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Authors Guide for Int. J. Microgravity Sci. Appl. (For Original Articles, Reports, Reviews or Research Notes)

First1 FAMILY1¹, First2 FAMILY2² and First3 FAMILY3¹

Abstract

This document is provided for authors who submit to the International Journal of Microgravity Science and Application (IJMSA). The authors do not need to remember a little complicated special JASMA styles in the old template since the new 'IJMSA' ribbon tab is added. Please pay attention that buttons in the 'IJMSA' tab will correctly work only if the authors use MS-Word 2010 or later versions. Otherwise, some functions may not work correctly. The authors write plain texts first and then press an appropriate button second. Some buttons may require range selection by dragging a mouse or using 'Shift+Cursor' keys or require appropriate cursor positions. The authors must pay attention that the length of abstract must be within 910 characters. If you exceed that limitation, a warning will be popped up when you press the 'Abstract' button.

Keyword(s): keyword1, keyword2, ... keywords are described here.

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1. Introduction

Since authors must provide a manuscript with appropriate styles for the Int. J. Microgravity Sci. Appl. (IJMSA), the authors may pay excess attention to a layout of manuscript. Although JASMA styles are defined to help the authors in the older template, it may be a little complicated to use the styles. Therefore, the editorial board supplies a new method, that is, a new ribbon tab. First, you open a new MS-Word document. Then go to the 'Developer' tab in the ribbon. If you do not see the tab, go to 'Options', select 'Customize Ribbon,' and enable the 'Developer' checkbox in the right side panel of the 'Main Tabs.' Then go to the 'Developer' tab and select 'Document Template' button. A dialog box named 'Template and Add-ins' will appear. You must replace the 'Normal' template in the 'Document template' box to 'JASMA.dotm' by clicking 'Attach...' button. There is no limitation of the location where the template file is saved. The authors can save the .dotm file anywhere you want. Finally, the 'IJMSA' tab is added.

If you have troubles such as malfunctions in some buttons when the new tab is added, they should be caused by macro settings. Go to the 'Developer' tab, and click the 'Macro Security' button. Then select 'Disable all macros with notification.' This option warns you like 'Macro has been disabled...' when new templates or add-ins are read into the document. If you see the message of macro being disabled, you also see the 'Enable macros' button just on the right side of the

message. Select this button. Now the IJMSA tab is activated and added. Unfortunately, the authors must enable the macros every time when the file is opened due to the macro security setting. But the editorial board does not recommend selecting the last option at the 'Macro Settings', i.e. 'Enable all macros (not recommended, potentially dangerous code can run)' due to security reasons.

After enabling the 'IJMSA' tab, the page layout is automatically set up, that is, margins of top, bottom, left and right, header and footer distances, font size and names and so on. Header and footer are also inserted but the authors do not need to take care of them. The editorial board will set them correctly after accepting the manuscript. The standard fonts are 'Times New Roman' and 'Symbol.' If you use Macintosh computers or other machines, some of these fonts may not be installed. In such cases, please contact the editorial office. The office will provide customized version of the .dotm file. In addition, if you find any bugs or have any proposals for improvements, please contact the editorial office, too.

2. Structures

2.1 Reserved Lines

The manuscript has structures. The first two lines at the first page are reserved for the editorial board. These lines are used for expressing the kind of articles.

¹ Affiliation of the author group #1, Street-number Area, City, Prefecture 000-0000 Japan

² Affiliation of the author group #2, 2-3 Abc 1-chome, Def city, Vwxyz 000-0000 Japan
(E-mail: Corresponding.Author@university.ac.jp)

2.2 Title Lines

The title lines are located just after the reserved lines. The number of lines is not limited but concise title is strongly recommended. After the title lines are completed, please select all of the title lines and press the 'Title' button  in the 'IJMSA' tab. If multiple title lines are not selected, only one line will be reformatted. After pressing the  button, the title lines format is modified to a centering format with bolded 14 pt-sized fonts. The title abbreviation is automatically set from the first line of the title. This abbreviation is used as a header at odd pages except for the first page. The words from the first word to the word beginning with a capital letter near the end of the first line are selected as the abbreviation. However, the automatic abbreviation may not be suitable for the authors. In such cases, you can manually define the abbreviation by selecting some words of the title and then pressing the 'Short Title' button  in the 'Special' group. Please pay attention that selection of multiple lines is not allowed for the short title. To confirm the abbreviation, press the 'Reinit' button  in the 'Control' group.

The authors will find the undo history named 'Set Title' appears in the undo buffer after pressing the 'Title' button. This is provided to undo by one click or one 'Ctrl+z' operation. Although MS-Word 2010 basically has no limitation on how many operations can be stored in the undo buffer, one undo operation will be convenient to the authors. If you meet any troubles on undo operations, please try to press the 'ClearUndo' button . This button clears the undo buffer completely. Pay attention that the authors cannot undo this operation. So please use the  button carefully.

2.3 Author Lines

The author lines are placed after the title lines. The first name should be first and the family name is the last. The first name should not be abbreviated. Middle names can be abbreviated. The first letter of the first name should be capitalized while all letters of the family name should be capitalized. Each author name has **superscripted** numerals without parentheses to represent the affiliation if multiple authors exist. The numerals should be separated by commas if the author has multiple affiliations. In a single author case, any marks are not required. The command button to add the numerals are not provided. Hence, you should add them manually. After completion of the author lines, select the whole author lines and then select the 'Author' button . After pressing the button, an author abbreviation is automatically registered. The abbreviation is used as a header at even pages except for the first page. The undo history name is 'Set Author.' You can confirm the abbreviation by pressing the 'Reinit' button .

2.4 Affiliations

Actually, the place of the affiliation lines is not limited if the

lines are placed in the first page. However, we recommend the affiliations are described just after the author lines. Each affiliation line must begin with numerals corresponding to the superscripted numerals at the author lines. One or more spaces will be required between the numerals and the first word. After finishing describing the affiliations, select all of the lines and press the 'Affil.' button . The affiliation lines will move to the bottom of the page and reformatted. The author receives one message like 'Please replace dummy e-mail address...' After pressing the 'OK' button, the dummy e-mail address will appear after the affiliation lines. Please edit the address line and ensure an appropriate address of the corresponding author. The undo history name is 'Affiliation.'

2.5 Abstract

An abstract should be concise enough to represent the contents of the manuscript. The number of letters (not words) should be 910 letters or less. The authors should count the number of letters by using the 'Word Count' function at the 'Review' tab. There is no need to describe the abstract title like 'Abstract.' The abstract title is automatically inserted after pressing the 'Abstract' button . The abstract should consist of one paragraph without any citations in principle. If referring the past researches is indispensable, the authors can add the special format as (Authors Year). After describing the abstract, select the abstract region and press the 'Abstract' button. You can get back by selecting the undo history named 'Set Abstract' or redo by selecting another region and by pushing the button .

2.6 Keywords

Keywords representing the contents are required. The keywords should be placed just after the abstract. The authors are requested to describe keywords only without a header like 'Keyword(s).' The format is modified after pressing the 'Keywords' button . The cursor must be located somewhere at the keywords line. The header of 'Keyword(s)' is automatically inserted. This is the last line in the title section. Therefore, after pressing the 'Keywords' button, the section separator is inserted after the keywords line and the following paragraphs are formatted in two columns. The undo name is 'Set Keywords.'

2.7 Sections

Sections are started with section headers. The section headers have three levels, that is, the section beginning with the section number like 1., the sub-section like 1.1, and the sub-sub-section like 1.1.1. The period should not be placed at the last of the section numbers of the sub-sections and sub-sub-sections. The section number must be separated by one or more spaces from the text of the section header. Otherwise, the buttons '1.' , '1.1'  and '1.1.1'  will not work correctly. The undo history names are 'Set Section', 'Set Subject' and 'Set Subsubject.' The button '1.' is also used for the Appendices.

2.8 Body Texts

Body texts start just after a section, sub-section or sub-sub-section header. One or more spaces before the first word are required to represent a beginning of a new paragraph. By pressing the 'Body' button , the one or more spaces are replaced to the first line indent. If the authors do not want to insert the first line indent, for example, just after equations, no space should be placed at the beginning of the line. The undo name is 'Set Body Text.' Please pay attention that the fonts are set to 'Times New Roman' by pressing the 'Body' button in the body texts. If you use another font such as 'Symbol' in the texts, you must set the font correctly again after pressing the button . To avoid this, use of inline equations instead of symbol fonts may be convenient.

2.9 Acknowledgments

Acknowledgments are placed after all of the main texts. The authors describe the texts for acknowledgments without a section header like 'Acknowledgments.' Select the acknowledgment text region and press the 'Acknowledge' button . The section header is automatically inserted. If you want to insert the acknowledgment header before writing texts, insert blank lines and then set the cursor position at the blank lines. The undo name is 'Acknowledge.'

2.10 References

References are located after the acknowledgments. To make a reference list, the authors should input required data by pressing the 'Ref Data' button . After pressing the button, a small window asking types of references will pop up. Please choose one the options and then a new dialogue box will open. Almost all of the data are required but you can leave 'Volume' and 'No.' boxes null in the journal case. The 'Volume', 'Conference Location (City)' and 'Month' boxes in the proceedings dialog box, and the 'Editors', 'Chapter/Section', 'First Page' and 'Publisher's Location' boxes in the book case can be left null without errors, though the information should be described as much as possible. If there is no reference yet, the reference header is inserted at the appropriate position. Basically, full members of the authors are required except for the case that the author list is officially abbreviated like 'J. Smith et al.' Note that the first and middle names are abbreviated by their initials.

To cite the reference, the 'Reference' button  is used. After pressing the button, the reference list will open. This list is automatically generated from the information in the reference section. After pressing the button, the reference list will open. Select the check boxes as you need. The superscripted numeral with a right parenthesis will be inserted as a citation just at the cursor position like this ¹⁾, this ¹⁻³⁾ or this ^{1, 3, 4)}. The undo names of 'Ref Data' and 'Reference' are 'Input Ref' and 'Insert Ref,' respectively. Examples of references are shown near the last of

Table 1 Table caption

this document.

At present, other tools such as EndNote are not supported but these may be functional. However, if the authors use such tools, press the 'Ref Data' button once to insert the reference header and cancel the dialogue box. In addition, the editorial board recommends that you should use the provided function at least once to know the reference format for the IJMSA.

2.11 Appendices

Appendices are placed after the references. The authors are asked after pressing the 'Append' button  whether the number of appendices is one or more. After selection, the Appendix header will appear. After this header, you may describe similar ways to the body texts. The authors can use the '1.' button  if they need to divide the texts to several parts. Since the text format is the same as the usual body text, you can also use the 'Body' button  for the texts. The undo name is 'Appendix.'

2.12 Received and Accepted Dates

The last line represents the received and accepted dates. This information is set by the editorial office. Therefore, please do not touch this line.

3. Specials

3.1 Figures and Tables

Figures and Tables should be placed at the top or bottom of pages. Each figure or table requires a caption beginning with the word 'Fig.' or 'Table.' The caption is placed before the table, while it is placed after the figure. In the table cases, select both the caption and table, and then press the 'Table' button . After that, the authors are asked the table location, the top or bottom. The first priority is the top place. The beginning word 'Table' and the following table number are changed to the bold faces.

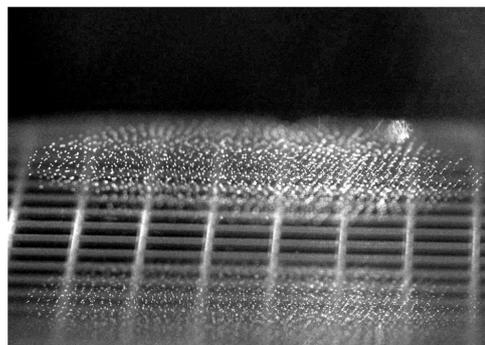


Fig. 1 Figure caption

The rules are also reformatted to the JASMA style. The figure is very similar to the table, that is, select the figure and caption and press the ‘Figure’ button . The beginning word ‘Fig.’ and the following figure number are also changed to the bold faces. Examples of a figure and table are shown in **Fig. 1** and **Table 1**, respectively. The undo history names are ‘Set Figure’ and ‘Set Table.’

At present, the cross reference is not supported and may not work as the authors intend. Therefore, you should refer the figures and tables manually in the body texts. In the body texts, ‘Figure’ or ‘Table’ is used if it appears at the first word of the sentence, while ‘Fig.’ or ‘Table’ is used except for the first word of the sentence. The word ‘Figure’, ‘Fig.’ or ‘Table’ and the following numerals should have the bold faces, for example, **‘Fig. 1’** or **‘Table 1.’** To assist the reference description, each figure or table has a bookmark, which makes a quick jump to its location. The bookmark names of figures and tables are ‘fig_*’ and ‘tbl_*’, respectively, where the asterisk represents the numeral corresponding to the figure or table number. To access the bookmark, go to the ‘Insert’ tab. The authors will find the ‘bookmark’ button in the ‘Link’ group. The bookmark is assigned to the text box consisting of a figure or table with a caption, though the boundary lines of the text box are invisible. If the text box is deleted, the assigned bookmark is also deleted. However, if only the figure, table or caption is deleted or edited, the bookmark is maintained for authors’ convenience.

Please pay attention that anchors appear when the figures and tables go floating by using the text box. The anchor behavior is often inconvenient for the authors. To prevent any unexpected behavior, the editorial board strongly recommends moving the anchor to a more suitable position (less influence position on edits, for example, somewhere in the region where the reformatting is finished) by dragging the anchor before do anything. In addition, locking the anchor may be convenient. A command button to lock the anchor is not provided since MS-Word has this function.

3.2 Equations

MS-Word 2007 and later versions have a new equation environment being very similar to the LaTeX equation environment. This function is located at the ‘Equation’ button in the ‘Insert’ tab. Unfortunately, the equation environment is not very good as compared with the LaTeX. For example, MS-Word cannot handle display-style formulas with equation number correctly. Therefore, it is required a little tricky method to realize that. The editorial board provides an equation environment in combination with a tabular environment as shown in Eq. (1). To use this function, press the ‘Equation’ button . To refer the equation, use ‘Equation’ for the first word of the sentence or ‘Eq.’ for the others. To refer the multiple equations, use ‘Eqs.’ instead of ‘Eq.’ Please pay attention that

‘Eq.’ or ‘Equation’ and the following numerals do not have bold faces. The cross reference for the equation also does not work fine. Therefore, the manual reference is needed as same as the figure and table cases. The bookmarks named ‘eq_*’ is also provided for authors’ convenience. Since the bookmark is assigned not to the equation but to the table capsuling the equation, you can edit equations freely. However, do not touch the equation numbers to renumber them. For that purpose, please use the ‘RenumEq’ button . This function also reassigns the bookmark to maintain the consistency. Please pay attention that the cursor must be placed before the target equations for renumbering. The undo names are ‘Set Equation’ and ‘Renum Eqs.’ Another equation environment named ‘SubEqn’  is provided to express the equations with sub-numbers (similar to subequations environment in AMS LaTeX) like (1a), (1b), and so on. The undo name is the same as the usual equation, ‘Set Equation.’ Examples of an equation and sub-equations are shown in Eq. (1), Eqs. (2a) and (2b), respectively.

$$x^2 \frac{d^2 y}{dx^2} + x \frac{dy}{dx} + (x^2 - a^2)y = 0 \tag{1}$$

$$\frac{d}{dx} \left[(1 - x^2) \frac{d}{dx} P_n(x) \right] + n(n + 1) P_n(x) = 0 \tag{2a}$$

$$\operatorname{erf}(z) = \frac{2}{\sqrt{\pi}} \sum_{n=0}^{\infty} \frac{(-1)^n z^{2n+1}}{n! (2n + 1)} \tag{2b}$$

4. Shortcut Keys

The authors can assign some functions to keyboard shortcuts by pressing the ‘Key Bind’ button  in the ‘Control’ group. After pressing the button, a new window will appear. The icons being same as those in the ribbon are placed in the window. If a specified shortcut is already defined, you will be warned. The warnings will appear just below the text box. To delete the assignment, delete the existent character in the text box and press ‘OK.’ The authors can confirm the shortcuts in the MS-Word option menu. Select the ‘Customize Ribbon’ and then select ‘Customize...’ just right to the ‘Keyboard Shortcuts:’ tag. Select macros and change ‘Normal.dotm’ to your document name such as ‘abc.docx.’ The authors will find macros beginning the name ‘JASMA.’ Select a macro and they can confirm the shortcut. However, the editorial board does not recommend the direct edit in this menu because the ‘Key Bind’ function does not detect the edit.

5. Itemization and Enumeration

To describe itemizations or enumerations, please use the ‘Item’  or ‘Enum’ button . Before pressing the button, you must set the cursor somewhere on a target line or must select a

region. Multiple lines are acceptable. Examples are shown below.

- This is an itemization.
- (1) This is an enumeration.

Acknowledgments

Authors should place acknowledgements here. The cursor should be located at a target paragraph. If you want to insert the acknowledgment header before writing any texts, please insert a blank line and set the cursor on the blank line. After clicking the 'Acknowledge' button , the acknowledgment header will be inserted. In addition, the text format will be changed to an appropriate one.

References

- 1) M. Ishikawa and R. Kitano: *Langmuir*, **26** (2010) 2438.
- 2) I. Yoshizaki, T. Ishikawa, S. Adachi, E. Yokoyama and Y. Furukawa: *Microgravity Sci. Tech.* (2012), DOI:10.1007/s12217-012-9306-9.
- 3) Y. Inatomi, I. Yoshizaki, K. Sakata, T. Shimaoka, T. Sone, T. Tomobe, S. Adachi, S. Yoda and Y. Yoshimura: *Defect and Diffusion Forum*, Dijon, France, July 2011, 533.
- 4) G. Seibert *et al.*: *A World Without Gravity*, eds. B. Fitton and B. Battick, Sect. 2.3.5, 227, ESA Publication Division, Netherlands, 2001.

Appendix

If authors need to describe appendices, please write them here. By pressing the 'Appendix' button , the headers for appendices will be inserted above the paragraph where the cursor is located. This behavior is quite similar to that of the 'Acknowledge' button. There is no function of seeking whether the appendix header already exists or not. Hence, the authors have to pay attention to usage of this button. If you need to describe multiple appendices, you must use 'Appendix' + numerals + 'header title' or 'Appendix' + numerals as each appendix header. One or more spaces should be inserted between the words.