

"Japanese Journal of Farm Management" Submission Guidelines

1. Only members of the Farm Management Society of Japan may submit proposed articles and presentation papers to the journal. In the case of multiple authors, the lead author must be a member of the Society.
2. Submissions must not have been published elsewhere.
3. The review process for articles is "double-blind," in that the identity of the author remains anonymous to the reviewer and vice versa. New submissions are sent to a minimum of two independent reviewers, selected by the editorial board for their judgment on the appropriateness for publication. To maintain anonymity in the review process, the author(s) name(s) and affiliation(s) should appear only on the first page of the article.
4. Submissions must be double-spaced on A4 size sheets of paper. Each page should have 28 lines with approximately 10 to 15 words per line. English documents must have been proofread by a native English speaker (or equivalent) prior to submission.
5. Articles and presentation papers presented at the symposia should be no longer than 17 A4 sheets (including Figures and Tables in the case of English submissions), or 11 pages when printed. There are different guidelines for submission of presentation papers (see "Submission Guidelines for Presentation Papers").
6. Articles and presentation papers must be accompanied by a fee of 20,000 yen. If all contributors are student members, this fee is reduced to 5,000 yen. Any submissions that exceed the page limit in the final printed version will be charged 20,000 yen per extra page. The same fee applies to student members.
7. A Japanese summary of 800 words or fewer must accompany articles and invited papers presented at symposia.
8. The final version of the document must be accompanied by the relevant files on a floppy disk. File names must include the name of the (lead) author and the contents of the file. (e.g. Suzuki-Summary.doc, Tanaka-Figure.xls, Smith-Figure1.xls, etc.).

9. Headings should be numbered in the following way:

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Notes should appear as numbered endnotes at the end of each section. (e.g. Note 1:)

10. References must be listed in numerical order and numbered in square brackets at the end of the paper. References should be in the following format.

[1] Author's name. (issued year) title, name of the journal, page numbers.

[2] Author's name. (issued year) title of chapter, title of the book, publisher, page numbers.

Also, leave an appropriate amount of space around mathematical expressions.

11. Put Figures and Tables clearly in separate documents. Put the title below a Figure number and above a Table number. Indicate the location of the Figure and the Table in the margin of the main text. Keep Figures and Tables simple so they will be easy to read when printed.

12. Provide three camera-ready copies of your manuscript at the time of initial submission. Submissions will not be returned. Attach three copies of a properly formatted "Submission Form for Article". The format for the "Submission Form for (Article/Presentation Paper)" is available on our website. Send all of these to the Society by post.

13. Offprints can be ordered at the first proof stage. The person who orders the offprints will bear the full cost of the offprints.

14. Send submissions to:

The Farm Management Society of Japan
c/o National Agricultural Research Center
3-1-1, Kannondai
Tsukuba-shi, Ibaraki-ken
305-8666
JAPAN

15. The Farm Management Society of Japan retains the copyright on manuscripts that are published in the journal.