

Guide for Authors

(Revised December 27, 2012)

1. Subject Matter of Article and Standard Language

“Journal of the Japan Petroleum Institute” publishes articles on petroleum exploration, petroleum refining, petrochemicals and relevant subjects (such as natural gas, coal and so on). Papers published in this journal are also put out as the electronic journal editions on the web.

Topics may range from fundamentals to applications. The latter may deal with a variety of subjects, such as: case studies in the development of oil fields, design and operational data of industrial processes, performances of commercial products and others.

As a general rule, articles should be based on original results and should not have been published elsewhere (except author’s own patent disclosures).

Standard language must be either English or Japanese.

Acceptance of an article for publication will be decided by the Editorial Committee of Journal of the Japan Petroleum Institute (hereinafter referred to as “the Committee”).

2. Types of Contributions

Types of contributions are as follows. In case the author wants to change the type of contributions, the same procedure for the new type of contributions is required after withdrawing the contributed paper.

(1) Review Papers

New papers describing research by the authors in specific areas, which summarize and systematize previously reported results. Unpublished new results may be included. Review papers are generally written by invitation of the Committee.

(2) Regular Papers

Papers that have never been published before, containing a worthy conclusion and facts, which are based on attainments of organized research.

(3) Research Notes

Papers that have never been published before, containing new facts and worthy data even which are based on attainments of part of research.

(4) Letters

Short paper containing new facts or methodologies for which rapid publication will be beneficial to other researchers.

(5) Technical Reports

Articles compile results of original experimental data from technical studies in specific areas. The format of the article may be unstructured.

(6) Committee Announcements and Reports

Articles reporting results of studies conducted by a Divisional Committee of the Institute.

(7) Reader’s Comments

Critical review or comments on articles published in this journal or on problems related to published articles.

3. Qualification of the Author

Manuscripts are accepted from both members and non-members of The Japan Petroleum Institute. However, the page charges, which must be paid by the author after acceptance for publication, are different for members and non-members (see **Appendix Table 1**).

4. From Submitting to Publication

- (1) Submit manuscripts: Manuscripts are submitted to the online submission site at the URL address below.

<https://www.editorialmanager.com/jjpi/>

Authors may choose to submit a manuscript PDF file or allow the system to generate a PDF file automatically. MS-Word, WordPerfect, LaTeX, RTF, TIFF, GIF, JPEG, EPS, PICT, PDF, MS-Excel, or MS-PowerPoint file can be used for automatic generation of a PDF file. Information about manuscripts, such as co-authors, titles, abstracts and keywords, are needed to be input when authors submit manuscripts on the web. Therefore, prepare the text data file to input as well as the manuscripts file before accessing the submission site. First-time users of the site should create user account on the submission site. If authors need some help with online submissions, contact the Editorial Committee.

Editorial Committee of Journal of the Jpn. Petrol. Inst.

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- (2) Format of manuscript differs for types of articles grouped in a), and Letters b), as follows:

- a) Review Papers, Regular Papers, Research Notes, Technical Reports, Committee Announcements and Reports, Reader’s Comments.

- b) Letters

Further, it is different from manuscripts written in Japanese and those in English (for details, please see **Section 5. Composition and Length of Manuscripts**). Manuscripts which do not meet format requirements will not be

received.

- (3) The “date received” will be the date when the Committee Office begins the administrative procedures for acceptance.
- (4) The Committee will review the manuscript submitted. Revisions will be requested of the author as necessary, after which acceptability will be decided. For each revision of the manuscript, the original is revised by the author. Authors should send the revised manuscript with “Response paper (letter)” for reviewers’ comments to the Committee. For the revised manuscripts, show corrections with red font or show the list of corrections on the attached paper. When the manuscript is returned to the author from the Committee for revision, the author should respond within two months, in case of Review Papers, Regular Papers, Research Notes, Technical Reports, Committee Announcements and Reports and Reader’s Comments, and within two weeks in case of Letters. Otherwise, the manuscript will be regarded as withdrawn by the author.

The Committee’s decision of acceptance will be notified to the author. The author must pay the page charges (see **Appendix Table 1**) after receiving the letter of acceptance. However, page charges are not necessary for “Review Papers,” “Committee Announcements and Reports,” and “Reader’s Comments.”

- (5) Proofreading by the author is made on the first or second proof. Revision of the contents at the time of proof-reading is usually not permitted.
- (6) Reprints can be supplied according to the list of charges (see **Appendix Table 2**). Authors who wish to order reprints should send the order form to the Committee.
- (7) Correction after publication will be made only upon request by the author. Corrections other than those of misprints require approval of the Committee.
- (8) Published articles including their electronic versions or other media shall become the exclusive right of The Japan Petroleum Institute (JPI) and may not be reproduced elsewhere without JPI’s permission. It requires at least 2 months or more to put the published papers on a list of the repository of the academic institutions where authors belong. The listing is only accepted as a PDF file format for the printed edition.

5. Composition and Length of Manuscripts

Manuscripts are composed of Title Page, Abstract in Japanese and English, Keywords, Text, References, Tables, Figures, and Graphical Abstract. In the case of a Letter, in addition to the foregoing, a separate sheet describing the “Reason for Rapid Publication” within 500 Japanese letters or 300 English words must be attached to the manuscript. In case of Reader’s Comments, Abstract, Keywords and Graphical Abstract are not required.

Prepare the manuscript with the designated template. The template (MS-Word file) is available for downloading from the previous URL address. If authors do not use the template, authors should make their manuscripts by the following procedure.

- a) For Review Papers, Regular Papers, Research Notes, Technical Reports, Committee Announcements and Reports, and Reader’s Comments

Prepare the manuscript with a word processor or a personal computer and so on.

Manuscripts should comply with the following instructions.

1. Use Size A4 paper.
2. As a general rule, the size of letter should be 12 points both in Japanese and in English.
3. The text is assumed to be 10 to 15 words per line and 40 lines per page. About 2 English manuscript pages approximately correspond to one printed journal page.
4. Page numbers should be given at the lower margin of the manuscript. It is desirable to put the line number on each page of the manuscript.

- b) For Letters

As Letters printed in the Size A4 papers are photoengraved, the manuscript must be printed at proper line intervals using 10 to 11 point or equivalent type face in both Japanese and English.

Standard format for Letters is shown in **Appendix Fig. 1**. Note wide margin above the start line of the first page.

Generally, an article should not exceed 10 printed pages of the journal for Review Papers, 6 pages for Regular Papers, 4 pages for Research Notes and Technical Reports, one page for Reader’s Comments, and 2 or 4 pages of photostats for Letters. In addition to the space for the text estimated as above, space for figures and tables should also be considered.

6. Title Page

The following items should be included, except the case of Letters in which similar items will be shown on the first page, in compliance with foregoing instructions.

- (1) Type of article: Review Papers, Regular Papers, Research Notes, Technical Reports, Committee Announcements and Reports, and Reader’s Comments.
- (2) Title (in Japanese and English): It should be brief and specific. Such as “Studies on...” should be avoided. As a general rule, abbreviations are not used.
- (3) Name of Authors (Roman letters): In case of co-authorship, and when each author belongs to different organization, the name of the author should be numbered, ^{†1),†2)}... Then, “Organization” in (4) below should be prefixed with a number corresponding to the above.
- (4) Organization and Address where Research was Conducted (in Japanese and English): The zip code and the address are recorded, following the name and the department of organization. In case the author belongs to a different orga-

nization at present, the "Present address" should be shown in addition to the above.

- (5) Name, E-mail Address, and Posting Address of Person-in-charge: Inquiries will be forwarded to the person-in-charge examining the papers and after the printing. Further, the e-mail address of the person-in-charge will be printed at the lower left of the first page of the printed journal. If the author does not want an E-mail address printed, this should be stated when submitting a paper.
- (6) Remarks: (a) If an article is one of a series, a list of previous publications and a schedule of future studies should be given. (b) If an article has been presented orally, the name and the date of its presentation should be shown.

7. Abstract

An Abstract is a brief and specific summary of purpose, methods and results. Both Japanese and English versions of the manuscript should be submitted. The length should be approximately 300-400 letters for the Japanese version and 150-200 words for the English version. No references to figures and tables are allowed in the abstract. Foreign authors are not required to submit an abstract in Japanese.

8. Keywords

Select keywords according to the following criteria and list them after "Abstract."

- (1) Keywords should be in English.
- (2) Keywords should well express the content of the text, for example: a) name of catalyst, b) name of reaction, c) raw material, d) product and its characteristics, and e) purpose of research. These should be viewed in depth, and select up to six (6) keywords.
- (3) Selection of keywords should comply with "Rules for Selecting of Keywords," which is shown below.
- (4) Keywords should be selected by the author.
- (5) Keywords may be changed by the judgement of the Committee.

[Rules for Selecting of Keywords]

- (1) One set of keywords should consist of no more than three (3) words.
- (2) Keywords should be singular. Use of articles and sentences should be avoided.
- (3) Element symbol and chemical formula should not be used.
- (4) Catalyst should be expressed as shown below.
 - i) Term "catalyst" should be prefixed with the name of the compound, as a general rule.
ex) Alumina catalyst, Zeolite catalyst
 - ii) Metallic catalyst should be expressed by the name of the metal.
ex) Palladium catalyst, Nickel catalyst
 - iii) Non-metallic catalyst (such as oxide catalyst) should be expressed by the name of compound, as a general rule.
ex) Vanadium oxide catalyst, Bismuth molybdate catalyst
 - iv) In case the carrier is of significance, the term "support" is prefixed to the carrier and expressed separately from the name of the compound.
ex) Titanium oxide support, Zeolite support
 - v) Complex and mixed metal or oxide catalyst is expressed together with the element of central importance.
ex) Cobalt molybdenum catalyst, Platinum rhodium catalyst
- (5) Parentheses and hyphens are not used in keywords, except the name of compounds and common terms.
- (6) Commodity names, generally, are not used as keywords.

9. Text

- (1) The text should be organized briefly and not include redundant descriptions of items which are well known in respective dedicated field of research and development.
- (2) Technical terms and name of chemical compounds should be used according to the IUPAC rule. Use the SI units, as a general rule. Using any unit other than SI units is occasionally accepted by appending the conversion table to the text end.
- (3) Style of the text is not specified. Foreword (Introduction) and Closing (Conclusion), however, should be clarified. For example, arrangement may be in the following order: Foreword, Theory, Experiment, Results, Discussions Closing, (Acknowledgment), (Appendix), and (Nomenclatures). Research Notes, Letters and Reader's Comments should be prepared briefly and specifically, disregarding the foregoing arrangement and order.
- (4) Headings of sections should be clearly designated by the point system: for example, 1. ..., 1. 1. ..., 1. 1. 1. ..., etc. Further subdivisions are designated by (a), (b), ... or (1), (2), ... etc.
- (5) When a footnote is required, it is indicated with an asterisk and numeral before the period of the sentence, at raised position, thus: ...*¹), ...*²). Footnotes should be given at the lower margin of the manuscript page apart from the text, prefixed with corresponding asterisk and numeral.
- (6) Indentation of each new paragraph is three characters.
- (7) When referring to figures and tables in the manuscript, express specifically as, Fig. 1, Figs. 1 and 2; Table 1, Tables 1 and 2; etc.
- (8) Independent equations should be written as: $\frac{a}{b}$, $\frac{a+b}{c+d}$. Equations within the text should be written: a/b, (a + b)/(c + d). Equations should be numbered consecutively, at the right side, as: (1), (2), (3), ... When referring to

the equations in the text, they are referred to as: Eq. (1), Eqs. (1) and (2) ...

10. Appendix and Nomenclatures

- (1) Any information which may cause interruption in the text or inconvenience in the organization of the paper, if included in the body of the text, and yet too bulky to be mentioned in the footnotes, will form the Appendix which will be placed before "References." In case "Appendix" is to be established, this should be duly indicated at the relevant location in the text.

Figures, tables, and equations appearing in the Appendix should be numbered separately from those in the text. For example: Eq. (A-1), Table A-1, Fig. A-1, etc.

- (2) Nomenclatures should be described in English at the end of the text, arranged in alphabetical order and followed by the definition and the unit. They should be brought together in order of Greeks, Subscripts and Superscripts, if necessary.

11. References

- (1) References in the text should be superscribed with Arabic numerals before the period, such as ^{1),2)}, consecutively. References are listed consecutively at the end of the text, in the order cited in the text.
- (2) As a general rule, references should be written in English. In case of books written in Japanese, authors should describe the reference both in Japanese and in English.
- (3) Author's surname is shown first, followed by initials of first and middle names. Surname and initials are separated by a comma. Co-authors' names are separated by commas, while conjunction "and" will not be used.
- (4) Abbreviation of names of journals should be in compliance with "Chemical Abstracts." Journals which do not have formal abbreviation in English should be spelled out in Roman alphabet. This journal should be referred to as *J. Jpn. Petrol. Inst.* However, issues published before 2002 Vol. 45 No. 1, should be referred to as *Sekiyu Gakkaishi (J. Jpn. Petrol. Inst.)*.
- (5) Names of journals should be printed in italic or underlined with a straight line (—); volume numbers should be printed in bold or underlined with a wavy line (~~~~); issue numbers and years of publication should be enclosed with parentheses. References to books are given by enclosing the title with quotation marks, and year of publication with parentheses.
- (6) For different reference numbers, even in case the numbers refer to the very same reference material, the name of the reference material should be repeated instead of indicating "ibid." One reference number corresponds to one reference material, that is, it does not correspond to plural reference materials at one time.

[Examples]

- 1) Kolesar Jr., E. S., Wiseman, J. M., *Anal. Chem.*, **61**, 2235 (1989).
- 2) Arslambekov, V. A., *Izv. Akad. Nauk Gruz. SSSR, Ser. Khim.*, **14**, (4), 307 (1988).
- 3) Uehara, K., Taketomi, Y., Kunugi, T., *Sekiyu Gakkaishi (J. Jpn. Petrol. Inst.)*, **22**, (4), 203 (1979).
- 4a) Evans, W. J., Bloom, I., *J. Am. Chem. Soc.*, **107**, (2), 405 (1985).
- 4b) Evans, W. J., Bloom, I., *J. Am. Chem. Soc.*, **107**, (4), 941 (1985).
- 4c) Evans, W. J., Bloom, I., *J. Catal.*, **84**, (2), 68 (1983).
- 5) Tsuda, K., Suezawa, Y., *Kagaku Kogaku Ronbunshu*, **1**, 213 (1975).
- 6) Runge, W., "Progress in Physical Organic Chemistry," ed. by Taft, R. W., Vol.13, John Wiley & Sons, Inc., New York (1981), p. 315-484.
- 7) Evans, E. A., "Tritium and Its Compounds," Butterworth & Co., London (1966), p. 122.
- 8) Chester, A. W., Chu, Y. F., U. S. Pat. 4350835 (1982).
- 9) Satoh, Y., Nagai, K., Maeda, Y., Jpn. Kokai Tokkyo Koho JP 03-151339 (1991).
- 10) Idemitsu Kosan Co., Ltd., NSK Ltd., Jpn. Kokai Tokkyo Koho JP 2000-109870 (2000).
- 11) Goodman, P. W., 43rd National Meeting of the Chemical Society of Japan, Tokyo, March 1981, Abstr., No.2K25.
- 12) Suzuki, I., D. Thesis, The University of Tokyo, Tokyo, Japan, 1995.
- 13) Tokuhisa, H., *Ind. Eng. Chem. Res.*, in press (IE-890978-0).
- 14) Kuwata, T., submitted for publication in *Angew. Chem.*
- 15) Tanaka, Y., personal communication.

12. Tables

Tables and figures are necessary to promote ease of understanding of readers. It is desirable to avoid duplication and to select those having clear-cut substance.

- (1) All captions to tables and contents should be written in English and printed out on Size A4 paper one (1) table on one sheet of paper.
- (2) Title of tables should be shown at the upper side of the table, while footnotes should be shown at the bottom side of the table. The name of the author should be shown at the right hand bottom corner of each sheet.

13. Figures and Photographs

- (1) All captions to figures should be written in English, and compiled list should be printed on a separate sheet under the heading of "Captions to Figures." Further, the number of the figure, and name of the author should be shown at the right hand bottom corner of each original figure.
- (2) Figures, as a general rule, should be printed out on Size A4 paper one (1) figure on one sheet of paper. Caution

that figures of clear contrast will be used, and clearly printed ones will be submitted.

- (3) Terms and words should be in English. With the special exceptions, Roman letters should be used. Figures will be printed at reduced scale of 1/2-2/5 in the journal, which will be selected on the basis of the size of the drawing.
- (4) Caution that there will be no revision nor addition to figures at the time of proofreading (Further amendment after the proofreading is only accepted at the author's expense.).
- (5) Photographs are treated the same as figures. The quotation in the text is assumed to be Figure (or Fig.).
- (6) The book form of this journal will be made in black-and-white printing. Submit figures and photographs of the manuscript in black-and-white for the process of reviewing by the Committee. If authors require figures and photographs in color printing at the author's expense, indicate that when submitting the manuscripts. For example, it costs about 85,000 Japanese Yen for one page in color printing.
- (7) In case figures and photographs are published in color only on the electronic edition after acceptability is decided, authors must express their desire that the book form will be made in black-and-white printing and that figures and photographs on the electronic edition will be made in color when the final manuscript is submitted along with figures (or photographs) both in black-and-white and in color. Authors must bear the expenses for figures and photographs in color only on the electronic edition, for example, it costs 1,000 Japanese Yen per figure (or photograph).

14. Graphical Abstract

- (1) Authors of "Review Papers," "Regular Papers," "Research Notes," "Technical Reports," "Committee Announcements and Reports," and "Letters" must provide a 'Graphical Abstract' to summarize the contents of the article in a concise, pictorial form designed to capture the attention of readers.
- (2) Graphical abstracts will appear on the 'Contents' page together with the title and names of authors. Graphical abstracts will also be printed in the Society's official publication, *PETROTECH*.
- (3) Graphical abstracts may consist of chemical structures, chemical reaction schemes, or short descriptive text. Images used in the article may also be provided.
- (4) The image should be readable at a size of 45 mm × 65 mm (h × w). Images should be provided in color as a general rule. Graphical abstracts will be published in color in the on-line journal. However, the contents page will be printed in black-and-white, so the color combination and contrast within images, and the use of color and patterns in figures should be carefully considered.
- (5) Preferred file types: TIFF, GIF, JPEG, EPS, PICT, PDF, or MS Office files.

Appendix Table 1 Page Charges for the J. Jpn. Petrol. Inst.

Printed pages	Page charge for members	Printed pages	Page charge for members
2 pages	4,000 JPY (‘Letters’ 3,000 JPY)	8 pages	17,000 JPY
3 pages	6,000 JPY	9 pages	20,000 JPY
4 pages	8,000 JPY (‘Letters’ 6,000 JPY)	10 pages	23,000 JPY
5 pages	10,000 JPY	11 pages	26,000 JPY
6 pages	12,000 JPY	12 pages	29,000 JPY
7 pages	14,000 JPY	13 pages	32,000 JPY

*Add 4,200 JPY to all charges if no author is a personal member of the JPI.

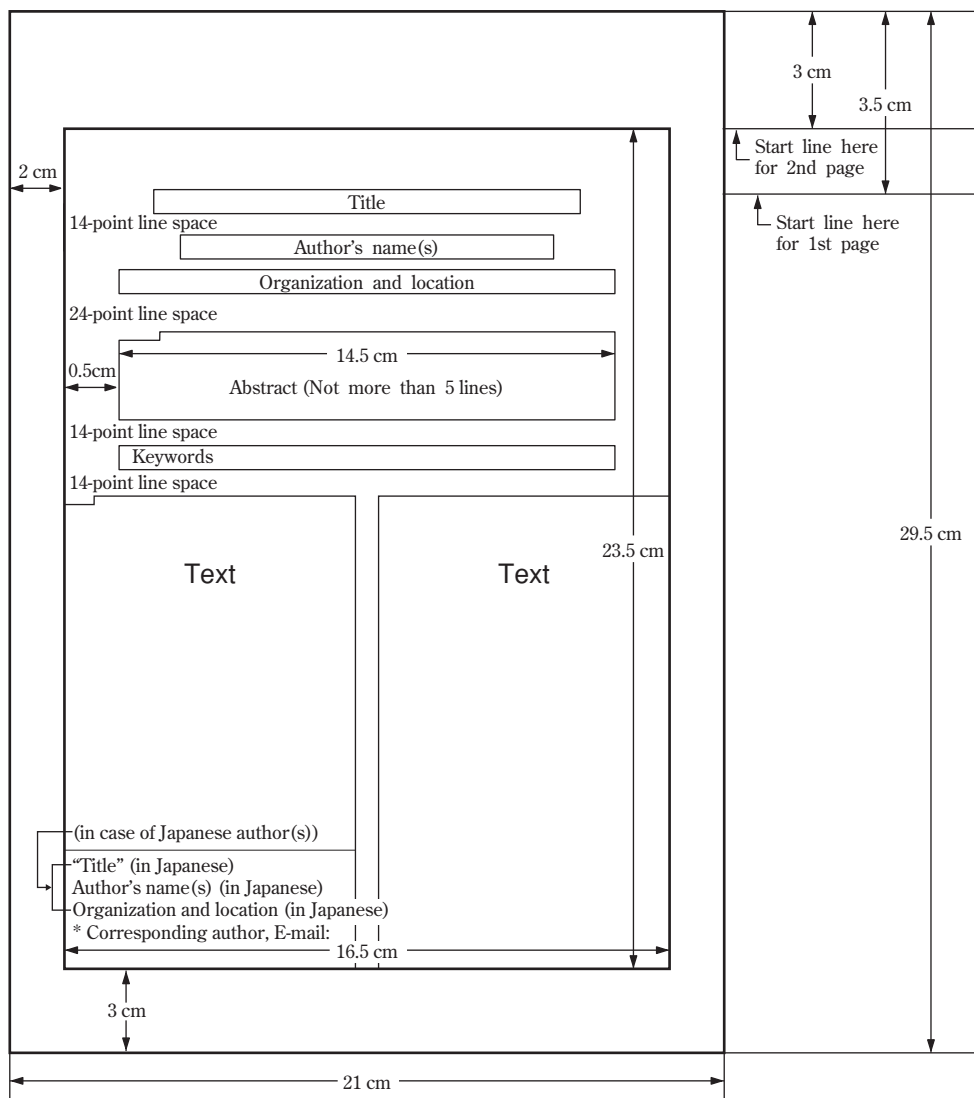
*No page charges are necessary for "Review Papers," "Committee Announcements and Reports," and "Reader's Comments."

Appendix Table 2 Price List for Reprints from the J. Jpn. Petrol. Inst.

Printed pages	2-3 pages	4-7 pages	8-11 pages	12-15 pages
Reprint cost per 20 copies	1,500 JPY	2,000 JPY	2,500 JPY	3,000 JPY

*These prices do not include shipping costs.

*Reprints must be ordered in multiples of 20 copies.



Appendix Fig. 1 Standard Format for "Letters"
 Use Size A4 paper (21 cm (w) × 29.5 cm (h)). Typing space: 16.5 cm (w) × 23.5 cm (h).