

Notice to Authors of Papers

I. GENERAL POLICY

JOURNAL SCOPE

Journal of Environment and Safety is an English-language publication of the Academic Consociation of Environmental Safety and Waste Management, Japan (hereinafter referred to as "Consociation"). The Journal publishes original research and current topics in the fields of environment and safety in universities and academic institutions to contribute to the education and the enlightenment for global environmental preservation and safety culture, as well as the development of the relevant studies, through the activity of safety and health protection, environmental protection, solid-waste-treatment, and recycling of resources in universities and other academic settings. The review process of submitted manuscripts will be overseen by one of the editorial board members in Consociation. Submission of a manuscript implies that it has not been published or considered for publication elsewhere (except in the form of an abstract or as part of a published lecture or academic thesis or author's own patent disclosure). Prospective authors should follow the instructions for submitting a manuscript. If you have any questions about the submission process, you may contact the editorial office.

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All manuscripts submitted to Journal of Environment and Safety are reviewed by referees and an Editor. The Editor first evaluates all manuscripts on technical aspects such as compliance to the Notice to Authors of Papers, quality of grammar or English language, and generally seeks the advice of experts about the manuscript from the reviewers; however, manuscripts considered by the Editor to be inappropriate for the journal may be declined without review. The Editor may ask the authors to revise a manuscript. When a revision is requested, the authors must submit the revised manuscript promptly. The revised manuscript must be accompanied by a cover letter that clearly indicates what changes have been made in accordance with the Editor's and reviewers' recommendations. Three months after the requested for revision, a revised manuscript will be handled as a new submission and will be given a new receipt date. The recommendations of reviewers are advisory to the Editor, who accepts full responsibility for decisions about the manuscript. Final responsibility for acceptance or declination rests with the Editor.

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II. PREPARATION AND SUBMISSION OF PAPERS

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Fonts: Serif fonts such as Times, Times New Roman, and Symbol are recommended; point size should be 12.

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A cover letter must accompany the manuscript. The letter should provide the title of the paper, corresponding author's name, postal and e-mail addresses, telephone and fax numbers, and 3-7 keywords. Include in the byline all those who have made substantial contributions to the work. Do not use only initials with surnames. The title of a paper should be brief and informative, reflecting the purpose and contents of the work.

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A clear and informative Abstract not exceeding 300 words (200 words for short communications) should follow. The abstract should state briefly the purpose of the research, the principal results and major conclusion, and must be written so that readers can understand the main points of the paper without reference to its tables or figures. Do not use footnotes or numbered references in the Abstract (use the full citation, enclosed in square brackets).

MANUSCRIPT PREPARATION

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The main conclusions drawn from results should be presented in a short Conclusions section

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references (do not include them on the title page, as a footnote to the title or otherwise). List here those individuals who provided help during the research (e.g. providing language help, writing assistance or proof reading the article, etc.).

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- (2) Gillham B., Thomson J. A. : *Handbook of hazardous chemicals* : 14-40 ; Boston : Routledge Inc., 1996.
- (3) Kaplan C., Miller G. E., Klein A. et al. : The comparison of safety culture between USA and in Japan : *Journal of Environmental Safety* : 47(3), 335-342, 2009.

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