

Transactions on GIGAKU Policies for Authors

I . General Policy

1. General Scope

1-1. Preface

Nagaoka University of Technology (NUT) publishes an open access journal called “*Transactions on GIGAKU*” (*TOG*), which focuses on the science and technology related to GIGAKU. The mission of this online journal is to spread the concept and fruits of GIGAKU worldwide. The journal acts as a platform for researchers and engineers to share their innovations in science and technology in the development of the next generation of pioneers. Therefore, this journal covers a broad range of research and education activities related to GIGAKU.

Advanced online publication in *TOG* is available about one or two months after a paper’s acceptance, if the authors wish to publish it in advance. Authors who submit their manuscripts for publication as papers should bear this in mind.

A manuscript submitted to *TOG* for publication should be original. It should not have been previously published or under consideration for publication elsewhere. The *Transactions on GIGAKU* Editorial Board and the GIGAKU Press in NUT do not accept any substitution of submitted manuscripts.

The authors must inform the Editor-in-Chief of their papers in print, submitted, or soon to be submitted that have contents relevant to the manuscript being submitted to *TOG*.

Submitted manuscripts are peer-reviewed before publication. The final PDF files are provided free of charge.

1-2. What is “GIGAKU?”

GIGAKU is a term composed of two Japanese word roots; *gi* and *gaku*. The word *gi* [技] literally represents all kinds of arts and technologies, while *gaku* [学] generally represents scientific disciplines when used as a suffix.

The term “GIGAKU” was originally coined to describe the fundamental philosophy of education and research of NUT when the university was established in 1976. Through this term, the founders of NUT intended to express their recognition that all technical challenges in the real world require a scientific approach. NUT has relentlessly pursued GIGAKU since then.

Since NUT was established, its surrounding environment has changed dramatically. We are witnessing rapidly globalizing economies and large-scale changes in the global demographic, industrial, and employment structure. All those changes seem to necessitate the further evolution of GIGAKU. In response to this dramatic change, NUT has announced a new “Growth Plan,” which includes a renewed definition of “GIGAKU.”

GIGAKU describes science and technologies, which gives us the scope to analyze and reinterpret diverse technical processes and objects, leading to the advancement of technologies. By employing a broad range of knowledge about science and engineering, management engineering, safety engineering, information technology, life sciences, and so on, GIGAKU provides us with workable solutions and induces future innovations.

2. Submission Types

TOG accepts original research articles related to (presented in) international conferences held in NUT, or special topics important in the scope of GIGAKU.

Special topic issues will be proposed by NUT with approval from the Editorial Board before the papers are submitted.

All papers must be full length, original, and report the results of major and archival value to the specific community of engineers included in the journal audience.

3. Authors' Responsibilities and Copyright

3-1. Authors' Responsibilities

Authors bear full responsibility for the scientific content of their papers. It is the responsibility of the authors, not the Editorial Board and GIGAKU Press, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it. The exercise of the rights granted to GIGAKU Press by this Copyright Transfer Form will not infringe the copyright of any person or result in any breach of confidentiality or the breach of any contract or of any law.

If the authors use charts, photographs, or other graphics from previously published materials, they are responsible for obtaining written permission from the original publisher to use these materials in their manuscript.

3-2. Copyright Transfer

The copyright of papers accepted for publication in *TOG* belongs to the GIGAKU Press. A completed GIGAKU Press Copyright Transfer Form should accompany any original manuscript when it is first submitted to *TOG*. The Copyright Transfer Form will be given to authors by the Editorial Board. If the authors themselves copy, translate, or modify their own manuscripts, the authors should report this fact to the Editorial Board and use the author's final draft to copy, translate, or modify. The original manuscript should be clearly cited in publications.

4. Reviewing and Revision

4-1. Reviewing

All manuscripts submitted to *TOG* are reviewed by the reviewers and the Editorial Board. The reviewers are elected by the Editorial Board from within or outside NUT. The number of reviewers should be more than one for each manuscript. The reviewers will make the decision to accept, revise,

or reject the manuscript. The Editorial Board and the Editor-in-Chief reserve the right to change the decision made by the reviewers.

4-2. Revision

The Editorial Board may ask that a manuscript be revised. The revised manuscript should be resubmitted within one month after authors receive this notification. The Editorial Board provides a submission deadline each time. The revised manuscript must be accompanied by responses to the peer reviewers' comments that clearly indicate what changes have been made in accordance with the recommendations. If the revised manuscript is not submitted within one month without any request in advance, the manuscript will be regarded as having been withdrawn.

The authors may appeal a rejection as the result of peer review. In the case of a formal appeal, the authors must send their manuscript and all relevant information to the Editorial Board within two weeks. The Editorial Board and the Editor-in-Chief will assess whether the peer-review procedures were followed properly or not. The decision by the Editorial Board and the Editor-in-Chief has more authority than the peer-review results before the authors' appeal.

Upon acceptance, authors are encouraged to send their accepted version of the manuscript file as a Microsoft Word document to the Editorial Board for preparation of page proofs.

5. Open Access

Once published, GIGAKU Press supplies PDF files to everyone for free under the principles of open access.

6. Corrections

Serious errors appearing in *TOG* should be reported to the Editorial Board as soon as possible. Corrections may be published soon after the authors' appeal.

II . Preparation and Submission of Manuscripts

1. Language

1-1. Using English: English is the only language published in *TOG*. Nonnative English-speaking authors are encouraged to improve their grammar and check spelling with the support of a native-speaking English scientist before submission.

English language should be used throughout the manuscript, including figures, charts, graphs, photos, and their captions.

The following companies provide services to international authors who would like assistance with their writing:

[1] American Journal Experts: aje.com

[2] Editage: editage.com

[3] Enago: enago.com

[4] International Science Editing: internationalscienceediting.com

[5] LetPub: letpub.com

[6] ScienceDocs: sciencedocs.com

Note: *TOG* does not have a relationship with these companies and does not supply any financial assistance to authors.

1-2. Proper Technical Writing: The authors' paper conveys information to the journal audience with various research backgrounds. Authors are encouraged to use simple terms and expressions and make statements as concise as possible for improving readability.

2. Electronic Submission

2-1. Type of Submission: The authors' manuscript must be submitted electronically. The following contents should be provided at the initial submission or after acceptance.

2-1-1. A single Microsoft Word file of the manuscript containing the cover page, text, figure, tables, and graphical abstract. All figures, schemes, and tables should be placed in the text following where they are first mentioned.

2-1-2. The cover page should include the title, authors' names, authors' contact information (email address), category of the conference, presentation title in the conference (only if the title is changed), and assigned manuscript number.

2-1-3. Supporting information, e.g., institution name and contact information of authors.

2-1-4. A response to reviewers' comments in Microsoft Word file with any format.

2-1-5. A signed Copyright Transfer Form in a PDF file after acceptance.

2-2. Acknowledgement of Submission: The Editorial Board will acknowledge the submission together with the assigned manuscript number by email to the corresponding author(s). The authors should contact the Editorial Board if they do not receive any notification within a week.

3. General Manuscript Preparation Instructions

3-1. Using the Template: *TOG* requires authors to prepare their manuscript using the template provided by the Editorial Board (see Annex) to expedite review and publication.

3-2. Fonts: Serif fonts such as Times, Times New Roman, and Symbol are recommended. The font size should be 12 points. The use of any other fonts, especially Asian, Cyrillic, and Arabic fonts, must be avoided because files containing these fonts might cause technical problems when the authors' manuscript is opened or printed for reviewing.

3-3. Color Printing: Colored letters and graphics can be printed.

4. Specific Manuscript Preparation Instructions

The authors are urged to arrange their manuscript in the following way.

4-1. Title: The title of the manuscript should be concise and definitive. This will increase the discoverability of your work and support search engine optimization.

4-2. Authors' Names and Affiliations: It is *TOG*'s policy that all contributors who have participated significantly in the research are recognized as authors or cited in the acknowledgments. This list serves as a declaration that each individual has made a substantive and material contribution to the development and composition of the manuscript. The contact information of the corresponding author(s) must be included. Adding or removing an author after submission requires a written statement from all authors and also requires approval by the Editorial Board and Editor-in-Chief. If the authors wish to change their order, approval by the Editorial Board and Editor-in-Chief is necessary in advance.

4-3. Abstract: An abstract (maximum 250 words) should give a clear indication of the objective, scope, and results so that the journal's readers may determine whether the full text will be of particular interest to them.

4-4. Body of Paper: The text should be organized into logical parts or sections with headings and subheadings throughout to divide the subject matter logically and emphasize the major elements. The purpose of the paper should be stated at the beginning. Next, the authors should present a description of the problem, means for solutions, and other necessary information. Subsequently, the authors should present their results in an orderly manner followed by their conclusions.

4-5. Equations: The equations should be numbered consecutively beginning with (1) to the end of the paper, including any appendices. The equation numbers should be enclosed in parentheses and set flush right in the column on the same line as the equation. This number should be used when authors refer to equations within the text. Equations should be referenced within the text as "Eq. (x)." When the reference to an equation begins a sentence, it should be spelled out, e.g., "Equation (x)."

4-6. Acknowledgements: Acknowledgments may be made to individuals or institutions who have made an important contribution and are not mentioned elsewhere in the paper.

4-7. Nomenclature: Nomenclature should follow customary usage. For reference, please consult American National Standards Institute (ANSI) recommendations. The nomenclature list should be

in alphabetical order (capital letters first, followed by lowercase letters), followed by any Greek symbols. Subscripts and superscripts are listed last and are identified with headings.

4-8. Appendices/Supplemental Material: *TOG* currently supports only supplemental materials that are integral to the understanding and comprehension of the archival version of the authors' paper accepted for publication. If authors have supplemental material that they would like to submit, the materials must be preapproved at the time of submission by the Editorial Board and Editor-in-Chief.

4-9. References: The reference citations within the text should be listed in numerical order according to their order of appearance. The numbered reference citation within the text should be enclosed in brackets on the line. Please note that *TOG* does not allow references to Wikipedia.

4-10. Figures and Tables: All figures (graphs, line drawings, photographs, etc.) should be numbered consecutively and have captions consisting of the figure numbers and brief titles or description of each figure. These numbers should be used when authors refer to the figures in text. *TOG* accepts TIF or EPS file formats for figures.

All tables should be numbered consecutively and have captions consisting of the table numbers and brief titles. These numbers should be used when authors refer to the tables in the text. The table references should be included within the text in numerical order according to their order of appearance.

III Ethics in Publishing

1. Preface

For publishing activities to be properly conducted in *TOG*, all authors, reviewers, and the Editorial Board should comply with ethical standards. In this section, matters concerning paper submission and review are defined to ensure that the presentation and publication of the paper is internally and externally more reliable.

2. Authors' Responsibilities

2-1. Paper Submission Requirements: Papers should meet the conditions described in I and II. Submission for commercial purposes is inappropriate.

2-2. Coauthors: Authors are persons who made essential contributions to the completion of the paper and should be limited to these persons. Noncontributing persons are not permitted to be added as a coauthor. All authors should agree to the publication of the paper. However, please note that even those who have died can be made authors under these conditions (i.e., the conditions of

consent are not essential).

2-3. Double Submission: Authors should not submit multiple manuscripts with very similar contents to other journals or conferences.

2-4. Providing Enough Information: In their paper, the authors should clarify the information necessary to reproduce, verify, and evaluate their research and the process of the demonstration. In addition, related works and citation sources should be described.

2-5. Cautions when Citing from Others: Authors should be aware of the copyright of others when citing information from others. If the content of the paper violates the copyright of others, all responsibility lies with the authors. More specifically, please observe the following 2-5-1 to 2-5-3.

2-5-1. Quotes from published works must comply with the requirements described in Article 32 of the Copyright Act in Japan.

2-5-2. When authors quote information obtained personally in conversations, letters, and discussions with third parties, etc., they should obtain the permission of the information provider in advance.

2-5-3. Unauthorized use of closed intellectual property in universities and companies, etc. should not be conducted.

2-6. Note on the Critical Citation of Others' Articles: It is permissible for authors to critique and describe others' papers on academic grounds. However, slander without academic grounds should not be expressed.

2-7. Prevention of Forgery, Falsification and Plagiarism: Papers should not contain forged or falsified information. Authors must not steal data, methods, or conclusions, etc., from other peoples' work.

2-8. Handling of Unannounced Data from Others: As a result of publication, data or ideas should not be described without permission from the owner or the copyright manager because the publication will implicitly be plagiarized as if it were its own original.

2-9. Protection of Human Rights of Subjects: The authors should not infringe on the human rights of their research subjects. Authors must protect their subjects' life, health, privacy, and dignity during their study.

3. Responsibilities of Reviewers

3-1. Awareness of the Role of Reviewers: The role of reviewers in determining whether to publish

a paper or not is extremely large. Therefore, it is necessary to conduct a fair and prompt review based on the importance of this responsibility.

3-2. Refusal to Review: If peer reviewers are judged to be disqualified for making a fair decision, and if it is judged that the review cannot be completed within the time limit, these reviewers should immediately report to the Editorial Board and decline the review. In addition, if the reviewers have a personal interest with the authors and the relevant papers, he or she should also promptly decline the review.

3-3. Ensuring Peer Review Objectivity: The review should be conducted objectively and logically. Reviewers should strictly refrain from making good or bad comments based on their personal feelings about the authors under review.

3-4. Attention to the Authors: The reviewers should pay due respect to the reviewed authors' personality and intellectual independence. Therefore, the reviewers must not make disrespectful statements or personal criticisms.

3-5. Confidentiality: The reviewers should not disclose to others the fact that they have been asked to review a paper. In addition, the reviewers should not disclose the contents of all or part of the paper that they are reviewing.

3-6. Forbidden for Reviewers Themselves: The reviewers should not use the contents of the reviewed paper for themselves until the paper has been published.

3-7. Report to the Editorial Committee: If the reviewers judge that the content of the submitted manuscript is suspected of violating these regulations, such as double submission, forgery, falsification, and plagiarism, the reviewers should immediately report their findings to the Editorial Board.

3-8. Report on Review Results: The reviewers should logically describe their judgments so that the Editorial Board and authors can understand the criticisms. In particular, a clear and appropriate explanation is required when making a negative determination.

4. Responsibilities of the Editorial Board

4-1. Fair Operation of the Editorial Board

4-1-1. The reviewers appointed by the Editorial Board should review the submitted manuscripts fairly and promptly to maintain the level of quality of papers published in *TOG*.

4-1-2. The reviewers should review the submitted manuscripts without prejudice and should

judge their value regardless of the authors' race, religion, ethnicity, gender, age, nationality, occupation, organization, and political beliefs.

4-1-3. Based on the reviewers' reports, the Editorial Board is responsible for deciding about acceptance, revision, or rejection of the manuscript. However, if the manuscript's contents are judged to be unsuitable for the journal, the Editorial Board can reject it without review.

4-1-4. The Editorial Board members should not examine manuscripts for which he or she is an author or coauthor.

4-1-5. If the Editorial Board objectively finds that the published paper included an error in the contents, conclusions, cited documents, etc., the Editorial Board requires authors to address this issue in writing. Then, the Editorial Board will publish the errata and take appropriate measures.

4-2. Selection of Reviewers: The Editorial Board should fairly select reviewers, which should not include the stakeholders of the manuscript as reviewers.

4-3. Confidentiality: The Editorial Board should not disclose matters concerning peer review to others, except when receiving expert advice. When advice is received, the names, etc., of the adviser should be reported to the Editorial Board.

4-4. Objection: If an objection about the examination results is made to the authors of the paper, the Editorial Board should promptly examine the validity of the objection. The results of the examination should be reported to the authors. Appropriate measures should be taken if the objection is validated.

4-5. Responding to Reports on Fraudulent Papers: The reviewers may report that there is a suspicion of double submission, plagiarism, slander concerning quotation, forgery, falsification, or any other violation of the regulations. In such a case, the Editorial Board should take appropriate measures.

IV. References

[1] BCSJ Submission

<https://www.journal.csj.jp/bcsj/submission> (accessed: 2019-01-30)

[2] ASME Information for Authors

<https://www.asme.org/shop/journals/information-for-authors> (accessed: 2019-01-30)

[3] ASME About Journals

<https://www.asme.org/shop/journals/journals> (accessed: 2019-01-30)

[4] ASME Guide to Conference Publications

<https://www.asme.org/shop/proceedings/conference-publications> (accessed: 2019-01-30)

[5] 論文投稿・校閲に関する倫理指針 – 日本機械学会

<https://www.jsme.or.jp/transact/ethics-rule-trans.pdf> (accessed: 2019-06-14)

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***Transactions on GIGAKU* Editorial Board**

Cover Page

1. Title:

Format of Manuscript Submitted to Transactions on GIGAKU in Nagaoka University of Technology.

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4. Categories: (Please underline the most suitable corresponding category)

- (1) GIGAKU Education / IGCN2018
- (2) GIGAKU Research and Development / IGCN2018
- (3) 3rd STI-Gigaku

5. The corresponding presentation in IGCN2018:

(Please indicate the presentation number or title of your presentation)

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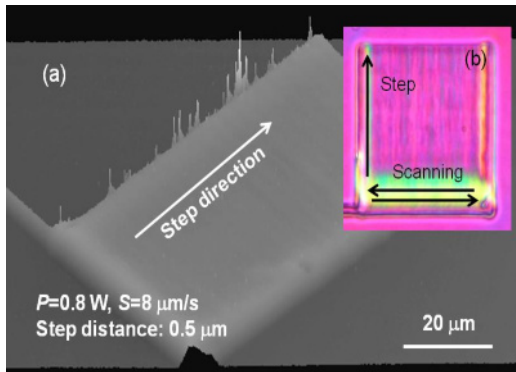


Fig. 2 Transaction on GIGAKU published in Nagaoka University of Technology.

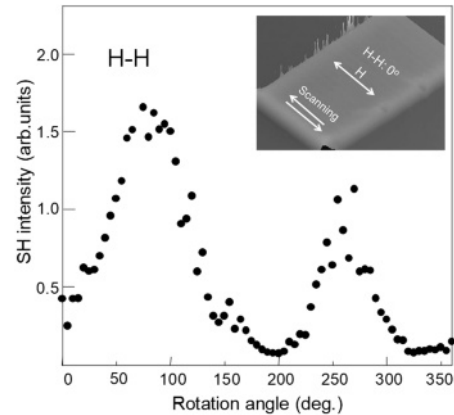


Fig. 3 Transaction on GIGAKU published in Nagaoka University of Technology.

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Table 1 Transaction on GIGAKU published in Nagaoka University of Technology.

Glass	T_g (°C)	T_x (°C)	T_p (°C)	Crystalline phase
x=16	598	660	672	$\text{Sr}_{0.5}\text{Ba}_{0.5}\text{Nb}_2\text{O}_6$
x=19.5	599	658	669	$\text{Sr}_{0.61}\text{Ba}_{0.39}\text{Nb}_2\text{O}_6$
x=24	599	659	671	$\text{Sr}_{0.62}\text{Ba}_{0.38}\text{Nb}_2\text{O}_6$

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4. Conclusion

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Acknowledgments

Transaction on GIGAKU will be published in Nagaoka University of Technology. We welcome your submissions on the papers presented in The 6th International Conference on GIGAKU in Nagaoka.

References

Basic Format:

[1] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year.

Examples:

[1] M. Ito et al., "Application of amorphous oxide TFT to electrophoretic display," *J. Non-Cryst. Solids*, vol. 354, no. 19, pp. 2777–2782, Feb. 2008.

[2] R. Fardel, M. Nagel, F. Nuesch, T. Lippert, and A. Wokaun, "Fabrication of organic light emitting diode pixels by laser-assisted forward transfer," *Appl. Phys. Lett.*, vol. 91, no. 6, Aug. 2007, Art. no. 061103.

[3] J. Zhang and N. Tansu, "Optical gain and laser characteristics of InGaN quantum wells on ternary InGaN substrates," *IEEE Photon. J.*, vol. 5, no. 2, Apr. 2013, Art no. 2600111.

For the style of reference, please follow "**IEEE EDITORIAL STYLE MANUAL**".
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