

**General Guide for Authors of
JOURNAL OF GROUNDWATER HYDROLOGY**

Revised September 2, 2018

Revised March 7, 2020

Revised December 11, 2021

Revised August 31, 2024

1. Authors

Journal of Groundwater Hydrology (hereinafter referred to as Journal) is the official journal of Japanese Association of Groundwater Hydrology (hereinafter referred to as Association). The first author and the corresponding authors of a manuscript contributed to Journal must be an individual member of Association. The first author may also serve as the corresponding author. However, this may not apply in cases of contributions invited by the Editorial Board of Association.

2. Review and Publication

Manuscripts submitted to Journal will be reviewed by reviewer(s) chosen by the Editorial Board. The Editorial Board may request contributors to make revisions where necessary. The final decision of acceptance will be made by the Editorial Board; if accepted, the Editorial Board will send a decision letter to the corresponding author. After receiving the decision letter, authors of the accepted manuscripts are required to send an Agreement of Copyright Transfer and a Statement of Guarantee signed by the corresponding author. The number of reviewers for each manuscript is described in the appendix.

3. Copyright

Copyrights of manuscripts published in Journal (including the rights stipulated in Article 27 and Article 28 of the Copyright Act of Japan) belong to Association. The copyright transfer is made effective by agreeing to the "Agreement of Copyright Transfer and Statement of Guarantee" at the time of submission; the rights revert to the authors if the paper is not accepted for publication. By the choice of, and in agreement with, the authors, the journal publish articles categorized as Review, Original Paper, Rapid Communication, Technical Report, Data Note, Talk about Groundwater, Lecture Note, Technical Visit,

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4. Categories of Manuscripts

Journal publishes manuscripts in the following categories and authors select one from them: Foreword, Review, Original Paper, Rapid Communication, Technical Report, Discussion, Data Note, Talk about Groundwater, Lecture Note, Technical Visit, Classic & Contemporary Papers, Book Review, Summary, Spring, Feature for Young Members, and Announcement of Association. A special issue which includes manuscripts on a specific topic may also be published.

Foreword is a message to members of Association. This is a manuscript solicited by the Editorial Board.

Review is an overview of an academic, technical or social aspect of groundwater hydrology, including its future directions.

Original Paper is an article describing groundwater hydrological research which has not been published previously elsewhere.

Rapid Communication is a short article presenting original groundwater hydrological research that is fast-tracked for rapid publication.

Technical Report is an article describing technical considerations about field

measurements, laboratory experiments, data analysis and/or any kinds of problems in groundwater hydrology.

Discussion is a comment on a published article including Original Paper, Rapid Communication and Technical Report, etc. in Journal. This is accepted within a year from the publication of the article.

Data Note is the latest compiled data and/or information useful in groundwater hydrology.

Talk about Groundwater is an essay relating to groundwater hydrology.

Lecture Note presents new techniques or terminologies in groundwater hydrology.

Technical Visit introduces places of interest for groundwater hydrologists.

Classic & Contemporary Papers is a review of important papers which established the fundamentals of groundwater study.

Book Review is a critique of a foreign or domestic book/article in groundwater hydrology.

Spring (Letter to the Editor) is a letter from readers, and aims to exchange opinion and information among members of Association.

Feature for Young Members aims to exchange information and report of activity for their activation

Announcement of the Association is an activity report of Association.

5. Length of Manuscript and Page Charge Policy

The length of a manuscript is limited depending on categories of the manuscript as shown below. Approximately 600 English words are equivalent to one printed page. Authors are requested to pay for excess pages including figures, tables, and photographs. Please refer for details of the page charge to the appendix.

Review, Original Paper and Technical Report: up to 10 printed pages

Rapid Communication, Data Note, Talk about Groundwater and Classic & Contemporary Papers: up to 6 printed pages

Lecture Note: up to 8 printed pages

Foreword: up to 2 printed pages

Technical Visit: up to 8 printed pages

Discussion and Book Review: one printed

page

Spring and Feature for Young Members: up to 3 printed pages

6. Abstract and Keywords

All manuscripts are required to have a title, authors' names and affiliations in English. Paper, Rapid Communication, Review and Technical Report must have an abstract and keywords in English. The English abstract should not exceed 150 words. The number of the keywords should be 4 to 7.

7. Manuscripts Format

All manuscripts must be written in A4 papers, and prepared by using wordprocessing software in the format of 12 pt and 30 lines per page in English.

8. Submission

Journal strongly prefers electronic submissions of manuscripts which are written the following the Style and Notation Guide for Authors of Journal. Authors shall download Submission Form from website of Association, and completely fill out the Form. Manuscripts and the Submission Form must be prepared in PDF. Their filenames must include the first author's name. The authors shall send the both files by means of e-mail to Secretariat of Association (chikasui@nifty.com). The file sizes must be less than 5MB per transmission, or your file will fail to transmit.

In case of postal submission, authors must send a completed Submission Form and three copies of the manuscript including text, figures, tables and photographs to the Secretariat of Association. The Submission Form is available at the end of Journal and the website of Association. The submitted manuscripts will not be returned to the authors. The authors should request to the Editorial Board through the Submission Form if they need their figures and photographs to be returned.

9. Revision

The Editorial Board may request the authors to revise text, figures and tables. Although revision of the manuscripts must be done by the authors, the Editorial Board may make additional revision of the manuscripts if necessary. The authors may be charged a fee for revision in such case.

10. Proof Correction

The first proof of manuscripts will be sent to the corresponding author. The authors will be requested to return their corrected proof by means of e-mail by the strict deadline. The second and subsequent proofs will be corrected by the Editorial Board.

11. Offprints

The corresponding author of each Review, Original Paper, Rapid Communication, Technical Report, Data, Talk about Groundwater, Lecture Note, One Point Lecture Note, Classic & Contemporary Papers and Technical Visit will be provided with 50 offprints and a PDF file at no cost. The costs of additional offprints and the cover page of the offprint are shown in Appendix.

12. Style and Notation of Manuscripts

Style and notation of manuscripts should follow the Style and Notation Guide for Authors described as below.

13. Others

For more information, authors may consult the Editorial Board via e-mail.

Appendix

· CC License and Permission to Reprint

Articles published in Journal are licensed under CC BY or CC BY-NC-ND from the Feb. issue in 2025. All articles published before that date, for which Association retains the copyright, are treated as having no CC license. The procedure for reprinting articles that have been granted a CC license is as follows.

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- Examples of commercial and noncommercial purposes

Academic journals including those published by commercial publishers, proceedings and international conference proceedings are considered to be non-commercial purposes. Books excluding those published by national and public institutions, educational institutions, and academic associations, or by them for educational institutions and academic associations, or by them for educational purposes are considered to be commercial purposes. Websites excluding those operated free of charge, such as institutional repositories, research grant sites, and author websites are considered to be commercial purposes.

· Review

Original Paper and **Rapid Communication** are peer reviewed by at least two reviewers.

Review, Technical Report, Data Note and **Discussion** are peer reviewed by at least one reviewer.

Other contributed manuscripts are reviewed by the Editorial Board

The author can recommend preferred reviewers and non-preferred reviewers, but the reviewers are just decided in reference to this information on the Editorial Board.

- Article processing charge (Tax will be charged)
- Publication fee ¥5,000
- Excess page charge ¥10,000/page
- The excess page charges are ¥22,000/page

when exceed pages are more than twice of the prescribed limits.

- Offprints

Additional offprints	Without cover page	With cover page
50	¥ 6,000	¥ 7,500
100	¥12,000	¥15,000
150	¥18,000	¥22,500

· Color page charge (to the author)

Printed 1 to 4 pages	¥28,000
Printed 5 to 8 pages	¥56,000
Printed more than 9 pages	¥84,000

**Style and Notation Guide for Authors of
JOURNAL OF GROUNDWATER HYDROLOGY**

Revised September 2, 2018

Revised December 11, 2021

Revised June 22, 2024

1 Title

- 1) A title is required for all submitted manuscripts. Where related presentations have already been made, names and dates of the academic conferences shall be included as a footnote with an asterisk in the title line.
- 2) Write out the names of all authors, and superscript asterisks are put at the name of each author.
- 3) Affiliations should be described in the footnote corresponding to the superscript asterisks. The corresponding author should be indicated in the footnote by prefixing their names with †. For example:

“† John Smith (Corresponding Author) E-mail: xxx@xxx.co.jp”

2 Main Body of Text

- 1) Text: Pages and lines must be numbered. Authors who are unsure of correct English usage should have their manuscript checked by appropriate English proofreading service; this is the authors' responsibility. Manuscripts in which the English is difficult to understand may be returned to the authors for revision before scientific review.
- 2) Equations: Sub/superscripts, capital/small letters and italic type must be used clearly and consistently.

- 3) Units: Standard International (SI) units, such as m, kg, and m³/s, should be used. Conventional units frequently used in groundwater hydrological studies are also acceptable.

3 References

- 1) Reference style: Each reference should be cited in the text as the author's name and the year of publication within brackets. In case two (three or more) authors are listed in the reference list, the authors' names must be cited in the text as both authors' names (the first authors' name followed by "et al. "). For example:

“as demonstrated (Kurata et al., 1985; Shibasaki, 1986; Domenico and Schwartz, 1990; Tyler et al., 2000). According to Toth (1963), Hanya and Ogura (1985) indicate that ...”

- 2) Reference list: References should be arranged alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication. The style in reference list must be arranged as following order: Names of the authors (the year of publication): Title, name of journal, the number of volume (issue number), the first page-the final page. For example:

Kurata, N., Ando, T. and Mori, K. (1958): Small scale regional survey report on water source for industrial use in Johnan, Tokyo – Regional survey on West Kanto, the sixth report – (in Japanese). Bulletin of the Geological Survey of Japan 6(8), 9-22.

Shibasaki, T. (1986): Groundwater, In Limnology (in Japanese), S. Yamamoto (Ed.), Kyoritsu Syuppan, 260-299.

Hanya, T. and Ogura, N. (1985): Methods of Water Quality Survey, 2nd Edition (in Japanese). Maruzen, 378p.

Domenico, P.A. and Schwartz, F.W. (1990): Physical and Chemical Hydrogeology. John Wiley & Sons, 336p.

Toth, J. (1959): A theoretical analysis of groundwater flow in small drainage

basins. *Journal of Geophysical Research*, 68(16), 4795-4812.

Tyler, B.C., Herczeg A.L. and Barnes C. (2000): Isotope engineering – Using stable isotopes of the water molecule to solve practical problems. In *Environmental Tracers in Subsurface Hydrology*, Cook, P. and Herczeg, A.L. (Eds.), Kluwer, 79-110.

- 3) Web references: Web pages can be referred, but they shall be limited to information with high publicity such as documents or databases supplied from public organization. The full URL and the last date to the reference was last accessed should be given. When a publication year is uncertain, it is the last accessed year. For example:

Japan Metrological Agency (2007): Metrological data set. <http://www.jma.go.jp/jma/menu/report.html>. (Inspected on October 28, 2007)

- 4) Reference of articles in press: Articles in press can be referred by using Digital Object Identifiers (DOIs) instead of the number of volume, issue number, and the first page-the final page. For example:

Wang, C. (2005): A modeling study of the response of tropical deep convection to the increase of cloud condensational nuclei concentration: 1. Dynamics and microphysics. *Journal of Geophysical Research*, 110, D21211, doi:10.1029/2004JD005720.

4 Figures, Tables and Photographs

- 1) Letters, numbers, symbols, lines and patterns of figures must be large enough to be clearly visible after reduction for printing.
- 2) Every map figure must include a metric scale bar and a north arrow, or latitude-longitude designations.
- 3) All figures must be submitted on A4 paper.
- 4) Authors may specify desired reduction ratio for each figure on the outside, although the Editorial Board will make the final decision of the reduction ratio. The maximum allowable size of a printed figure is two full pages.
- 5) Tables should be well organized and summarized.

- 6) Width of a table should not exceed two pages.
- 7) Photographs should be converted to JPEG format, and the minimum resolution of 300dpi is required for printing.
- 8) Figures, tables and photographs should be prepared in monochrome. If authors request that their figures, tables and photographs are printed in color, they should be prepared in color. Additionally, write “color printing” on top right of them. Charge for color printing shall be borne by the authors.
- 9) Authors must describe places where figures, tables and photographs should be inserted on margin of the text.
- 10) Numbers of figures, tables and photographs along with authors' names should be written on the margin of each drawing.
- 11) Captions should be listed on a separate sheet in order of figures, tables and photographs.