

# **Journal of Society of Cosmetic Chemists of Japan**

## **Instructions for Authors**

### 1. Submission Requirement

In principle, only members of the Society are entitled to submit manuscripts. Submissions by non-members are restricted to those approved by the Editorial Subcommittee of the Scientific Committee.

### 2. Copyright

Copyrights of all manuscripts submitted to the Journal belong to the Society of Cosmetic Chemists of Japan.

### 3. Manuscripts for Submission

- 3.1 The Journal accepts Originals, Short Communications, Reviews, and Materials, with the provision that they have not been published previously.
- 3.2 The manuscript should be prepared according to the Instructions for Authors and Manuscript Submission Guideline. The manuscript comprising the Japanese abstract, the English abstract, text, figures, tables, and photographs should be sent by email or by post (if by post, send one hard copy of the manuscript and the manuscript data saved on a CD-R), and addressed to Chairman of Scientific Committee, The Society of Cosmetic Chemists of Japan. After the English abstract, enter 10 or more important key words extracted from the English title and the English abstract, and arrange the key words in alphabetical order.
- 3.3 Manuscripts written in English may also be submitted, if they conform to the Instructions for Authors. In that case, the Japanese abstract, Japanese title, Japanese names of authors and affiliations, and the English title should be submitted according to the Instructions for Authors.
- 3.4 The title page should include the manuscript category, title, authors' names and affiliations, in Japanese and in English.
- 3.5 The manuscript should be prepared using MS Word format on white plain A4 paper in vertical orientation, containing around 1440 Japanese characters (40 characters ×36 lines).

Short communications should be prepared using the manuscript template of the Journal of Society of Cosmetic Chemists of Japan. Originals and Materials may be prepared using the respective templates. Reviews may be prepared by consulting the template for Originals.

3.6 The date of receipt of the manuscript by the office of the Society is recorded as the date received, and the date of decision of publication is recorded as the date accepted.

#### 4. Originals

Originals should be innovative research related to technology and contain valuable conclusions or facts that contribute to the development of cosmetic science and cosmetic industry.

4.1 The Japanese abstract should summarize the contents of the paper, including the objective, methods, and results, in not more than 500 characters.

4.2 The English abstract should summarize the paper in 200-300 words, according to the Japanese abstract.

4.3. The manuscript should be arranged preferably in the following order:

1. Introduction, 2. Experiments, 3. Results, 4. Discussion, 5. Conclusion, 6. References.

#### 5. Short Communications

Even in the case of brief studies, manuscripts of innovative research related to cosmetic science or its technology, which contain valuable conclusions or facts including technical improvement can be submitted as Short Communications.

5.1 The Japanese abstract should be prepared as described in 4.1, in not more than 400 characters.

5.2 The English abstract should be prepared as described in 4.2, in 200-300 words.

5.3 The manuscript should be prepared as described in 3.5, in principle with a length of around 5 printed pages (5600 Japanese characters) including figures and tables.

5.4 The manuscript should be arranged preferably in the following order:

1. Introduction, 2. Experiments, 3. Results, 4. Discussion, 5. Conclusion, 6. References.

#### 6. Reviews

Manuscripts of research related to cosmetic science and its technology, which systematize the development of scientific or technical knowledge can be submitted as Reviews.

## 7. Materials

Manuscripts of research related to cosmetic science and its technology, which contain experimental results with strong implications, including new facts or valuable data or meaningful data obtained from surveys or experimental studies, can be submitted as Materials.

## 8. Review of Manuscripts and Resubmission

8.1 Reports containing data obtained from experiments using animals are returned to the authors without review. In addition, experiments on human subjects must include a statement that the subjects fully understood the experimental contents and provided informed consent.

8.2 The Editorial Subcommittee makes decision on acceptance or rejection of the Originals, Short Communications, Reviews, and Materials received by the Society, and report the results to the Scientific Committee. Originals, Short Communications, and Materials are subject to peer review by members of the Scientific Committee, and the Editorial Subcommittee then makes decision on their acceptance or rejection for publication. The Editorial Subcommittee may request revision of the submitted manuscripts.

8.3 When revision is requested, in principle the manuscript should be resubmitted within 2 weeks.

## 9. Proofreading

Proofreading by authors is conducted once. Changes at the proofreading stage should be limited to typographical errors. If the manuscript is not returned within a reasonable duration, the proofreading by the Editorial Subcommittee may be regarded as final.

## 10. Color Prints

When authors request to print photographs or other parts in color, the Scientific Committee will judge the appropriateness of the request. When the Scientific Committee agrees that color printing is necessary for understanding of the paper, the expenses of color printing will be borne by the Society of Cosmetic Chemists of Japan. In any other case, the authors will be responsible for the expenses.

## 11. Reprints

Reprint in pdf format containing the article and front cover is available free of charge. If

reprints in hard copy format are desired, the authors should bear the cost. Authors may order hard-copy reprints from the secretariat when they return the galley proofs.

## 12. Manuscript Submission

Manuscripts should be sent via email or by post to the following addresses:

- By email:  
Editorial Office of “Journal of Society of Cosmetic Chemists of Japan”, Center for Academic Publications Japan  
E-mail: [sccjedit@capj.or.jp](mailto:sccjedit@capj.or.jp)  
Data attachment: MS WORD for the manuscript, JPEG or Excel for graphics data of figures and tables (please set password for the data attachment)
  
- By post  
Editorial Office “Journal of Society of Cosmetic Chemists of Japan”  
Center for Academic Publications Japan  
2-4-16 Yayoi, Bunkyo-ku, Tokyo 113-0032  
Postal contents: Manuscript in printed form  
Manuscript data (MS WORD for the manuscript, JPEG or Excel for graphics data of figures and tables, saved on CD-R)

# **Journal of Society of Cosmetic Chemists of Japan**

## **Manuscript Submission Guideline**

Please read the Instructions for Authors of the Journal of Society of Cosmetic Chemists of Japan before submitting your manuscript.

### 1. Preparation of Manuscript

Please consult papers of the same category that you are submitting: Originals (formerly Reports), Short Communications (formerly Notes), Reviews or Materials, published in the Journal of Society of Cosmetic Chemists of Japan, and prepare the manuscript according to the latest format of the journal.

1.1 Arrange Originals, Short Communications, Reviews, and Materials in the order as shown below.

Title page (manuscript category, title, authors' names, affiliations), Japanese abstract, English abstract, text, references, figures, tables.

1.2 Format the text in the following order as far as possible.

1. Introduction, 2. Experiments, 3. Results, 4. Discussion, 5. Conclusion, 6. References

1.3 Prepare Short Communications using the manuscript template of the Journal of Society of Cosmetic Chemists of Japan. Originals, Reviews, and Materials can also be prepared using the templates. If a template is not used, prepare the manuscript using MS Word.

1.4 Please write the manuscripts concisely, and use the modern kana orthography in Japanese writing. In principle, write the names of foreign persons, foreign places, and foreign companies in the corresponding foreign languages.

1.5 Include all the items below on the first page of the manuscript.

- (1) On the first line, write the manuscript category: Original, Short Communication, Special Review, or Material.
- (2) On the second line, write the manuscript title as centered text. If there is a subtitle, write on the next line.
- (3) Leave one blank line, then enter the authors' names. When there are multiple co-authors from different affiliations, use \* and \*\* to match authors and their affiliations.

- (4) Start a new line, enter the researchers' affiliations (institutions and departments). Use \* and \*\* in superscript to distinguish authors with different affiliations.
  - (5) Start a new line, enter the postal codes and addresses. Use \* and \*\* to distinguish authors with different affiliations.
  - (6) Leave one blank line space, then write the English title corresponding to the Japanese title.
  - (7) Enter the names of authors and their affiliations in English, corresponding to the Japanese text.
- 1.6 Divide the manuscript into sections and subsections using the numbering system. Indicate the first order, second order and third order headings as 1., 1.1. and 1.1.1., respectively.
- 1.7 When starting a new line, indent one Japanese character space. Type punctuations, brackets, and katakana as double-byte characters.
- 1.8 When typing alphabets, use the single-byte character on the computer.
- 1.9 Use Arabic numerals when writing numbers.
- 1.10 When making a footnote for a phrase in the sentence, mark with a superscript letter on the right, and use consecutive numbers for multiple footnotes. At the end of the subsection, begin a new line, indent one character space and write the note.
- 1.11 Abbreviation can be used when a term is used repeatedly in the manuscript. At the first mention of the term, write the abbreviation in parenthesis ( ), and then use the abbreviation thereafter. However, the following abbreviations can be used without definitions: UV, UVA, UVB, GLC, GCMS, HPLC, TLC, ODS column, IR, ATP, m-RNA.

## 2. Chemicals and Other Materials

- 2.1 Do not use the trade names for materials and instruments described in the manuscript. As far as possible, use chemical names (in principle according to IUPAC nomenclature) or common names in Japanese or English. (State only the facts when describing experimental methods.)
- 2.2 When describing chemicals in the text, do not write the chemical formulae but use the chemical names of the compounds.
- 2.3 When using abbreviated symbols for chemical compounds, write the full name and the abbreviated symbol at the first mention in the manuscript.

2.4 For scientific terms, as far as possible use those listed in the latest version of Japanese Scientific Terms (文部科学省学術用語集) published by the Ministry of Education, Culture, Sports, Science and Technology.

### 3. Units, Symbols, Equations

3.1 Use universally recognized signs and symbols.

3.2 In principle, express units in International Units (SI). Please see examples in the annexed table.

3.3 In principle, write equation in the following format:

$$\frac{a}{b} \cdot \frac{a+b}{c+d}$$

However, when appearing in the text, present in one line as follows:

$$a/b \cdot (a+b)/(c+d)$$

### 4. Preparation of Figures and Tables

4.1 Decide whether to present figures, tables, and photographs in color or in black and white, and attach them to the template. Changes cannot be made after review is completed.

4.2 Prepare figures, tables, together with their titles and legends in English, in a separate file from the text. Place the figure legend below the figure as Fig.-1, and place the table legend above the table as Table-1. Present one set of results as a figure or a table, and avoid duplication.

4.3 Attach the original figures and tables after the text.

4.4 Draw figures clearly on white plain A4 paper, approximately 2 to 3 times the size of the published figures. Please make sure that the lines and points are clearly visible when the figures are reduced by approximately one-half (about one-quarter in terms of area) when published.

4.5 Label the back of the photographs with Fig.-No., and indicate the top of the photograph.

### 5. References

5.1 Cite references at appropriate places by inserting consecutive numbers as superscripts on the right side; such as <sup>1)~3)</sup>. List the references at the end of the text.

5.2 For abbreviations in the reference list, use the abbreviations shown in the latest Current Bibliography on Science and Technology (科学技術文献速報) or Chemical Abstracts.

5.3 Format the references in the following order: names of authors, name of journal, issue, pages (year). When the author's name is in Japanese, write the surname and given name,

- and when the author's name is in Western language, write the surname followed by initial of the given name. In the case of multiple authors, list all the names of the authors.
- 5.4 In principle, write the names of authors and journals in Japanese for Japanese references, and write in English for English references, in a consistent manner.
- 5.5 When citing research that is not yet in print, indicate by “(submitted for publication)”.

[Journals]

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A. B. Robert, M. B. Sporn, *The Retinoids*, Vol. 2, ed. by M. B. Sporn, A. B. Robert, D. S. Goodman, Academic Press, Orlando, 1984, p. 209—286

[Website]

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参照

**[Release of Published Papers and Award]**

- 1) When a paper is published on the website of the Society, the Japanese and English abstracts of the published paper are leased on J-stage, the electronic publishing system of Japan Science and Technology Agency, at the same time, but the text will only be released two years later.
- 2) Once every two years, the published Originals are reviewed to select papers for the Best Paper Award. At the same time, Short Communications are also reviewed for any paper eligible for the Encouragement Award. Authors of the selected papers are presented with certificates and souvenirs at the General Assembly.