

How to Prepare Your Papers in MS-Word (Version 3.2)

MASATO TERADA^{†1} TOSHIAKI NISHIDA^{†2}
SHUNSUKE UEMURA^{†3}

Abstract: This manuscript is a guide to produce a draft to be submitted to IPSJ Journal and Transactions and the final camera-ready manuscript of a paper to appear in the Journal/Transactions, using MS-Word file (.docx). Since the manuscript itself is produced with the MS-Word file, it will help you to refer it.

Keywords: IPSJ Journal, MS-Word, Style files, "Dos and Dont's" list

1. Introduction

The Information Processing Society of Japan (IPSJ) is publishing Journal of Information Processing (JIP) as its flagship international journal. Thus far, JIP adopted the landscape A4 format for publishing papers, but it has changed its format into a portrait A4 format because of many requests from the authors. Corresponding to the format change, JIP also adopts the portrait A4 format for submitting a paper.

Following with the change, we, prepare a new template file of JIP for MS-Word [1]. In this manuscript, we describe usage of the template file.

2. Configuration of Page Layout

2.1 Margins

Top: 22mm, Bottom: 25mm, Left: 17mm, Right: 17mm

2.2 Columns

Presets: 2

2.3 Number of characters per line and lines per page

Number of characters per line: 26

Number of lines per page: 56

2.4 Font

Style: Normal

Font type: Times New Roman

Font size: 9 pt

3. Check List of "Dos and Don'ts"

3.1 The basics of way of writing

- Describe a paper so that readers understand the novelty, availability, and reliability of the research.
- Try to make a paper be easy to read (discontinuity of the story, and obscure backgrounds or themes are burden to readers).
- Revisit the paper if the problem to be solved is not generalized (entirely-focused on a problem in XX University, etc.) or if the paper reports some deliverables only and does not describe the problem itself.
- Rethink the paper if its conclusion is not clearly described, it does not adequately point out its applicability, limits, and controversial points, or its conclusion does not follow the contents.
- Expressions which are inappropriate for scientific papers and which are hard to understand should be reconsidered.
- Second thought is necessary if sentences are in colloquial style.
- Check the structure of chapters and sections, and the organization of the paper.

- Do not make the paper difficult to grasp the meaning without a guess from the context.
- Confirm if explanation of hypotheses is enough and without leap.
- The authors should not submit a manuscript including some redundant and/or too brief descriptions.
- The authors should eliminate undefined terminologies.

3.2 Show novelty and usefulness definitely

- The authors should not submit a manuscript which does not clarify the motivation and the goal of their study, and the relationship to other existing studies.
- The authors should not submit a manuscript which does not clarify what technologies are well/publicly known and what idea they are newly/originally proposing.
- The authors should provide sufficient references in their manuscript to insist the originality of their study.
- The authors should not submit a manuscript in which the readers cannot understand their proposal (or cannot feel any originality in it) because it consists entirely of abstractive and/or conceptual descriptions.
- The authors should not submit a manuscript which lacks discussions on the effectiveness of their proposal.

3.3 Concrete attention about the way of writing

- The authors should not submit a manuscript whose Japanese title does not match its content correctly.
- The authors should not submit a manuscript whose English title does not match its content correctly or which uses some wrong English.
- The paper should be revised when its abstract does not show its purpose or written in inadequate English.
- The paper should be revised when symbols and abbreviations are not popular, wordings are not adequate, or the explanations on its pictures and tables are not adequate.
- The paper should be revised when some special wordings, which are popular only in an individual or a local group or a small company, are used without any explanations.
- The paper should be revised when its pictures or tables are not semantically clear, or they have some mistakes.
- The paper should be revised when its pictures or tables are not visually clear.
- The paper should be revised when the size or the scale of its pictures or tables are not adequate.

3.4 About references

- The number of references should be more than 10 (Some opinions say more 20 or 30 in some area).
- The sufficient number of references are required to show the paper's novelty.

- The paper should be revised when it has the insufficient number of references.
- Referring appropriate papers written by Japanese authors contributes to the further progression of the Japanese research community.
- Do not include self-citations too much.

3.5 Double submission

- Double submission of the original paper is prohibited.
- However, it is permitted to submit a paper accepted at an international conference and free from copyright issues.
- Do not use the same figures or charts already included in other original papers, except citations in appropriate way.
- Be careful not to have overlap between the paper and other published articles.

3.6 Check by other researchers

- Proofreading by experienced persons with many accepted papers is strongly recommended.
- Take care about avoiding leap of logic from the viewpoint of the readers.

3.7 Miscellaneous

- After the first review round, do not modify the paper except the stated conditions for acceptance without the reviewers' approval.
- Since IPSJ uses double-blind review system, in which both author(s) and reviewers remain anonymous, the authors cannot select reviewers.
- Fill the self-check sheet carefully before submitting the paper.

4. Concluding Remarks

We don't dream that the template files are perfect, but wish to improve them with your cooperation and hope you let us know your compliment, comments and suggestions by e-mail to wordtemp@ipsj.or.jp.

Reference

- [1] "Office help and training". <https://support.office.com/en-us/>, (accessed 2016-02-20).

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