

# *Transactions of the Japan Society for Aeronautical and Space Sciences*

## **Instructions to Authors**

*Transactions of JSASS* is a bimonthly journal publishing original research papers on theoretical developments and experiments in aeronautics and astronautics.

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### **Aims and Scope**

The Transactions of the Japan Society for Aeronautical and Space Sciences (Transactions of JSASS) is a bimonthly Open Access journal published in English. The journal considers submissions from researchers from around the world who investigate any area of the aeronautical and space sciences. Topics include, but are not limited to: aerodynamics, aircraft design, aerospace structures and materials, flight dynamics, aerospace control and guidance systems, air traffic management, astrodynamics, and aerospace propulsion. We also encourage submissions that take both theoretical and applied approaches to the important issues in our field.

All articles are fully peer-reviewed, are original and important contributions to aeronautical and space science, and are published online. The journal publishes Full Articles, Survey Articles, Research Notes, and Miscellaneous articles such as Comments, Questions, Replies, Errata, and Retractions. Our diverse and global audience includes researchers, technologists and engineers who are interested in discovering and reading information vital to progress in the aeronautical and space sciences.

### **Article Categories**

The journal welcomes a range of article types, all of which are subject to peer review. They include: Full Articles, Survey Articles, Research Notes, and Miscellaneous, as detailed below.

#### **Full Articles**

Results of new and original research in aerospace engineering and related fields, supported by academic or laboratory work.

Standard pages: 8

Maximum pages: 15

## **Survey Articles**

A survey of the literature on a specific subject in aerospace engineering and/or related fields. Biographies (fewer than 200 words) and photographs of all authors must be provided.

Standard pages: 8

Maximum pages: 15

## **Research Notes**

Results of research in aerospace engineering and related fields, specifically intended for rapid disclosures of new or significant data or developments of limited scope. Although the length of Research Notes is limited, they should include supporting academic or laboratory work. Shorter Full Articles may qualify as Research Notes.

Standard pages: 2

Maximum pages: 4

## **Miscellaneous**

Miscellaneous articles include Comments, Questions, Replies, Errata, and Retractions regarding previously published articles and Research Notes.

Comment and Question manuscripts are only considered in relation to Full Articles and Research Notes and only if they are submitted within six months of the initial article's publication date. Authors of the article being commented upon are invited to submit a Reply within one month of receiving the Comment or Question. Each Comment or Question is published with the corresponding Reply in the same issue. Comments or Questions that do not receive a Reply from the authors of the initial article may nevertheless be published. Comments and Questions can be submitted only once by the same contributor. Information about Errata and Retractions is provided in the 'Errata and retractions' section of these instructions.

Standard pages: ½ for Comments and Questions; 1 for Replies, Errata, and Retractions

Maximum pages: 1

Note that a single article page fits approximately 1,200 words. The article title and authors' names take up one-quarter to one-fifth of the first page.

## **Journal & Ethics Policies**

The journal upholds the highest standards in scholarly publishing.

Before submitting a manuscript to the journal, authors must ensure that they have read and complied with the journal's policies. The journal reserves the right to reject without review, or retract, any manuscript that the Editor believes may not comply with these policies.

The responsibilities of the journal's authors, editors, reviewers and publisher regarding research and publication ethics are described in full below.

Submission to the journal implies that the manuscript has not been previously published (in part or in whole, in any language), is not in press, and is not under consideration for publication elsewhere. Exceptions include articles intended for conference proceedings or for collections of articles organized by JSASS.

Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere.

It is the responsibility of the authors to obtain any appropriate or required government or company reviews and/or clearances of their manuscript prior to submission.

If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in *Transactions of JSASS*, they should first withdraw it from the journal.

### **Submission**

The journal welcomes manuscript submissions from authors based anywhere in the world.

Submission of a manuscript to the journal implies that all authors: have approved it, warrant it is factual, have agreed to its submission, and have the right to publish it.

### **Originality**

By submitting a manuscript to the journal, authors warrant that it represents original work. Manuscripts may be screened for unoriginal material using CrossCheck plagiarism software. By submitting a manuscript to the journal, authors agree to this screening. If CrossCheck screening reveals an unacceptable level of unoriginal material, the Editor may reject or retract the manuscript.

### **Authorship**

*Transactions of JSASS* encourages authors to follow the International Committee of Medical Journal Editors (ICMJE) [Recommendations](#) on ‘Defining the Role of Authors and Contributors’. In particular, the ICMJE recommends that each author must have made a substantial contribution to the conception or design of the work, or the acquisition, analysis or interpretation of data for the work; drafted the manuscript or revised it critically for important intellectual content; approved the final version of the manuscript for publication; and agreed to be held accountable for all aspects of the work. Any contributor who has met these four criteria should be an author on the manuscript. Contributors who have not met all four criteria should not be authors of the manuscript but may be included in the manuscript’s Acknowledgments.

Submission to the journal implies that all authors have seen and approve of the author list. Any amendments to the author list after manuscript submission (such as changing the order of names, or adding or removing names) must be approved by all authors and the Editor.

### **Image integrity**

Authors may digitally manipulate or process images, but only if the adjustments are kept to a minimum, are applied to the entire image, meet community standards, and are clearly described in the manuscript. All images in a manuscript must accurately reflect the original data on which they are based. Authors must not move, remove, add or enhance individual parts of an image. The editors reserve the right to request original, unprocessed images from the authors. Failure to provide requested images may result in a manuscript being rejected or retracted.

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If a manuscript includes previously published material, the authors must obtain permission from the copyright owners and the publisher of the original work to reproduce it. The authors must cite the original work in their manuscript.

Copies of all reproduction permissions must be included with the manuscript when it is first submitted.

### **Availability of data and materials**

When referring to publicly available data and materials, such as public repositories or commercial manufacturers, authors must include relevant sources (e.g. accession numbers or company details) in their manuscript as appropriate.

Authors should make data and materials relevant to their manuscript available as Supplementary Material, or deposit it in appropriate public databases or digital repositories before the date of publication.

Submission of a manuscript to *Transactions of JSASS* implies that the authors are willing and able to grant reasonable requests to share data and materials. Authors who are unable to do so should explain why at the time of submission.

### **Conflicts of interest**

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an author's ability to conduct and report research impartially. Such circumstances could include (but are not limited to) competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity.

In the interests of transparency, all authors must declare any conflicts of interest in relation to their submitted manuscript. Authors should list all funding sources for their work in the Acknowledgments section of their manuscript.

### **Confidentiality**

The journal maintains the confidentiality of all unpublished manuscripts. By submitting their manuscript to the journal, the authors warrant that they will keep all correspondence about their manuscript (from the Editorial Office, editors and reviewers) strictly confidential.

### **Author rights and repository policy**

Authors retain copyright of their work, as detailed in the 'Copyright' section of these instructions. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of their work (e.g., to post it to an institutional repository or to publish it in a book), with appropriate attribution of its initial publication in the journal.

### **Long-term digital archiving**

J-STAGE preserves its full digital library, including the journal, with Portico in a dark archive (see <https://www.portico.org/publishers/jstage/>). In the event that the material becomes unavailable at J-STAGE, it will be released and made available by Portico.

## Peer Review Process

### Editorial and peer review process

The journal uses single-blind peer review.

When a manuscript is submitted to the journal, it is checked to ensure that it conforms to the journal's policies. The Editorial Committee then allocates relevant manuscripts to an Associate Editor, who handles peer review. The Associate Editor assigns two or more appropriate reviewers to provide their assessment of the manuscript. Reviewers are selected based on their expertise, reputation and previous experience as peer reviewers.

Once the reviewers' reports have been received, the Associate Editor determines whether the manuscript requires revision. Authors who are asked to revise their manuscript must do so within two months, otherwise it may be treated as a new submission. The Associate Editor may send revised manuscripts to peer reviewers for their feedback or may use his or her own judgment to assess how closely the authors have followed the comments on the original manuscript. The Associate Editor then makes a recommendation on the manuscript's suitability for publication in the journal. The Editorial Committee reviews this recommendation and makes the final decision on the manuscript.

The Editor-in-Chief acts as an arbitrator when necessary.

### Reviewer selection, timing and suggestions

Reviewers are selected based on their expertise in the field, reputation, recommendation by others, and/or previous experience as peer reviewers for the journal.

Reviewers are asked to submit their first review within 4 weeks of accepting the invitation to review. Reviewers who anticipate any delays should inform the Editorial Office as soon as possible.

When submitting a manuscript to the journal, authors may suggest reviewers that they would like included in or excluded from the peer review process. The Associate Editor may consider these suggestions but is under no obligation to follow them. The selection, invitation and assignment of peer reviewers is at the Associate Editor's sole discretion.

### Reviewer reports

It is the journal's policy to transmit reviewers' comments to the authors in their original form. However, the journal reserves the right to edit reviewers' comments, without consulting the reviewers, if they contain offensive language, confidential information or recommendations for publication.

### Acceptance criteria

If a manuscript satisfies the journal's basic technical requirements as described elsewhere in these instructions, as well as the criteria listed below, the Associate Editor may recommend acceptance for publication in the journal.

Manuscripts are evaluated based on:

- a. their importance to the field
- b. the originality, especially of their technical content
- c. reliability
- d. their clarity of expression
- e. their completeness

If a manuscript does not meet the journal's requirements for acceptance or revision, the Editor may recommend rejection.

For Full Articles, any manuscript that is 16 pages or more will be rejected without review. For Research Notes, any paper that is five pages or longer will be rejected without review.

### **Editorial independence**

JSASS has granted the journal's Editors complete and sole responsibility for all editorial decisions. JSASS will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests. The authors' ability to pay any publication charges has no bearing on whether a manuscript is accepted for publication in the journal.

### **Appeals**

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are only considered if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final. The guidelines of the [Committee on Publication Ethics](#) (COPE) are followed where and when relevant.

### **Confidentiality in peer review**

The journal maintains the confidentiality of all unpublished manuscripts. Editors and reviewers will not:

1. disclose a reviewer's identity unless the reviewer makes a reasonable request for such disclosure
2. discuss the manuscript or its contents with anyone not directly involved with the manuscript or its peer review
3. use any data or information from the manuscript in their own work or publications
4. use information obtained from the peer review process to provide an advantage to themselves or anyone else, or to disadvantage any individual or organization.

In addition, reviewers will not reveal their identity to any of the authors of the manuscript or involve anyone else in the review (for example, a post-doc or PhD student) without first requesting permission from the Editor.

### **Conflicts of interest in peer review**

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an editor's ability to act impartially when assessing a manuscript. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

Members of the journal's Editorial Board and reviewers undertake or are asked to declare any conflicts of interest when handling manuscripts. An editor or reviewer who declares a conflict of interest is unassigned from the manuscript in question and is replaced by a new editor or reviewer.

Editors try to avoid conflicts of interest when inviting reviewers, but it is not always possible to identify potential bias.

## **Errata and retractions**

The journal recognizes the importance of maintaining the integrity of published literature.

A published article that contains an error may be corrected through the publication of an Erratum. Errata describe errors that significantly affect the scientific integrity of a publication, the reputation of the authors, or the journal itself. Authors who wish to correct a published article should contact the editor who handled their manuscript or the Editorial Office with full details of the error(s) and their requested changes. In cases where co-authors disagree over a correction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If an Erratum is published, any dissenting authors will be noted in the text.

A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (covering research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the journal's Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a retraction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text.

The decision to publish Errata or Retractions is made at the sole discretion of the Editor-in-Chief.

## **Editors as authors in the journal**

Any member of the journal's Editorial Board, including the Editor-in-Chief, who is an author on a submitted manuscript is excluded from the peer review process. Within the journal's online manuscript submission and tracking system, they will be able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

A manuscript authored by an editor of the journal is subject to the same high standards of peer review and editorial decision making as any manuscript considered by the journal.

## **Responding to potential ethical breaches**

The journal will respond to allegations of ethical breaches by following its own policies and, where possible, the guidelines of [COPE](#).

## **Copyright, Open Access and Fees**

### **Copyright and licensing**

All accepted manuscripts submitted to *Transactions of JSASS* from September 1, 2021, are published Open Access under a Creative Commons (CC) license. Authors can choose one of the following licenses: CC BY or CC BY-NC-ND. Once selected, the terms of the Creative Commons licenses are irrevocable. It is the author's responsibility to ensure that their chosen license complies with their funding body's requirements.

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### Article processing charges and other fees

There are many costs associated with publishing scholarly journals, such as those of managing peer review, copy editing, typesetting and online hosting. To cover these costs in the absence of journal subscriptions, authors (or their representatives) are asked to pay article processing charges (APCs). There is no submission fee.

The journal's APC is determined by the membership status of the first author at the time of publication and the number of journal pages of the article, as detailed in Table 1. Authors of accepted manuscripts will be invoiced for the APC before publication of their manuscripts.

There are no colour charges. Note that the additional charge for Supplementary Material is detailed in Table 2.

**Table 1: Article processing charges (APCs) (Japanese yen, tax included)**

Article type	No. pages	Non-member of JSASS	Member of JSASS*
Full Article	8 or less	112,000	100,000
	9	132,000	120,000
	10	162,000	150,000
	11	202,000	190,000
	12	252,000	240,000
	13	302,000	290,000
	14	352,000	340,000
	15	402,000	390,000
	16 or more	Not permissible	
Research Note	2 or less	28,000	25,000
	3	48,000	45,000
	4	78,000	75,000
	5 or more	Not permissible	
Miscellaneous	1	14,000	12,500
	2 or more	Not permissible	

\* for articles of which the first author is a JSASS Member

**Table 2: Additional charge for Supplementary Materials (tax included)**

Total file size	Fee (Japanese yen)
Total file size ≤ 5 MB	No charge
5 MB < Total file size ≤ 10 MB	10,000
Total file size > 10 MB	Not permissible

### Waiver policy

Authors can request an APC waiver if, at the time of publication, they meet the following three criteria: 1) the first author is over 65 years old; 2) the first author has been a continuous member of JSASS in good standing for more than 35 years; and 3) the first author is unemployed. This waiver is applicable to one article per eligible author per year. The fees for pages in excess of the standard number of pages listed in Table 1 are not waived.

To avoid any possibility of undue influence, editors involved with the decision-making process on submitted manuscripts are not involved in any deliberations on waivers.

## Manuscript Submission

All manuscripts must be submitted via the journal's online submission system, Editorial Manager: <https://www.editorialmanager.com/tjsas/>. Manuscripts submitted by post or e-mail will not be considered for publication. The original or revised manuscript text may be uploaded as a PDF file, but a Word file is required for the final manuscript text.

If you encounter any problems with online submission, please contact the Editorial Office at the details provided in the 'Contact' section.

## Manuscript Preparation

### Style

The article must be prepared using the template available at the journal's [web page](#). The main elements of each section are included below, but authors should refer to the template file for the full details, layout instructions and other details.

The author must convert the article into a 600 dpi PDF before submission. The page limit of manuscripts is 15 pages and the maximum file size of the PDF is 5 MB.

Please be advised that the PDF file must be readable regardless of the machine used to access it, and therefore the use of any special fonts, such as Japanese fonts, is not permitted.

### English standard

Manuscripts should be written in clear, grammatically correct English. Authors who are not fluent in English are encouraged to have their manuscript checked by a fluent English speaker or by an editing service prior to submission. If a manuscript is not clear due to poor English, it may be rejected without undergoing peer review.

### Format

Each manuscript should comprise the sections as outlined in the template file. If the content of the submission has been previously presented at the JSASS conference, specify the name and date of the conference in a footnote.

### Title

The title should be brief and concise (maximum of 20 words) and should not contain acronyms or abbreviations.

### Authors

Provide the full names, with capitalized last name(s), of the author(s).

### Affiliations

Provide the full names and addresses of institutions (including department, institute and/or university, and city, state and country). When authors belong to different institutions, their respective addresses should be indicated by superscript numbers. Where authors have a new affiliation after the original submission, the names should be given in a footnote and should be indicated by superscript symbols (such as \* and \*\*).

### **Key words**

Specify three to five key words, including at least one key word selected from the [JSASS Standard Key Words](#) list, if possible.

### **Nomenclature**

A nomenclature section is required for papers containing more than three symbols, as described in the template; nomenclature definitions should not appear in the text. Please use standard symbols whenever possible. Symbols should be listed in alphabetical order.

### **Abstract**

Each Full Article must be accompanied by a 100- to 200-word Abstract, which should clearly express the basic content of the paper in a single paragraph and should include the problem addressed, objectives, approach, main results and findings, and conclusions. Research Notes and Miscellaneous articles do not have abstracts.

### **Main text**

Full details for the structure and style of the main text are provided in the template file.

The manuscript must start with an Introduction section – a brief assessment of prior work by others and an explanation of how the manuscript contributes to the field. The Conclusion section should be placed in the last section of the manuscript.

### **Symbols, units and equations**

Use standard symbols whenever possible. Mathematical symbols should be italicized. To save space, the solidus (/) must be used for fractions in the text and for simple fractions in equations. The use of metric system of units (SI) is mandatory, except for unavoidable cases.

Full details for the composition and style of equations are provided in the template file.

### **Tables**

Number tables consecutively using Arabic numerals (Table 1, Table 2, etc.). A title should be given to each table. Units of measurement should be included with numerical values at the top of columns. Avoid detailed explanations of the experimental conditions used to obtain the data shown in tables (which should be included in other sections as relevant). An example of a formatted table is provided in the template.

### **Figures and illustrations**

Illustrations must be self-explanatory and should be numbered consecutively with Arabic numerals (i.e., Fig. 1, Fig. 2, etc.). Each figure should have a short title placed below each figure. Figure legends should include sufficient experimental details to make the figures intelligible; however, duplicating the descriptions provided in other sections should be avoided. Line drawings must be clear and sharp. Lettering should be large enough to be legible after reduction. Hatching can be used for figures, but shading is not allowed. Symbols used in figures and illustrations should be italicized in accordance with the symbols in the text.

### **Acknowledgments**

This section should be brief. Authors should list all funding sources for their work in the Acknowledgments section.

## References

Only readily accessible documents should be referenced. References must be listed at the end of the manuscript and numbered in the order of their citation in the text. All references in the References list must be cited in the main text.

References should be cited in the text using superscript numerals, e.g. A,<sup>1)</sup> or B,<sup>2,3)</sup> or C,<sup>4-10)</sup>, after a comma,<sup>11)</sup> or a period.<sup>12)</sup>

If the numbered reference is part of the main text itself, use the following format: e.g. “As shown in Ref. 18), the three-body problem should be taken into account for mission design.”

Example reference styles are listed in the template file.

## Supplementary Material

Supplementary Material adds, but is not essential, to a reader’s understanding of a manuscript. Electronic reference files including additional information (“Supplementary Materials”) can be included with each manuscript submission and made available at the article page, at an additional charge (see the ‘Article Processing Charges and other fees’ section). Supplementary Material does not undergo formal peer review, but will be approved by the Editorial Board prior to publication.

Each article published at the journal’s website may include a maximum of five files of Supplementary Material. (File size is to be less than 5 MB per file and no more than 10 MB in total.) Acceptable file formats are: PDF, JPG, JPEG, BMP, ZIP, LZH, WMV, and MP4.

## Accepted Manuscripts

Manuscripts that are accepted for publication are copyedited and typeset by the journal’s production team before publication. The journal is published 6 times per year online. All communication regarding accepted manuscripts is with the corresponding author. Reprints are not available.

## Proofs

Page proofs are sent to the corresponding author, who should check and return them within 7 days. Only essential corrections to typesetting errors or omissions are accepted; excessive changes are not permitted at the proofing stage.

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