

## Instructions for Contributors

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1. The Journal of Tsukuba Geoenvironmental Sciences (hereafter, TGS) contains the following.
  - (1) Original papers Original papers in the geoenvironmental science field not exceeding 20 pages.
  - (2) Research reports Reports of field survey, experiments, etc. not exceeding 20 pages.
  - (3) Forum Reports of conference etc. not exceeding 20 pages.
  - (4) Book reviews Reviews of books not exceeding 2 pages.
  - (5) Organizations List of staff, master and doctoral theses during previous calendar year.
  - (6) Research activities Activity lists for individual research groups.
  - (7) List of publications Publication list for staff members.
2. The first author or co-authors of original papers, research reports, and forum must be a member (staff, researcher, graduate school student) of the faculty of geoenvironmental science. Other contributions (such as doctoral theses) shall be discussed by the editorial committee.
3. Original papers, research reports should be in the prescribed format, and must be reviewed and accepted by the editorial committee.
4. The manuscript of original papers, research reports, and forum including figures and tables must not exceed 20 pages, in printed form.
5. The submission deadline is the first week of September.
6. All manuscripts shall be in English. They should be carefully examined or reviewed prior to submission.
7. Two copies of the manuscript are required with a cover letter containing the following information: author name(s), article title, and type of article (original papers, research reports, or forum).
8. The manuscript should be submitted in double-spaced typewritten format (12 pt) on A-4 size paper with sufficient margins (more than 3 cm).
9. The title page must contain the following: article title, author name(s), affiliations, and abstract followed by the five most appropriate key words.
10. Section headings should be on a separate line, e.g., **1. Introduction**, bold characters, and sub-sections must be in italics, e.g., *2.1. Study site*.
11. Each figure must be provided as the final version for printing with requirements for sizing and redirection after adequate consideration for actual printing scale.
12. Each table must be provided as the final version for printing.
13. The number of figures and tables must be selected in terms of balance, and limited to only what is necessary, with concise legends and titles.
14. List of figure and table legends is required, and the name of the first author and figure (table) number should be indicated at the lower right of the respective figure (table).
15. References cited in the text should follow the latest number and be attached as “References” at the end of the manuscript. Titles of articles cannot be abbreviated, and – or *ibid* cannot be used even for multiple author names or journal titles. Standard journal title abbreviations used by the journal themselves must be used.
16. Format style of the text should follow that of TGS, with the author’s specifications for the usage of bold, italics, insertion points of figure/table, and their reduction scale.
17. Manuscripts, in principle, will not be returned after submission.
18. Copyrights for all of the contents belong to the TGS editorial committee. Published original paper, research reports, and forum shall be made available to the public via the electronic repository system of the University of Tsukuba Library.