

## **Submission Guidelines for Japan Society for Production Management (JSPM) Journal**

### **1. Purpose of the journal:**

The International Journal of Japan Society for Production Management (hereafter referred to as the Journal) seeks to publish research results on production management and related issues for the purposes of achieving the goals set forth in the Society's bylaws.

### **2. Journal name:**

The Journal is called International Journal of Production Management (National Diet Library Registration Number: ISSN2187-7971)

### **3. Submission requirements:**

The Authors making submissions to the Journal are not limited to full members of the Society.

### **4. Types of content:**

The Journal publishes original refereed and un-refereed research papers, research notes, case studies, commentaries, data, and reviews.

#### **(1) Refereed research papers and research papers:**

Both refereed research papers and un-refereed research papers must be original works proposing new methodologies and/or developing new knowledge in the field of production management. They must not have appeared in any other publication. They should clearly indicate their research objectives and conclusions as well as supporting research results for the purpose of publication.

#### **(2) Research notes:**

Research notes are original working papers in the manner of interim research reports, the preliminary results of which are judged to contribute to the field of production management. Research notes should propose new methodologies and/or contribute new knowledge to the field of production management. Research notes must not have appeared in any other publication.

#### **(3) Case studies:**

Case studies describe the actual application of production management theories and methodologies in the real world. They must not have appeared in any other publication.

#### **(4) Commentaries:**

Commentaries are interpretive or subjective articles including meaningful insights into the phenomena as well as the theories and methodologies of production management. Comments should not have appeared in any other publication.

#### **(5) Data:**

Data are meaningful results of data processing or data reduction in production management. Data should not have appeared in any other publication.

## **5. Review and publication of submitted manuscripts**

Based on the evaluation of at least two referees designated by the Editorial Board, the Editorial Board makes decisions on the acceptance or rejection of (1) refereed research papers. With respect to (2) – (5) above, acceptance or rejection is determined by the Editorial Board based on the evaluation of two or more referees designated by the Editorial Board.

## **6. Format of submitted manuscripts**

The format of refereed and un-refereed research papers, research notes, case studies, commentaries, and data should conform to the manuscript templates prepared by Japan Society for Production Management.

## **7. How to submit papers**

Submitted manuscripts must be emailed to the Editorial Board as an attached PDF fail and a Word file both.

E-mail: info@e-jspm.com

## **8. Payment for publication**

- (1) The authors of a research paper (non refereeing) must pay 5,000 yen and in the case that all authors are nonmembers, the authors must pay an additional 12,000 yen fee.
- (2) The authors of a refereed research paper must pay 20,000 yen for the refereeing service.  
For publication of the paper, if at least one author is a member, the authors must pay another 20,000 yen and if all authors are not members, the authors must pay another 32,000 yen for the publication.

\*As the submission cost is used for peer review, rejected papers will not receive a refund.

## **9. Copyrights**

Copyrights of refereed and un-refereed research papers, research notes, case studies, commentaries, and data belong to Japan Society for Production Management.

## **10. Manuscript rule changes**

Rules may be revised or eliminated by decision of the executive board.

## JSPM Manuscript Rules

### Language

1. Manuscripts should be typed in English (punctuation, alphabet and numbers).

### Structure

2. All manuscripts should be submitted on camera-ready A4 paper (210 mm x 297 mm), word-processed, single-spaced, and single sided. Manuscripts should be typed in the order of title, author's name and institution (English), abstract, key words, text body, endnotes, quotations, reference, appendix, and biography. See the separate manuscript template for style details.

### Page Restrictions

3. The number of pages are 8 for refereed research papers and 6 for un-refereed research papers. Submission and publication fees are necessary as stipulated separately in the Submission Guidelines. If authors may exceed the page restrictions, they must pay extra fees.

### Delivery of Manuscripts

4. Email the whole manuscripts a PDF file and a Word file both in A4 size paper including tables and figures to the Editorial Board; info@e-jspm.com
5. Manuscripts are accepted on an as-needed basis.

### Title

6.
  - (1) Titles should be simple and should clearly represent the content of the papers. Subtitles should be located below the title. Titles should be typed in 13 point Times New Roman, bold, centered. Subtitles should be typed in 11 point Times New Roman, bold, centered.

Example:

**The Structure of ABC's System**  
—JIT and Jidoka—

- (2) If papers are a part of a study series, the series titles and the relation to the series can be used as subtitles (e.g. 3<sup>rd</sup> report).

Example:

**ISO14001 at Overseas Plants**  
—Production Management and Environmental  
Management (3<sup>rd</sup> Report)—

### Author and Institution

7. Names of authors and institutions should be

typed in 12 point Times New Roman, right justified. Not more than 3 co-authors may be listed on one line. Titles and authors should be arranged in one column. Over 3 co-authors of same institution must be listed on one line.

### Abstract and Key Words

8. With the exception of the titles, the authors' names, abstracts and key words. Abstracts and key words should be typed in 10 point Times New Roman. The abstract should less than 300 words and the number of key words should be less than 10. The line's indentation should be 6 spaces.

### Text Body

9.
  - (1) The text body should be typed in 10 point Times New Roman.
  - (2) The text body should be in two columns (44 letters per one line, 48 lines per one page).
  - (3) Mathematical formulas should occupy their own lines, be italicized and followed by a serial number.
  - (4) The text body should include introduction, main text, and conclusion, and should clearly indicate sections, chapters and clauses which are to be numbered as shown below. Leave one line above section titles. Section and chapter titles should be bold.

Example:

**1. Company and Systems**

**1.1 Company definition**

**1.2 System definition**

1.2.1 Factors comprising a system

(1) Human elements

- (4) Personal names should be typed in the order of sir names and initials for first names in original languages (if possible written in the Roman alphabet), unless the name is widely recognized and/or printing difficulties are expected.

Example:

Sawada Z

Kodama Y and Sawada Z

Okada Z, Aoyama I and Tanaka T

- (5) Tables and figures should be assigned a serial number (Fig. 1, Fig. 2, Table 1, Table 2, etc.) and title. While figure titles should be positioned immediately below figures, table titles should be

positioned immediately above tables. If quoted from other sources, carefully follow reference citation rules.

Tables and figures should be inserted into the text electronically.

(6) An indentation should be 2 letters.

### **Endnotes**

10. Put “\*” and numbers (e.g. \*1, \*2) at the end of sentences requiring notes and list them as endnotes after the text body.

Example:

#### **Endnotes**

1. Note that production management is strongly linked with environmental management.
2. ISO14001 is an international standard that has no teeth.

### **References**

11.

(1) Reference citations should be indicated, for example, with ([1] pp. 3-5) at the end of sentences. If pages are not indicated, parentheses are not necessary.

Example:

The features of MRP include ..... ([1] pp. 3-5).

When names of authors are mentioned, insert references after the author's name.

Example:

According to Suzuki ([1] pp. 3-5), it is ....

(2) List only those cited in the text body after endnotes according to authors' names in alphabetical order. If the reference list contains multiple items by one author, list them in chronological order.

(3) Italic letters should be used for journal titles.

(4) Example of reference citation:

#### **References**

- [1] Brown, J.: *Operations Management*, Asian Press, Tokyo (1998)
- [2] Brown, J.: “The Principles of JIT”, *Journal of Factory*, Vol.1, No.1, pp.10-20 (May 1999)
- [3] Jack, A. W.: “The Principles of JIT”, in Brown, J. (ed.), *Manufacturing Systems*, Atlantic Press, Tokyo (2000)
- [4] Suzuki, T., Yamada, I.: “Process Improvement”, *Production Journal*, Vol. 1, No. 1, pp.10-20 (December, 1998), (*in Japanese*)
- [5] Suzuki, T.: *Production Management Theory*,

Production Press (1999), (*In Japanese*)

### **Biography**

12. The biography should include place (country, province) and year of birth, academic background, academic degree (institution name), occupation, academic memberships, and major publications.

### **Rule Changes**

13. Rules may be revised or eliminated by decision of the Executive Board.

### **Bylaws:**

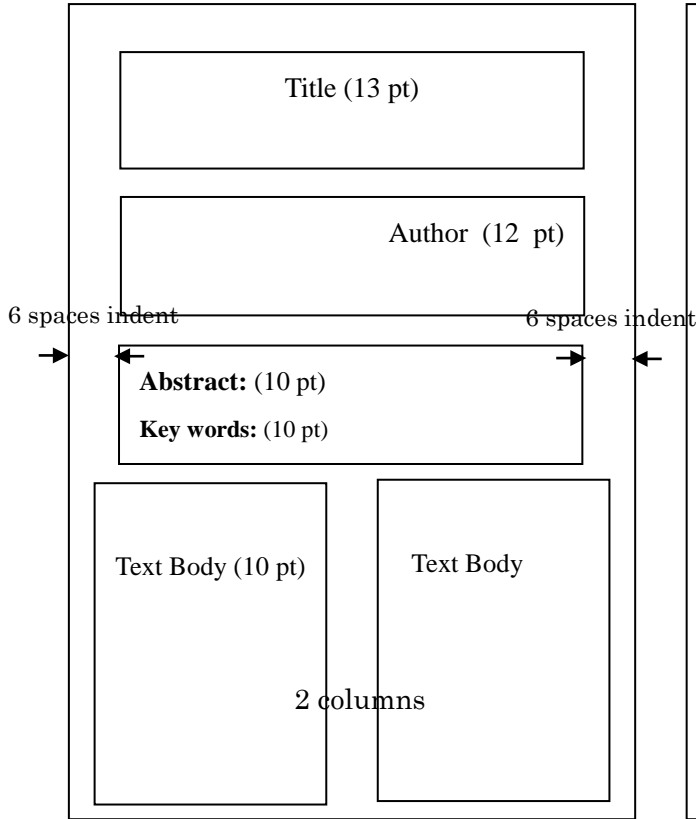
1. The rules have been in effect since March 25, 2001.
2. The rules were revised on September 19, 2003.
3. The rules were revised on March 13, 2015
4. The rules were revised on February 17, 2018

### **Inquiries about Submission**

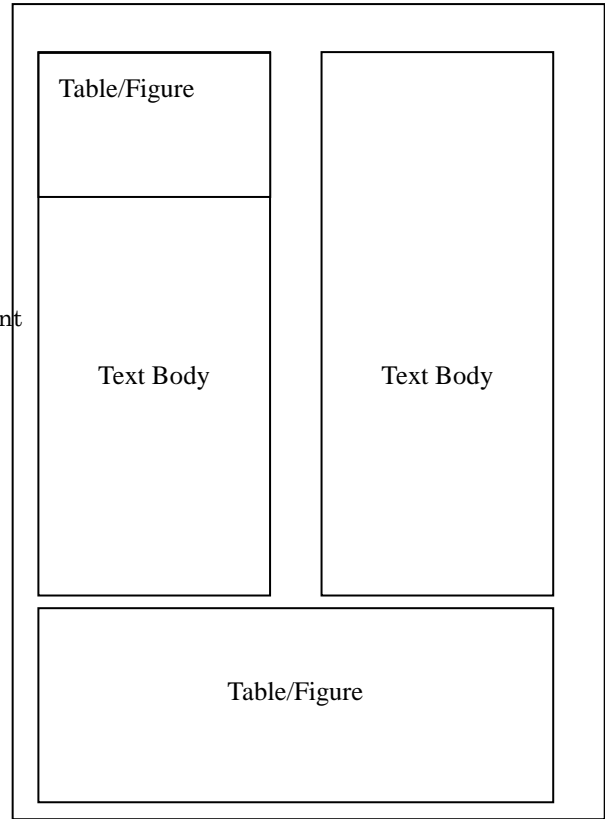
The Editorial Board of Japan Society for Production Management

# Manuscript Layout Image (JSPM)

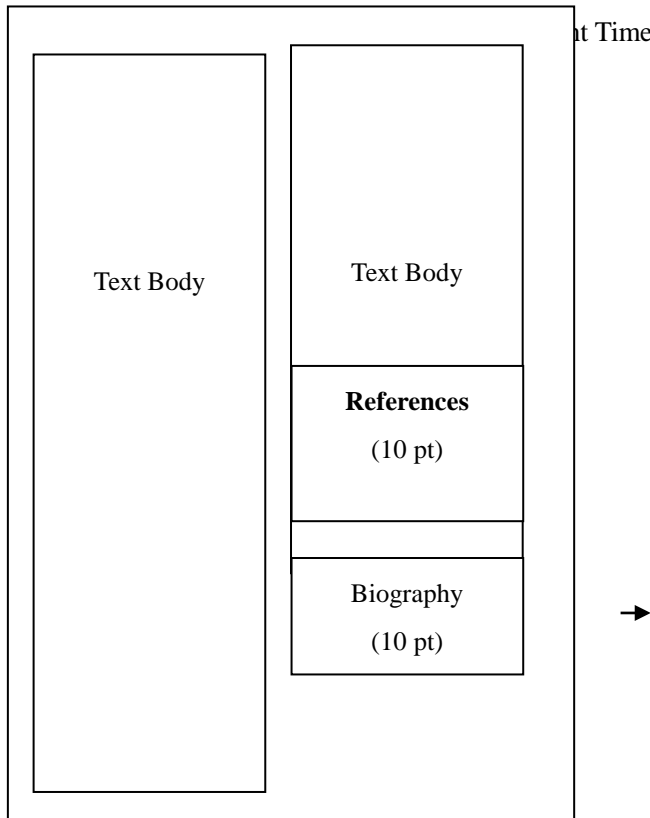
Sheet 1 (1<sup>st</sup> page)



Sheet 2 (middle pages)



Sheet 3 (final page)



Sheet 4 (margins)

