

**NOTE TO CONTRIBUTORS** <http://www.nipr.ac.jp/~library/e/>

### **Editorial Policy**

**Nankyoku Shiryo** (Antarctic Record, ISSN 0085-7289) provides the publication of preliminary scientific results using materials/data from the Antarctic expeditions by all nations. Publication is not limited to the articles related with the Antarctic, but also includes those related with all polar research such as the Arctic. It covers notes on official records of the expedition. Participants to the expeditions are encouraged for submission. Authors can select one of the following categories of article: *scientific paper, scientific note, review, report, symposium/meeting report and news*.

### **Submission of manuscripts**

**Nankyoku Shiryo** (Antarctic Record, ISSN 0085-7289) is published three times a year (March, July and November). Authors are requested to submit, with their manuscripts, a sheet of submission to indicate the contact address, fax number and e-mail address, *etc.* In case of more than one author, please indicate to whom the correspondence should be addressed. The format of the sheet is available upon request to <http://www.nipr.ac.jp/~library/e>. Manuscripts for the Journal should be sent to:

The editorial committee of NIPR  
Midori-cho 10-3, Tachikawa  
Tokyo 190-8518, Japan  
Tel 81-42-512-0648  
Fax 81-42-528-3104

Three copies for the scientific papers or two copies for other articles which were prepared according to the **Technical details** should be submitted. Arrival date of the manuscripts to the editorial committee of NIPR is registered as the received date.

### **Review Process**

The editorial committee consists of 6 members: the executive editor, and nominated members from upper atmosphere, meteorology & glaciology, earth science, bio-science and logistics. The working group may advise the author on wording, organization, *etc.* upon initial receipt of the manuscript. After formal submission, the manuscripts are reviewed by two referees in case of a scientific paper, and by one referee for other articles. Referees and editors may request modification/revision of the papers. Acceptance of the paper and its final category are determined by the editorial committee of NIPR.

### **Proofs**

One set of page proofs will be sent to the corresponding author, to be checked for typesetting/editing. The author is not allowed to make changes or corrections that constitute departures from the article in its accepted form. Proofs should be returned within 2 days.

### **Submission of electronic text**

Authors are requested to submit only the final text (after acceptance) by a machine-readable file with an information of the software program.

### **Reprints**

It is free of charge for submission and publication. The corresponding author can receive 50 reprints without cost.

### **Copyright agreement**

The copyright to any published article (hereafter referred to as a paper) in the Journal belongs to the National Institute of Polar Research of the Research Organization of Information and Systems. Republication, translation and other uses to any extent of papers in this Journal require written permission from the Director, Library of the National Institute of Polar Research and acknowledgment of the source. In exception of the above requirement, use of several figures, tables and brief excerpts from this Journal in scientific and educational publications does not require the permission from the National Institute of Polar Research provided that the source is acknowledged.

### **Technical details**

#### ***Language***

The official languages of Antarctic Record are Japanese and English. [English articles should start with an abstract in Japanese, headed by a Japanese translation of the title. Authors can ask for the Japanese translation to be written by the editor.]

#### ***Preparation of the text***

- (a) The manuscript should preferably be prepared on a word processor and printed with double spacing and wide margins and include an abstract of not more than 200 words.
- (b) Authors should use S.I. units.
- (c) The title page should include the name(s) of the author(s), their affiliations and addresses. In cases of more than 50 letters for the title, authors should indicate a running title.

#### ***References***

- (a) References in the text consist of the surname of the author(s), followed by the year of publication in parentheses. All references cited in the text should be given in the reference list and vice versa.
- (b) The reference list should be in alphabetical order.

#### ***Tables/Illustrations***

- (a) Tables should be compiled on separate sheets and should be numbered according to their sequence in the text.
- (b) All illustrations should be numbered consecutively and referred to in the text.
- (c) Color figures can be accepted upon request. But the final decision is made by the editor.