

Journal of the 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 written in Japanese or English.
- 3.3 The manuscript should be prepared according to the Instructions for Authors and the Manuscript Submission Guideline. The manuscript comprising the 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), to the Editorial Office of "Journal of the Society of Cosmetic Chemists of Japan". When submitting Japanese manuscripts, attach an English abstract at the beginning, and then attach a Japanese abstract corresponding to the English abstract. Extract 10 or more important key words from the English title and English abstract, and enter the key words in the order of importance at the end of the English abstract.
- 3.4 The title page should include the manuscript category, title, authors' names and affiliations.
- 3.5 The manuscript should be written in MS Word format on plain white A4 paper in vertical orientation with about 36 lines per page. Prepare Japanese manuscripts of Short Communications using the manuscript template. Other Japanese manuscripts (Originals, Materials and Reviews) may be prepared using the respective templates (the same template is used for Originals and Reviews). English manuscripts may be prepared using the English manuscript template (same template for all categories).
- 3.6 The date of receipt of the manuscript by the Editorial Office is recorded as the date received, and the date of decision of publication is recorded as the date accepted.

4. Originals

Originals should report technologies that contribute to the development of cosmetic science and cosmetic industry, and contain valuable conclusions or facts derived from innovative research related to the technologies.

- 4.1 The abstract should summarize the contents of the paper, including the objective, methods and results, in 200–300 English words. For Japanese manuscripts, the Japanese abstract should correspond to the English abstract and written in not more than 500 characters.
- 4.2 The manuscript should be arranged preferably in the following order:
 1. Introduction, 2. Materials and Methods, 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 abstract should summarize the contents in 200–300 English words, and the Japanese

abstract of Japanese manuscripts should correspond to the English abstract and written in not more than 400 characters.

5.2 The manuscript should be prepared as described in 3.5, in principle with a length of around 5 printed pages including figures and tables.

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

1. Introduction, 2. Materials and Methods, 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 Editorial Subcommittee will judge the appropriateness of the request. When the Editorial Subcommittee 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 Editorial Office when they return the galley proofs.

12. Manuscript Submission

Manuscripts should be sent via e-mail or by post to the following addresses:

- By e-mail:

Editorial Office of "Journal of the Society of Cosmetic Chemists of Japan",

Center for Academic Publications Japan

E-mail: sccj-edit@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 of “Journal of the 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)

(Revised in January 2019)

Journal of the Society of Cosmetic Chemists of Japan

Manuscript Submission Guideline

Please read the Instructions for Authors of the Journal of the 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, Short Communications, Reviews or Materials, published in the Journal of the Society of Cosmetic Chemists of Japan), and prepare the manuscript according to the latest format of the journal. Originals, Materials and Reviews in Japanese may be prepared using the manuscript templates accessible from the website of the Society of Cosmetic Chemists of Japan (the template for Originals can be used to prepare Reviews). Short Communications in Japanese should be prepared using the manuscript template. English manuscripts may be prepared using the English manuscript template (same template for all categories). When writing Originals, Short Communications (in English), Reviews and Materials without using the templates, prepare the manuscripts in MS Word format as follows.

1.1 Arrange the contents of Originals, Short Communications (in English), Reviews, and Materials in order as shown below:

English title page (manuscript category, title, authors' names, affiliations), English abstract, key words, Japanese title page and Japanese abstract (Japanese manuscripts only), text, references, figures, tables.

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

1. Introduction, 2. Materials and Methods, 3. Results, 4. Discussion, 5. Conclusion, 6. References

1.3 Please write the manuscripts concisely. For Japanese manuscripts, in principle, write the names of foreign persons, foreign places, and foreign companies in the corresponding foreign languages.

1.4 For title page, please write the following items in the order shown.

- (1) On the first line, write the manuscript category: Original, Short Communication, 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.

1.5 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.

1.6 When starting a new line, indent an appropriate number of spaces.

1.7 Use Arabic numerals when writing numbers.

1.8 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.

1.9 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. (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.

3. Units, Symbols, Equations

- 3.1 Use universally recognized signs and symbols.
- 3.2 In principle, express units in International Units (SI).
- 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 descriptions in English, in a separate file from the text. Place the figure caption below the figure as Fig.–1, and place the table caption 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 ^{1)~3)}. List the references at the end of the text.
- 5.2 For abbreviations in the reference list, use the abbreviations shown in the latest abstract or index databases such as Current Bibliography on Science and Technology and 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 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 For Japanese manuscripts, 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]

- M. Higuchi, K. Kitahara, K. Shimizu, K. Hirai, T. Matsumoto, M. Takahashi, *J. Soc. Cosmet. Chem. Jpn.*, 50, 321–328 (2016)
- J. P. Ebanks, A. Koshoffer, R. R. Wickett, S. Schwemberger, G. Babcock, T. Hakozaiki, R. E. Boissy, *J. Invest. Dermatol.*, 131, 1226–1233 (2011)

[Patent]

Japanese Unexamined Patent Application Publication 04-230308

U.S.P. 2, 345, 645 (1990)

[Books]

M. Liebsch, D. Traue, C. Barrabas, H. Spielmann, F. Gerberik, L. Cruse, W. Diembeck, U. Pfannenbecker, J. Spieker, H. G. Holzhütter, P. Brantom, P. Aspin, J. Southee, Prevalidation of the EpiDerm Phototoxicity Test, ed. by D. Clark, S. Lisansky, R. Macmillan, CPL Press, Newbury, 1999, p. 160–166

S. Ota, T. Niimura, R. Azuma, R. Suzuki, K. Kameyama, Proceedings of The 75 th SCCJ Research Symposium, 2014, p. 8–9

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Koyama-kyugu, Kyudo Column. <http://www.koyama-kyugu.com/archive/c017.php> (accessed 2016.7.25)

EYJAFJALLAJÖKULL VOLCANO ASH (160 GR.). <http://nammi.is/islandische-vulkanasche-aus-dem-eyjafjallajokull-160-gr.html> (accessed 2017.4.3)

(Revised in January 2019)

[Release of Published Papers and Award]

- 1) When a paper is published on the website of the Society, the abstracts of the published paper are released 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.