

# Instructions to Authors

## Editorial Policies

*Analytical Sciences* is an international journal published monthly by The Japan Society for Analytical Chemistry (JSAC). The journal publishes papers from all areas of the analytical sciences; including fundamental and applied analytical chemistry, chemical, physical and biological analyses, and nano- and micro-analytical methodology.

“Original Papers” should be current, and describe the original work in full detail. These papers may contribute to any domain of analytical sciences, including sampling processes, separation and concentration, spectroscopy, electrochemical analysis, imaging, surface and particle analysis, synthesis of analytical reagents, data processing, and theoretical treatments.

“Rapid Communications” are reports revealing new analytical methods or findings in all areas of analytical sciences, which have sufficient significance to warrant prompt publication. If the authors submit for “Rapid Communications”, the reason for rapid publication should be clearly stated, followed by the title page.

“Notes” are short papers, that report novel and valuable information leading to the development of new areas in analytical sciences.

“Advancements in Instrumentation” report in brief on progress in analytical instrumentation.

“Reviews” including “Focus” and “Research Trends” present a general perspective of an outstanding subject area in analytical sciences. Authors intending to offer reviews are advised to first contact the Editor.

Authors should read the “Ethical Guidelines for Authors”, which follows the present instructions. Papers submitted to *Analytical Sciences* are considered with the understanding that they have been neither previously published, nor under consideration elsewhere. Authors are jointly responsible for the content of the publication. Errors in content are considered to be shared equally by all authors. The decision regarding the acceptance or rejection of a paper is at the sole discretion of the Editor.

## Submission of Manuscripts

(1) All manuscripts must be submitted electronically *via* the JSAC online submission website (<http://db.jsac.or.jp/submitmanuscripts>). No e-mail or hard-copy submissions will be accepted. Authors must submit the following materials as separate files: manuscript (as a single PDF file including text, figures, and tables) and Supporting Information for Publication and/or for Review Only, if needed. After completing the online submission procedure, an acknowledgement will be made automatically to the author *via* e-mail. Then, an official acknowledgement will be made by the editorial office along with a paper reference number. In the case that the author does not receive it or any correspondence within 10 days, please contact the editorial office *via* e-mail ([analytsci@jsac.or.jp](mailto:analytsci@jsac.or.jp)).

(2) Submission of a manuscript is free of charge.

(3) The length of the manuscript is dependent upon the category. “Original Papers” should be 6 printed pages or less. “Rapid Communications” and “Notes” should be 3 printed pages or less. For “Reviews” and “Advancements in Instrumentation”, the maximum length of the manuscript is restricted to be 10 and 4 printed pages, respectively. Before a manuscript is submitted, the authors should estimate the number of printed pages using an Excel sheet, which can be downloaded from *Analytical Sciences*’ website (<http://www.jsac.or.jp/analsci/>).

(4) Authors must identify persons who are qualified to serve as reviewers. Such reviewers may be used at the discretion of the Associate Editors.

(5) When a revised manuscript is submitted, it should be sent along with a summary of the changes made and a response to the reviewers. The re-submission should be done within 30 days for major revision and within 20 days for minor revision after receiving the reviewers’ report.

(6) All submitted manuscripts are screened by CrossCheck™.

## Preparation of Manuscripts

(1) The manuscript materials (title, abstract, text, references, tables, figures, and captions) must be written in English, double-spaced, on A4 or 8 1/2 × 11 page size with ample margins. All of the pages should be consecutively numbered starting with the title page. The recommended fonts used are Times or Times New Roman and Symbol, and the font size should be 11 point. Do not use non-English fonts, otherwise the PDF files can not be reproduced perfectly. For the authors’ convenience, a template can be downloaded from *Analytical Sciences*’ website.

(2) The title page should contain the title of the article, the names, affiliations, and addresses of all the authors. The title should be informative enough to make the content readily understandable. Avoid unnecessary use of vague expression, such as “novel” and “new”. Also avoid use of abbreviations of analytical chemistry methods and chemicals, although some common abbreviations, such as ICP, AAS, HPLC, GC, IR, NMR, MS and FIA, may be allowed at the discretion of the Editor.

(3) The abstract should be self-contained, describing what was done and concluded. The length should be less than 150 words for “Original Papers” and “Reviews”, and 80 words for “Rapid Communications”, “Notes”, and “Advancements in Instrumentation”. Additionally, a list of keywords should be provided (not more than 10 words).

(4) The text should be divided into major headings, such as Introduction, Experimental, Results and Discussion, Conclusion, Acknowledgements, and References. Major sections may be divided into subheadings to make easier reading. These subheadings should be typed in italics. “Rapid Communications” do not require any headings.

(5) The SI system of units should be used.

(6) Tables should be prepared separately. The title of a table should be placed at the top. Lengthy tables should be avoided. Number the tables consecutively with Arabic numerals in the order in which they appear in the text.

(7) Figures should be prepared with large lettering and heavy lines that will be legible when printed. Their height must not exceed 25 cm. Only one figure should be drawn on a page. The printed quality of the figures submitted should be high enough to be suitable for digital scanning. Figures should be numbered in the order in which they appear in the text. Their captions must be listed on separate pages. Color prints will be accepted, but are at the authors’ expense.

(8) In figures and tables, the letter “/” should be used as a separator between the label and unit (*e.g.* Concentration/mol dm<sup>-3</sup>). The fraction indicator, such as % and ppm, should be preceded with “,” (*e.g.* Yield, %).

(9) References must be numbered consecutively in the order that they are cited in the text and designated by a superscript. A list should be included on separate double-spaced pages at the end of the text. For the proper abbreviations of the journal titles, refer to “Chemical Abstracts”. Examples are shown below.

- Journals
1. M. Harada, M. Shibata, T. Kitamori, and T. Sawada, *Anal. Sci.*, **1999**, *15*, 647.
  2. G. J. Moody, G. S. Sanghera, and J. D. R. Thomas, *Analyst* [London], **1988**, *113*, 1419.

3. Y. Yoshikawa, P. S. Dahr, and H. Yamatera, *Chem. Lett.*, **1984**, 841.
4. H. Nakamura and Z. Tamura, *Bunseki Kagaku*, **1988**, *37*, 35.
5. T. Buehrer, P. Gehrig, and W. Simon, *Anal. Sci.*, in press.

#### Books

6. A. J. Bard and L. R. Faulkner, "*Electrochemical Methods: Fundamentals and Applications*", **1980**, John Wiley and Sons, New York, Chichester, Brisbane, Toronto.
7. R. S. Houk, H. J. Svec, and V. A. Fassel, "*Dynamic Mass Spectrometry*", ed. D. Price and J. F. J. Todd, **1981**, Vol. 6, Chap. 19, Heyden, London, 234.
8. S. Tunogai and S. Noriki, "*Kaiyou Kagaku (Oceanic Chemistry, in Japanese)*", ed. M. Nishimura, **1983**, Sangyoutosho, Tokyo, 55.
9. O. W. Griffith, in "*Methods of Enzymic Analysis*", ed. H. U. Bergmeyer, 3rd ed., **1985**, VCH, Weinheim, 521.

#### Materials presented at meetings (Proceedings and Abstracts)

10. G. Kolbl, M. Krachler, K. Kalcher, and K. J. Irgolic, in Proceedings of the Fifth International Symposium on Use of Selenium and Tellurium, ed. S. C. Carapella, J. E. Oldfield, and Y. Palmieri, **1994**, STDA, Grimbergen, Belgium, 291.

#### Reports

11. T. V. Raglione and R. A. Hartwick, Abstracts of Papers, Pittsburgh Conference and Exposition on Analytical Chemistry and Applied Spectroscopy, New Orleans, LA, **1988**, Abstract 773.
12. JIS K 0119, "*General Rules for X-ray Fluorescence Spectrometric Analysis*", **1987**, Japanese Industrial Standards Committee, Tokyo.

#### Patents

13. G. E. Erlemann and H. Ippen, Swiss Patent Application, **1968**, 18964.
14. H. F. Lockwood, U. S. Patent, **1965**, 3759835; [Chem. Abstr., **1970**, *73*, 46241q].
15. E. L. Dorr, U. S. Patent, **1960**, 2921952; [*Angew. Chem.*, **1967**, *79*, 520].

#### Websites

16. Database of Natural Matrix Reference Materials, Compilation prepared by International Atomic Energy Agency (IAEA), <http://www.iaea.org/programmes/nahunet/e4/nmmr/browse.htm>.

Personal communications should be avoided, but if necessary, they may be referred.

17. Private communication, S. Fujiwara (Kanagawa University), Dec. 20, 1988.

(10) A color figure to be used in the Graphical Index should be prepared. For example, refer to our website (<http://www.jsac.or.jp/analsci/>).

#### Supporting Information

Extensive tables, figures, and other materials (including high-resolution color photographs, crystallographic data, *etc.*) may be included in the Web edition as "Supporting Information (SI) for Publication". SI for Publication will not be part of the printed

article, but can be accessed separately on the Web by readers. At the time the manuscript is first submitted, the authors should provide SI for Publication as a single PDF file that is separate from the primary manuscript. The file size should not exceed 5 MB. A statement of the availability of SI for Publication should appear in the text before the references section as

Supporting Information: (Describe concisely what is in the material). This material is available free of charge on the Web at <http://www.jsac.or.jp/analsci/>.

Figures, tables, equations, *etc.* provided in SI should be labeled as Fig. S1, Table S2, Eq. (S3), *etc.*, and should be cited in the text as "Fig. S1 (Supporting Information)" or "Tables S2 - S4 (Supporting Information)".

Authors are required to submit any materials that are needed for review, *e.g.*, papers relevant to the manuscript that are in press or have been submitted, as "SI for Review Only". SI for Review Only should also be prepared using the PDF format and the number and the total size of the files should not exceed three and 15 MB, respectively.

#### Accepted Manuscripts

An accepted manuscript is one that has been peer-reviewed and accepted for publication. Before undergoing English proofreading, technical editing, formatting for publication and author proofing, it may be published as an "Advance Online Publication" at the journal's Web site prior to release of the journal issue. In the meantime, the authors will be requested to submit a final manuscript, revised according to any and all editorial suggestions.

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## Ethical Guidelines for Authors

### Duplicate Publication

It is unethical for authors to submit multiple similar manuscripts for publication at a time. It is also unethical for authors to submit a manuscript that has already been published or is in the process of review elsewhere. Excessive fragmentation of the authors' work into multiple manuscripts is not accepted. Submission of a full paper following the author's preliminary work is permitted only when such publication is properly informed to the Journal Editor at a stage of submission.

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Authors must report their work accurately and precisely in order to be reproduced by other researchers independently. Plagiarism and falsification in any parts of the submitted paper are serious offences to the scientific community and must be strictly avoided. Authors are also requested to provide proper references associated with their work, including the authors' relevant previous work published elsewhere.

### Authorship

The co-authors should be limited to those who have sufficiently contributed to the content of the work in

responsible and accountable manners. The corresponding author must confirm that submission of the manuscript has been approved by all co-authors. The author's name will appear in the paper as is written in the submitted manuscript. No changes in the list of the authors are acceptable in the processes of revision and proofreading without permission by the Journal Editor.

### Conflict of Interest

Authors must disclose conflicts of interest and state all funding sources that have supported the work.

### Human and Animal Subjects

In the experimental section, authors must briefly state that any study involving human and animal subjects has been conducted in accordance with the relevant laws and the rules approved by the institutional committee. For a study related to human subjects, authors must clearly describe informed consent that has been obtained for all subjects.

### Safety

Authors are strongly requested to give information in the manuscript on chemicals and procedures that could raise safety problems upon their usage.

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## Ethical Guidelines for Editors

(1) Editors should handle submitted manuscripts in a confidential manner and ensure prompt and fair review processes.

(2) Editors should decide on the disposition of a submitted manuscript, either accept or reject, based on its scientific importance, originality, clarity, and relevance to the interest of *Analytical Sciences*.

(3) Editors should take necessary action if any scientific misconduct is revealed; this may include the withdrawal of a paper published in *Analytical Sciences*.

(4) Editors should fairly respond to any appeal concerning the rejection of a submitted manuscript from an author.

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## Ethical Guidelines for Reviewers

(1) Reviewers should deal with all manuscripts in a confidential manner.

(2) Reviewers should return a manuscript to the Editors in the case that a conflict of interest is found.

(3) Reviewers should judge each manuscript in a timely manner without any bias, and report their

judgment to the Editors in a logical, concise, and explicit fashion.

(4) Reviewers should inform the Editors of all important details without any delay, if any plagiarized material or falsified data is discovered in a submitted manuscript.

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