

Kaikoku (Notice of JCSS)

Submission Guidelines for Journal of Japanese Cosmetic Science Society

(Revised in January 2013)

1. Title

The title is the Journal of Japanese Cosmetic Science Society, or J. Jpn. Cosmet. Sci. Soc. for short.

2. Eligibility

Authors of the Journal are limited to JCSS members (in case of joint authors, at least one of the authors must be a JCSS member); provided, however, that this shall not apply to cases otherwise approved by the Editorial Committee.

3. Copyright

Any and all copyrights to papers and/or articles posted on the Journal shall belong to JCSS.

4. Manuscript

4.1 Submissions are limited to unpublished manuscripts of a Regular Article, Note, Communication or Report.

4.2 In principle, manuscripts of a Regular Article should be 10 pages or less and those of a Note, Communication or Report should be five pages or less when printed.

4.3 Papers should be written in English or Japanese.

4.4 When preparing manuscripts for submission, authors should follow these Submission Guidelines and the Style Guide for Journal of Japanese Cosmetic Science Society. A Regular Article, Note, and Communication should be submitted with an English abstract (300 words or less for a Regular Article, and 150 words or less for a Note or Communication) and key words (five words or less) as well as the title, the author's name and his/her organization.

4.5 Manuscripts (including figures, pictures and tables) should be submitted in electronic data file (PDF, in principle) (by mail or by e-mail).

Authors must be sure to contact the Editorial Office if there is no acknowledgment of receipt from it after submission of the manuscript.

4.6 Manuscripts should be written in Times New Romans with a 3 cm margin on all four sides (12 point font size and 1.5 line) (70 letters in English per line and approx. 25 lines per page). Letters and numbers should be written in single-byte characters.

5. Review and Posting of Manuscripts

5.1 Acceptance of a manuscript will be determined by the Editorial Committee based on a review results made by two or more reviewers. Submitted manuscripts will not be returned to the author, in principle.

5.2 The Editorial Committee may request amendments, additions or deletions of a manuscript.

5.3 Authors should re-submit the manuscript that was returned for resubmission as a result of the review by the

Editorial Committee within two months from the date of receipt, in principle. If it is resubmitted after expiration of such two month period, the manuscript may be treated as a new one.

5.4 Manuscripts will be posted on the Journal in the order of acceptance. If the author wants to make his/her manuscript posted as soon as possible, he /she may apply for “special posting”. In this case, the special posting fee is required.

6. Check by Author

6.1 The author may check his/her manuscript, in principle, only once.

6.2 Any correction of words and sentences other than typographical error, or insertion of new words or correction of graphics will not be, in principle, permitted.

7. Others

7.1 Manuscripts for Special Lecture of the Academic Convention, Symposium, and Educational Seminar will be, in principle, posted on the Journal.

7.2 Posting is, in principle, free; provided that with regard to posting of a picture, figure and/or table (in color, in a size other than those prescribed, or trace), the author may be required to pay the cost of posting upon being informed thereof.

7.3 Additional copies are not free. They will be available at 3,500 yen per copy (PDF).

8. Contact

Submission of manuscripts and any inquiry or question about the manuscript should be directed to the following:

Editorial Office of Japanese Cosmetic Science Society

C/O International Academic Publishing Co., Ltd.

4-4-19 Takadanobaba, Shinjuku-ku, Tokyo 169-0075

Tel. 03-5389-6492 Fax. 03-3368-2830

E-mail: jcs-edit@bunken.co.jp

Procedures for designated academic groups or exhibitions based on Article 30 of the Patent Act of Japan's Law

JCSS is designated as an academic group and is subject to exemption to lack of novelty of invention (Application for designation was made on Oct. 9, 2001 and designation was approved on Oct. 18, 2001, 20011012 Patent 003). This exemption shall apply only to patents for which the applicant submitted a document proving that the invention of such patent is eligible for exemption to lack of novelty of invention within 30 days from the date of application.

As documents proving eligibility for exemption to lack of novelty of invention, copies of the abstract booklet and the Journal of an academic group as well as a certificate prepared in a form in accordance with the Operational Guidelines for Applicants to Seek the Application of Exceptions to Lack of Novelty of Invention are needed.

For details, visit the website of the Japan Patent Office – Reference (Standards, Handbooks, Guidelines):
<http://www.jpo.go.jp/shiryuu/index.html> and check “Q&A regarding the special provision concerning exemption to lack of novelty of invention” issued by Japan Patent Office in October, 2006.

Website of Japan Patent Office

<http://www.jpo.go.jp/indexj.htm>