

Regulations for submission of manuscripts to the Journal of Heat Island Institute International

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The Journal of Heat Island Institute International is a periodical published by Heat Island Institute International which publishes research papers and technical reports related to heat islands. In principle it is published as a Web Journal. Members of the Institute may submit manuscripts for publication in accordance with the following regulations.

1. Submission procedure

1.1 The submitter follows the outline for authors as specified separately, and prepares the manuscript with word processing software.

1.2 The submitter must keep a copy of the submission. This is also necessary for the author's revision.

1.3 In principle the manuscript should be submitted in electronic format, as a PDF file. If submitted on paper, three copies are required.

1.4 After the paper has been accepted, the author is responsible for completing the manuscript and submitting it. Completed manuscripts are in principle submitted in electronic format as PDF files. Manuscripts on paper require one copy to be submitted.

1.5 Where to submit manuscripts

Electronic submissions are submitted to the following email address:

E-mail: info@heat-island.jp

Submissions of paper manuscripts should be made to the following address:

Heat Island Institute International Technical
Committee
c/o Hoyano Laboratory
Tokyo Institute of Technology
Nagatsutacho 4259-G5-2
Yokohama
226-8502
Japan

2. Types of submission and definitions

Manuscripts must display one of the following types on their title page. The types of article are research paper and technical report.

2.1 Research paper:

An original, reliable, and complete manuscript within the scope of the various disciplines related to heat islands, which has academic value or commercial usefulness. In principle it should not have been previously submitted to other publications, and it should have been created with word processing software. In addition to the main text of the manuscript, it includes an abstract in English of up to 150 words and keywords.

2.2 Technical report:

The result of a survey or an experiment on a topic connected to the various fields related to heat islands, with a description of its analysis, which is reliable and has academic or commercial utility, and is complete. The guidelines for writing a technical report follow those for research papers.

3. Management of the manuscript

3.1 The decision whether to publish a research paper or technical report is based on the opinion of the referees. The names of the referees are not published.

3.2 The technical committee may request the author to revise the type of article.

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3.4 If the manuscript contains unconventional terminology, lettering, or use of hiragana, the technical committee may revise it.

3.5 The author's revisions in principle should occur only once, as the first revision. It is not permitted to make revisions which are not corrections of typographical errors, or add words and phrases to the manuscript.

3.6 Submitted manuscripts are, in principle, not returned unless the author requests this in advance.

4. Copyright

Articles published in the journal become the copyright of the Japan Heat Island Society.

5. Qualifications for publication and publication charges

At least one of the authors must be a member of the Japan Heat Island Society. If the author is a supporting member or an academic member, publication is free of charge. Otherwise, the publication charge for a regular member is 30,000 yen, and for a student member 20,000 yen.

6. Other

Manuscripts which are published in the journal may also be republished in the proceedings of the national meetings of the Institute