

# Journal of Structural and Construction Engineering, Journal of Architectural and Planning and Journal of Environmental Engineering Instructions for Authors

## 1. Content

The content shall pertain to manuscripts and comments and replies (discussions) on academic, technical, and artistic aspects of architecture.

### (1) Submitted manuscript

a) Manuscripts will be limited to unpublished ones.

However, those described in section 2 will be considered as unpublished.

b) The manuscript should have content related to architecture and correspond to any of the following categories.

Category I: Innovative research exhibiting originality and having promising possibilities.

Category II: Highly reliable, scholarly, and technically valuable research on practical and useful measurements, experiments, and investigations

Category III: Highly original theoretical or empirical research exhibiting a high degree of completeness

c) The author should specify one of the three (I to III) categories at the time of submission.

(2) For discussions, submissions should be made within one year after publication of the material, which will be subsequently posted in the journal.

## 2. The extent of submission that is allowed for a published material

(1) Materials published in AIJ annual technical meetings or AIJ chapter architectural research meetings

(2) Materials posted in the standards, guiding principles, explanations, guideline, manuals, collection of materials, reports, and textbooks published by the AIJ

(3) Abstracts or supplementary materials published in symposiums, research presentations, and international conferences

(4) Materials published internally in university bulletin and research reports of research institutes

(5) Reports on the results of research or a survey commissioned by the governmental organizations, industries, or groups

## 3. Handling of submissions in a series

(1) In case of submissions in a series to multiple volumes, each submission must be completed by itself. In such a case, the title should describe the main topic definitively, with the overall topic given as a subtitle.

(2) For submissions in a series, the submission for the subsequent volume will be accepted only after the review for the previous volume has been completed.

#### 4. Submission eligibility

A member (individual) of the AIJ

#### 5. Manuscript

- (1) Manuscripts and discussions can be in either Japanese or English.
- (2) English abstracts and keywords must be provided before the main text of the manuscript or discussions.
- (3) Manuscripts should be within six pages in print as per standards, with a maximum limit of four excess pages if they are deemed needed.
- (4) Please refer to the "[Manuscript Format Guidelines](#)" for manuscript formatting and detailed instructions on writing.
- (5) For preparing the final manuscript, no modification or editing, such as an addition of phrases or sentences, will be allowed once the manuscript is accepted.

#### 6. Manuscript submission

- (1) The manuscript must be prepared in conformance with the writing instructions and submitted electronically as a PDF file, as a rule. However, for paper-based manuscripts, three copies should be submitted.

The final manuscript should be submitted as a PDF file, after it is accepted. However, for paper-based manuscripts, only one copy should be submitted.

- (2) In submitting the manuscript, the article type (whether "manuscript" or "discussions"), preferred category for article review, and the following preferred research section for review need to be clearly specified using prescribed forms.

"Materials and Construction", "Structures", "Fire Safety", "Environmental Engineering", "Architectural Planning and Design", "Rural Planning", "Urban Planning", "Architecture System and Management", "History and Theory of Architecture", "Marine Architecture", "Information Systems Technology", "Education", "Disaster", "School Building", "Global Environment"

Please note that submissions for "building materials and construction" and "structures" will be published in the Journal of Structural and Construction Engineering; those for "architectural planning and design," "urban planning and design," "rural planning and design," "architectural system and management," and "history and theory of architecture," in the Journal of Architecture and Planning; and those for "environmental engineering," in the Journal of Environmental Engineering. Moreover, as a rule, submissions for cross-disciplinary sections, such as "fire safety," "marine architecture," "information systems technology," "architectural education," "disaster," "educational facilities," and "global environment," will be published in the Journal of Environmental Engineering. However, if there is a request from the presenter, the manuscript may be published in the journal of a different category, at the discretion of the "Editorial Committee on Research Transactions."

- (3) The deadline for submissions is 24:00(JST) on the 10<sup>th</sup> of every month. However, for

paper-based submissions, the deadline is 17:00(JST). If the 10<sup>th</sup> is a Saturday, Sunday, or national holiday, it is 17:00(JST) on the first prior weekday.

- (4) The date on which the manuscript reaches the AIJ will be registered as the date of receipt for the manuscript. Manuscripts received before the 10<sup>th</sup> of the current month will be made available for review in the current month.

However, if revisions to the manuscript have been specified, and the revised manuscript does not arrive at the AIJ office within two months from the date it had been sent back by the AIJ, the initial date of receipt will be nullified, and the date on which the revised manuscript reaches the AIJ will be registered as the new date of receipt.

## 7. Acceptance or rejection of manuscripts

- (1) The author will be duly notified of the acceptance or rejection of the manuscript, after the AIJ's "Editorial Committee on Research Transactions" makes the final decision based on review judgment criteria.

- (2) The review judgement criteria for manuscripts are as follows.

### a. General review items

a-1) Problem presented, concept and methods introduced, novelty and originality of facts and laws discovered, academic and technical novelty, and usefulness of the results obtained

a-2) Argument, validity and clarity of the rationale, methods (experiments, investigations, etc.) and the reliability and reproducibility of the results, research prospects, and suitability of its positioning

a-3) Suitability of expression, terminology, and relevant citations, and neutrality from commercialism

### b. The following review standards are applied according to the manuscript category.

b-1) For category I manuscripts, greater importance is given to innovativeness, promising possibilities, and originality, and minor importance to reliability and completeness.

b-2) For category II manuscripts, greater importance is given to academic and technical usefulness and practicality; the relevant novelty, reliability, and completeness are also evaluated.

b-3) For category III manuscripts, greater importance is given to originality, academic value and usefulness, and reliability; completeness is also evaluated.

- (3) The manuscript category is used for evaluation criteria during review and mentioned in the journals (transactions of the AIJ).
- (4) "Accepted" manuscripts based on the review will be marked with the date of acceptance.
- (5) Manuscripts needing "re-review" will be re-reviewed after receiving the revised manuscript.
- (6) With respect to "rejected" manuscripts, if the author is not satisfied with the reason given for "rejection," the author may raise an objection to the "Editorial Committee on Research Transactions" by clearly stating the reason for believing that the reason given for "rejection" is unfair. "raising an objection" should always be made in written form.

If the "objection raised" is accepted, the manuscript that had been rejected earlier will be subjected to review after a change in the review committee members.

(7) For resubmissions of “rejected” manuscripts as a result of the review, or manuscripts that were withdrawn after the review, resubmission should be mentioned at the time of submission. No resubmission will be accepted without revisions to the parts pointed out in the review.

8. Acceptance or rejection of discussions

The “Editorial Committee on Research Transactions” will judge the acceptance or rejection of discussions and handle the subsequent processing.

9. Copyright

- (1) The author will entrust the copyright of the published manuscript or discussions to the AIJ. However, when there is a request from a third party for permission concerning reproduction, citation, and reprint of articles, the AIJ will contact the original author to confirm consent.
- (2) There is no restriction on personal use by the author of the manuscripts or discussions.
- (3) The editorial publishing rights will belong to the AIJ.

10. Journal format

The journal will be printed in A4 size pages, with the main text in font size of 8 points.

11. Publication/excess pages/color print charges

For publication of accepted articles in the AIJ’s journals, the charges are JPY 20,000 for camera-ready manuscript and JPY 40,000 for layout manuscript. Additional charges will apply for submissions in excess of the six-page limit as described below.

The additional charges are JPY 20,000 for 7 pages, JPY 40,000 for 8 pages, JPY 75,000 for 9 pages, and JPY 110,000 for 10 pages.

Moreover, the author can request color print publication. The author will have to bear the cost of color prints.

12. Reprints

Distribution of reprints of manuscripts and discussions will be charged separately.

13. Where to submit

Electronic submissions of manuscripts and discussions should be made at the manuscript submission website, which can be accessed from the URL given in the article submission notification page of the AIJ website. All paper-based submissions of manuscripts and discussions, and communications on “raising of objections” should be sent to the following address:

Editorial Committee on Research Transactions  
Architectural Institute of Japan  
5-26-20 Shiba, Minato-ku, Tokyo 108-8414

Appendix Table Article evaluation criteria

Category	I	II	III
Originality	○	✖	○

Innovativeness	○		
Possibilities (potential)	○		
Technical usefulness		○	
Academic value and usefulness		○	○
Reliability	※	○	○
Completeness	※	○	○

[Legend]

○ Considered in evaluation

※ Evaluated without giving much importance

14. Other

- (1) If there is a change of author for articles already under review, the article will be considered as a newly submitted one with the date of receipt set as the date the change is notified.

15. Abolition of instructions

The abolition of these instructions will be at the discretion of the Board of Directors.