

# Heat Island Institute International Outline for Journal Authors

Instituted June 1, 2007

The Heat Island Institute Journal's guidelines for manuscript authors are as follows.

## 1. Language of submissions

Submissions are written in Japanese or in English. The following guidelines are for the case of submissions in the Japanese language. If the submission is in English, the guidelines for the manuscript title in Japanese and the author name in Japanese do not need to be followed, and the entire document may be written in English.

## 2. Format

The format of the academic papers or technical reports is as described in the separate document "How to Prepare a Journal and Technical Paper for HI<sup>3</sup>"

## 3. Text

- (1) The manuscript must use A4 paper and be written horizontally.
- (2) The manuscript should be written in formal language (de aru form) and use generally-understood terminology.
- (3) In principle, it is written using Joyo Kanji, modern kana usage, and modern okurigana.
- (4) In principle, technical terminology is as in the book "collection of technical terminology" by MEXT and the terminology determined by JIS (Japanese Industrial Standards).
- (5) For particularly difficult-to-read words and words which may easily be misunderstood, it is desirable to add their kana readings after the first appearance of the word.
- (6) Years are in western form (e.g. 2001).
- (7) Units are the System International (S.I.) units, using the terminology of JIS Z8203 "International Units (SI) and their uses".
- (8) Symbols which express physical constants are written in italics.

(9) If foreign names are written in katakana, depending on the case, the foreign names in the original language should be given in parentheses.

(10) Chapter and section headings should be in sans-serif typeface and left-justified. Sections should be numbered 1, 2, 3, and subsections 1.1, 1.2, then 2.1, 2.2, and so on. Items should be numbered (1), (2) or a., b., and so on.

## 4. Title and author

Both the title and author should be shown in both Japanese and English.

## 5. Figures and photographs

(1) Figures for academic papers and technical reports are as described in the separate "How to Prepare a Journal and Technical Paper for HI<sup>3</sup>".

(2) Figures (including photographs) and tables should be appropriate and important.

(3) Figures and tables have appropriate captions.

(4) The captions of figures should go below the figure, and the captions of tables should go above them.

(5) Figures and tables are numbered as follows

Figure 1, Figure 2, ...

Table 1, Table 2, ...

(6) As far as possible, explanations of figures and tables go in the main text.

(7) Figures and tables are in printable format. Photographs are converted to electronic format using a scanner or similar.

(8) Unclear figures, tables and photographs are not accepted.

## 6. Equation numbering

Equations are numbered (1), (2), ... with the number at the right side of the page.

## 7. References

- (1) Works referred to in the body of the document should be listed at the end of the document. References in the body of the text should be numbered consecutively with a reference number to their top and right, in the form (1)(2) or (1)-(3).
- (2) If there are multiple authors of the paper, all authors should be listed where possible. It is acceptable to omit the word “and” from the list of authors. When the journal name is abbreviated, the format of “Chemical Abstracts” is followed.
- (3) The format of references is as follows:

#### a) For a journal

Author, title, journal name, volume number and issue number (year of publication), first page – last page

Example:

- (1) Taro Yoshida, Hanako Yamada, Survey of Heat Island Research, Heat Island 9-6 (1983), pp. 37-40.
- (2) K.J.Cathro, D.C.Constable and T.Solaga, Durability of Porous Silica Antireflection Coatings for Solar Collector Cover Plates, Solar Energy, 27-6 (1981), pp.491-500.

#### b. Books

Author (editor) name, book title, volume (not necessary if there is only one volume) (year of publication), publisher, publisher location (for non-Japanese books only)

Examples:

- (1) Taro Yamada, Heat Island Research (1999), Toshido.
- (2) Jiro Tanaka, Kazuo Oyama (ed), Handbook of Urban Warming, Vol. 1 (1998), Nihon Bunken Sha
- (3) J.P.White, Ichiro Takada (translator), Heat Island Systems (1983), Toshido
- (4) J.A.Duffie and W.A.Beckman, Solar Engineering of Thermal Processes (1991), John Wiley & Sons, New York.

#### c. Proceedings of International Symposia, Lecture Series

Author name, Title, Name of Proceedings or Lecture Series, Number (Year-Month), Page or paper number, location held.

- (1) B.Window, D.R.McKenzie, G.L.Harding and A.R.Collins, The Sydney University Evacuated Collector Program, Proc. Heat Island Conference 2001 (2001-3), pp.87-93, Perth, Australia.
- (2)D.C.Beekley and G.R.Mather, Analysis and Experimental Tests of Solar Collector Arrays Based on Evacuated Tubular Solar Collectors, Ext. Abstr. 1975 ISES Conf. (1975-8), Paper No.21313 (CD-ROM), Los Angeles, California.
- (3) Taro Yamada, Jiro Tanaka, Kazuo Oyama, Ichiro Sato Research into Cool Tubes (1) Sun/Wind research papers (1995) pp. 115-117, Tokyo

#### d. Other references

Other references must be described clearly enough to make it possible for reader of the paper to obtain them. References to material on the internet (web pages) are limited to things which are consistently available.

#### 8. Electronic files

Academic papers and technical reports must always be sent in the form of Adobe PDF files as attachments. The file name must be “<full name of the first author>.pdf”.