concurrently with the formal submission.

When submitting a preprinted paper, please explicitly state that the manuscript is a preprint. Upon acceptance, it is advisable to include the URL of the *GRB* article in the preprinted version.

## **10. Contact**

The Editorial Office: 1 -5 -3 -301 Kasumi, Narashino-city, Chiba, Japan

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