

# Manuscript Preparation Guide for Authors

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## Contributor

Anyone can submit an article regardless of their membership status in the JSGS as long as it is written in English. However, you need to be a member to submit an article in Japanese.

## Copyright

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## Types of manuscript

These are the manuscript types for the English articles. Note that the manuscript types are different for the Japanese journal.

**Original Article** is a work based on original research.

**Short Report** is an article reporting a fact that is worthy of publication in this journal.

**Review Article** is a survey, research history, discussion, and prospects based on existing literature.

**Forum** is an article that contributes to international debates on geography and geography teaching.

**Symposium Report** is an article reporting the contents presented at a symposium held by the JSGS.

## Manuscript

Original and review articles should not exceed 16,000 words, including figures and tables, and short reports and forums should not exceed 9,600 words including figures and tables.

If pages exceed the above limits, the contributor(s) should pay for the extra pages. Upon submission of a manuscript with color figures, the contributor(s) shall agree to pay the color charge when the paper is accepted for publication.

The text should be written using 12-point Century.

## Review process

JSGS employs a single-blind review, where the referees remain anonymous throughout the process. A manuscript will be assessed by multiple reviewers, including experts outside the editorial board, and the final decision will be made by the editorial board.

Typically, the manuscript will be reviewed within 2–3 months. Should the referees' reports contradict one another, or a report is unnecessarily delayed, a further expert opinion will be sought. The revised manuscript will be returned to the initial referees within two weeks. Referees and editors may request more than one revision of the manuscript. After the final decision, the editorial board can seek to modify the manuscript.

## Submission

Manuscripts should be submitted as an electronic file in a PDF format. Manuscripts should be compiled in the following order: title, abstract, body text, notes, bibliography, figures, and tables, and saved in a single PDF file. The electronic file of a manuscript should be submitted to the editorial board attached to an e-mail with the specified cover letter.

Revised contributions should be submitted in the same way.

E-mail address: [edit@chiri-kagaku.jp](mailto:edit@chiri-kagaku.jp)

## Proofreading

The first proof will be read by the author, and from the second proof onward, the editorial board will proofread.

**Reprinting**

All authors who publish English articles can obtain a PDF copy of their article. We do not provide a hard copy of the paper. Your article will be published on J-Stage after a year.