

## **Writing Guidelines for Papers in JFPS International Journal of Fluid Power System**

These writing guidelines are for writing manuscripts for submission to the JFPS International Journal of Fluid Power System. The manuscript will be prepared using a downloadable manuscript template in accordance with the writing guidelines. If the overall format deviates significantly from the guidelines, the paper may be returned.

### **(I) Manuscript format**

1. Research papers have to include the title, names of authors, summary, text, acknowledgement, references, and appendices. The size of the manuscript in print must be eight pages or less.
2. The summary should be less than 300 words.
3. The summary should be followed by “Keywords.” Only five to ten keywords should be included, selected as much as possible from the keyword collection available on the JFPS website.
4. After the keywords, the text has to be presented in a double-column format, and each column should contain 50 lines per page as a standard.
5. The use of footnotes should be avoided.
6. Figures, tables, and photos have to be allocated in the text.
7. References should be at the end of the manuscript and must contain complete information to allow readers to find the cited materials and indexing services to include our publications in their indexes.

### **(II) Notes on Sentence Writing**

1. Manuscript has to be concise, written horizontally and in the Times New Roman font style.
  - Title: in Font size – 14pt.
  - Names of authors: font size – 12pt.
  - Author affiliation, including email address of the corresponding author: font size – 9pt.
  - Abstract, keywords and main text: font size – 9pt.
  - Headings: font size – 10.5pt.
  - Sub-headings: font size – 9pt.
  - References: font size – 6pt.
2. For units, the International System of Units (SI) has to be used in principle.
3. Headings should be numbered such as, “1.” or “2.” and so on, and must be left-aligned. Subheadings have to be further numbered as, “1.1,” “1.2,” and so on and have to be left aligned. The font used for headings and subheadings must be in boldface Times New Roman.

### **(III) Notes on font specifications for mathematical formulas and symbols**

1. Letters representing variables (e.g.,  $k$ ,  $p$ , and  $Q$  in Cambria Math, preferable) should be written

in italics. The font used for mathematical formulas has to be the same as the font used for the sentences.

2. Letters representing units, numbers, points, positions, and objects should be written in Roman (e.g., 7 MPa, 3 m/s, point A), as well as mathematical symbols (e.g., log, ln, sin, cos, tan, lim, exp), and symbols for elements.
3. Vector and matrix should be written in bold italics.
4. Units do not have to be in parentheses (e.g., 7 MPa instead of 7[MPa],  $b$  m instead of  $b$ [m]).

#### (IV) Notes on figures and tables

1. Figures and tables should be numbered as, “Fig. 1” and “Table 1,” respectively, followed by captions. Times New Roman, 8-pt. has to be used for captions. When citing figures and tables in the text, they should be addressed as “Fig. 1” and “Table 1.” If it appears at the beginning of a sentence, it should be indicated as “Figure 1.”
2. Close attention must be paid to the size and line thickness of letters and symbols in figures, and letters must be written in a font size that is easily readable.
3. For text in figures, the first letter should be capitalized followed by the others in small letters.

#### (V) Others

1. In cited references, the number should be written on the right shoulder of the relevant part like <sup>1)</sup>, and these should be described at the end of the text in the format specified below. The font has to be the same as the body text.
2. Refer to the latest template file.