
Japan Institute of Electronics Packaging Detailed Operating Rules for the Regulations Concerning Submissions to the Journals

Established April 1, 2012
Revised March 1, 2013
Revised April 1, 2014
Revised October 1, 2018
Revised March 8, 2021

Article 1 Objectives

1. These Detailed Rules stipulate details essential to the operation of the Regulations Concerning Submissions to the Journals of the Japan Institute of Electronics Packaging (hereinafter referred to as the "JIEP").
2. The "Journals" refers to the Journal of the Japan Institute of Electronics Packaging (hereinafter referred to as the "Journal") and the "Transactions of the Japan Institute of Electronics Packaging" (hereinafter referred to as the "Trans JIEP").

Article 2 Types of Submitted Manuscripts

1. The types of papers in the JIEP Journal are as indicated below.
 - (1) Research papers: These are papers regarding research in fields related to electronics packaging technology, which contain content that is original, novel, and valuable, and which report on new technologies, findings, and theories with utility and potential for future expansion. They are composed of an introduction, methodology, results, consideration, conclusions, etc., organized in the form of a paper. These papers are to be roughly 6 to 8 printed pages in length.
 - (2) Comprehensive papers: These are papers regarding research related to electronics packaging technology, which contain content that is original, novel, and valuable, and which summarize research papers, short papers, and the like issued by the author(s) of the comprehensive paper with comprehensive observations that provide original and valuable insights. These papers are to be roughly 6 to 10 printed pages in length.
 - (3) Short papers: These are papers regarding research related to electronics packaging technology, which contain content that is book reviews, information from overseas, reader feedback, essays, or the like, or which the Editorial Committee deems appropriate to publish. General contributions may be of any length.
3. The types of papers that are published in the Trans JIEP are as indicated below.
 - (1) Technical papers: These are papers written in English regarding research in fields related to electronics packaging technology, which contain content that is original, novel, and valuable, and which report on new technologies, findings, and theories with utility and potential for future expansion. They are composed of an introduction, methodology, results, consideration, conclusions, etc., organized in the form of an academic paper. These are to be roughly 4 to 10 printed pages in length.
 - (2) Short notes: These are materials written in English regarding research related to electronics packaging technology, which contain content that is original, novel, and valuable, and which must be published without delay. The contents of short notes can be further developed to create technical papers that are published in the Trans JIEP. These are to be up to 4 printed pages in length.
 - (3) Tutorial papers: These are papers written in English that provide commentaries regarding electronics packaging technologies. These can include papers on topics such as newly

original, novel, and valuable, and which must be published without delay. The contents of short papers can be further developed to create research papers that are published in the Journal. These papers are to be roughly 2 to 4 printed pages in length.

2. The types of submissions other than papers that are published in the JIEP Journal are as indicated below.
 - (1) Technical reports: These are reports regarding the results of studies, testing, and/or analysis, and products (including software), all of which are the outcome of the process of conducting research and/or development related to electronics packaging technology. Technical reports must have value as records and must have utility from an engineering or industrial perspective. These are to be roughly 3 to 6 printed pages in length.
 - (2) Commentaries: These are commentaries on topics within various fields, such as newly developed technologies, the theory underlying technologies, applied technologies, and content that is effective for use in actual operations, which are presented in an easy to understand manner for the reader. These are to be roughly 4 to 8 printed pages in length.
 - (3) Discussions: These are Q&As and discussions in the Journal regarding published research papers, comprehensive papers, short papers, or technical reports. These are to be roughly 1 to 2 printed pages in length.
 - (4) General contributions: These consist of content which is believed to be of benefit to the members of the JIEP, such as overviews of books, developed technologies, the theory underlying technologies, applied technologies, and content that is effective for use in actual operations, which are presented in an easy to understand manner for the reader. These are to be roughly 4 to 10 printed pages in length.

Article 3 Language

1. Manuscripts submitted to the JIEP Journal may only be in Japanese or English.
2. Manuscripts submitted to the Trans JIEP may only be in English.

Article 4 How to Write and Submit Manuscripts

1. Manuscripts submitted to the JIEP Journal must be written in accordance with the Journal Manuscript Writing Guidelines separately provided by the Editorial Committee.
2. Manuscripts submitted to the Trans JIEP must be written in accordance with the Information for Authors separately provided by the Trans JIEP Editorial Committee.
3. The submitting representative must enter the type of submitted manuscript on the submission card designated by the JIEP (or on-screen if the manuscript is submitted via the electronic submission system) and submit this information along with the manuscript.
4. The date on which the manuscript is received by the JIEP will be considered the reception date of the submission and will be clearly indicated in the JIEP Journal or Trans JIEP when the manuscript is published.
5. If authors wish for their manuscript to be printed in color,

separate fees will apply for color figure and photograph printing.

(An estimate will be provided if color printing is desired.)

Article 5 Peer Review

1. Peer review of manuscripts submitted to the Journal will be performed as indicated in (1) and (2) below.

(1) Manuscripts submitted to the Journal will undergo peer review by experts and specialists as indicated in the separately provided Information Regarding Peer Review. Based on the results of this peer review, the Editorial Committee will decide whether or not to publish the manuscript.

(2) If, based on the results of the peer review, a request is issued for the manuscript to be resubmitted and the manuscript is not resubmitted within three months of the date on which the JIEP responded to the authors (or one month in the case of short papers), a resubmitted manuscript will be treated as a new submission.

2. Peer review of manuscripts submitted to the Trans JIEP will be performed as indicated in (1) and (2) below.

(1) Manuscripts submitted to the Trans JIEP will undergo peer review by experts and specialists as indicated in the separately provided Information Regarding Peer Review. Based on the results of this peer review, the Trans JIEP Editorial Committee will decide whether or not to publish the manuscript.

(2) If, based on the results of the peer review, a request is issued for the manuscript to be resubmitted and the manuscript is not resubmitted within three months of the date on which the JIEP responded to the authors (or one month in the case of short notes), a resubmitted manuscript will be treated as a new submission.

3. However, with regard to manuscripts submitted following translation as stipulated in Paragraphs 3 and 4 of Article 4 (Republishing of Submitted Manuscripts) of the Regulations Concerning Submissions to the Journals, as a general rule peer review will not be performed, and only the translation will be checked.

Article 6 Proofreading by the Authors

1. Manuscripts submitted to the JIEP Journal or Trans JIEP are proofread by the authors once.

2. Proofread manuscripts must be returned to the JIEP within one week of their receipt. If they are not returned in time, the Editorial Committee of the Journal, or Trans JIEP will proofread them instead, and the proofreading results will be treated as the final manuscript.

3. As a general rule, no additional content may be added during proofreading.

4. If the authors report any corrections necessitated by printing errors, the reported corrections will be checked against the submitted manuscript and the corrections will be reported in the next published issue of the Journal or the Trans JIEP, clearly indicating whether the errors were printing errors or errors in the original manuscript.

Article 7 Publishing Fees

1. The authors of manuscripts published in the JIEP Journal must pay the fees listed in Table 1. Fees are not charged for manuscripts written upon request by the Editorial Committee.

Table 1 Journal Article Publishing Fees
(not including consumption tax)

| Type of paper/report | Publishing Fee |
|---|----------------------------|
| Research paper, comprehensive paper, short paper, or technical report | 5,000 yen per printed page |
| Commentary, discussion, or general contribution | Free |

2. The authors of manuscripts published in the Trans JIEP must pay the fees listed in Table 2. Fees are not charged for manuscripts written upon request by the Trans JIEP Editorial Committee.

Table 2 Trans JIEP Article Publishing Fees
(not including consumption tax)

| Type of paper/report | Publishing Fee |
|--|----------------------------|
| Technical paper, short note, or tutorial paper | 5,000 yen per printed page |

Article 8 Reprints

1. Authors of manuscripts published in the JIEP Journal or Trans JIEP may request reprints of the manuscript by agreeing to pay the reprint fees indicated in Table 3, regardless of the type of manuscript or whether or not the writing of the manuscript was requested by the Editorial Committee of the Journal or the Trans JIEP.

Reprints of the manuscript in the Journal or Trans JIEP can be requested in printed or CD-R form.

Article 9 Revision and Abolition

1. These Detailed Rules are revised or abolished by the executive director responsible for the publishing of the Journals, and any revisions or abolition are promptly reported to the Board of Directors.

Supplementary Regulations

1. These Rules are enacted as of the date of registration of transfer after having been granted transfer permission.

2. These revised Detailed Rules are effective as of March 8, 2021.

Table 3 Journal Reprint Fees

(1) Without a cover

(Unit: yen, not including consumption tax)

| No. of pages | No. of reprints | | | |
|--------------|-----------------|-------|--------|--------|
| | 25 | 50 | 75 | 100 |
| 1 to 2 | 4,500 | 4,500 | 5,000 | 5,000 |
| 3 to 4 | 6,500 | 6,500 | 7,000 | 7,000 |
| 5 to 6 | 7,000 | 7,000 | 8,000 | 8,000 |
| 7 to 8 | 7,500 | 7,500 | 9,000 | 9,000 |
| 9 to 10 | 8,000 | 8,000 | 10,000 | 10,000 |
| 11 to 12 | 8,500 | 8,500 | 11,000 | 11,000 |
| 13 to 14 | 9,000 | 9,000 | 12,000 | 12,000 |
| 15 to 16 | 9,500 | 9,500 | 13,000 | 13,000 |

(2) With a cover

(Unit: yen, not including consumption tax)

| No. of pages | No. of reprints | | | |
|--------------|-----------------|--------|--------|--------|
| | 25 | 50 | 75 | 100 |
| 1 to 2 | 8,000 | 8,000 | 10,000 | 10,000 |
| 3 to 4 | 10,000 | 10,000 | 12,000 | 12,000 |
| 5 to 6 | 10,500 | 10,500 | 13,000 | 13,000 |
| 7 to 8 | 11,500 | 11,500 | 14,000 | 14,000 |
| 9 to 10 | 12,000 | 12,000 | 15,000 | 15,000 |
| 11 to 12 | 12,500 | 12,500 | 16,000 | 16,000 |
| 13 to 14 | 13,000 | 13,000 | 17,000 | 17,000 |
| 15 to 16 | 13,500 | 13,500 | 18,000 | 18,000 |

(3) Electronic reprints (CD-R)

(Unit: yen, not including consumption tax)

| | |
|------------------------------|-------|
| Initial CD-R with label | 4,000 |
| Additional copies (per CD-R) | 500 |

(Additional cover data: 2,000 yen)

(4) Packaging and shipping fees

(Unit: yen, not including consumption tax)

| | |
|---|----------------------|
| Packaging Fee | 400 |
| Shipping Fee (postal mail or parcel delivery) | Actual shipping cost |