INFORMATION FOR AUTHORS

0. General Information

The Japan Institute of Electronics Packaging (JIEP) is an academic society mainly focusing on various aspects of electronics and electronic packaging technologies. It publishes "Transactions of The Japan Institute of Electronics Packaging" (Trans. JIEP) regularly. JIEP has published Trans. JIEP, since 2008 to contribute to the development of the electronics packaging field and communication among members by posting technical information and the latest trends related to electronics packaging. Trans. JIEP is a peer-reviewed journal in English and has the following features:

- Trans. JIEP publishes papers for free access to disseminate the latest research content to more researchers.
- The accepted paper is released immediately online on J-STAGE, prior to the journal's yearly publication.
- Trans. JIEP has over 250 articles and provides about 1,500 downloads each month.
- The Journal accepts the submission not only from the members of the JIEP but also from non- members.
- Trans. JIEP provides peer-reviewed, unbiased information.

1. Author Ethics

JIEP requests Authors of Trans. JIEP articles follow the ethical guidelines of scientific publishing described in the following sections, where Authorship, Cite Sources Appropriately, Report Data Accurately, Publish Original Research and Avoid Plagiarism are involved.

1-1. Ethical Requirements

It is essential for all authors wishing to publish with Trans. JIEP to understand the definition of authorship and learn about citation, data reporting, and how to follow the ethical guidelines required in scientific publishing.

1-1-1. Authorship

JIEP considers individuals who meet all of the following criteria to be Trans. JIEP authors.

- ✓ Made a significant intellectual contribution to the theoretical development, system or experimental design, prototype development, and the analysis and interpretation of data associated with the work contained in the article.
- ✓ Contributed to drafting or reviewing, and/or revising the paper for intellectual content.
- ✓ Approved the final version of the paper as accepted for publication, including references.

Contributors who do not meet all of the above criteria may be included in the Acknowledgment section of the article. Omitting an author who contributed to your paper or including a person who did not fulfill all of the above requirements is considered a breach of publishing ethics.

1-1-2. Cite Sources Appropriately

You should always cite any sources used in your paper. Citation is required in several instances. Follow these guidelines.

- ✓ **Direct quotation:** Place verbatim text from another source in quotation marks. Indent text for more extended quotes. Include a citation to the original source.
- ✓ **Paraphrase or summary:** Include a citation when restating or summarizing information from another source, including ideas, processes, arguments, or conclusions.
- ✓ **Data, research results, information, graphics, or tables:** Cite the original source when referring to, adapting, or reusing any information from another source.

Note that the same rules apply to your own previously published work. When in doubt, cite.

Inappropriate use of citations

Citing an irrelevant source for the purpose of artificially inflating citation metrics is considered a breach of ethics. Only cite relevant sources that legitimately contribute to your article according to the criteria outlined above.

1-1-3. Report Your Data Accurately

Readers of your paper rely on you to communicate your research findings fully and report your data accurately. Ensure you are showing the full picture by avoiding fabrication, falsification, and image manipulation during your research and when you are writing or revising your paper.

Avoid:
- ✓ **Fabrication:** Making up data or results.
- ✓ **Falsification:** Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- ✓ **Image manipulation:** Excessive or inappropriate adjustment of an image that alters the scientific meaning of the image.

1-1-4. Publish Original Research

When submitting your paper for publication, it should:

- Contain original research that has not been published before.
- Not be submitted to any other publication while you await a peer review decision.

Trans. JIEP recognizes that technical research often follows an evolutionary publishing process.
For example, research may be published first as a conference paper with preliminary findings, and then as a journal article with fully developed research and conclusions. Trans. JIEP supports this process provided that:

- The paper undergoes standard peer review every time it is submitted to a conference or publication.
- The later version of the article contains substantially more technical information than the earlier version.
- The later version cites the earlier version and clearly indicates how the two versions differ.

The secondary publication is permitted on the condition that there are no copyright issues, the original article is properly cited, and the following conditions are met:

- Publication of (unexamined) patent applications, etc.
- University bachelor's thesis, master's thesis, doctoral thesis, technical report, etc.
- Proceedings of international conferences, domestic Conferences, etc.
- A paper based on a published Japanese article in the Journal of Japan Institute of Electronics Packaging is accepted as long as it is submitted within one year of the publication of the Japanese paper.
- Company technical reports, etc.
- Newspaper articles, etc.

1-1-5. Avoid Plagiarism

Plagiarism is defined as the use of another's ideas, processes, results, or words without explicitly acknowledging the original author and source.
Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.
All papers of Trans. JIEP are screened for plagiarism before publication.

1-2. Author Responsibilities

JIEP wants to ensure that you understand the responsibilities of being a published Trans. JIEP author. You must ensure that your paper is an original work of the listed authors, is not previously published, and is not currently submitted elsewhere.
You must also follow all ethical requirements on authorship, citation, data reporting, and publishing original research.

2. Types of Trans. JIEP Papers

It is important that you understand the different types of papers.

✓ **Technical paper:** Complete the paper describing your research in total (4-10 pages). Reports on new technologies, findings, and theories with usefulness and potential for research that include originality, novelty, and valuable content in the field of electronics packaging technology.

In addition, it consists of contents such as Title, Abstract, Introduction, Methods, Results and Discussion, Conclusion, etc.

✓ **Short note:** Research on electronics packaging technology, including content with originality, novelty, and value, that must be published promptly. By further developing the contents of the short notes, they can be submitted as technical papers of this journal (less than four pages).

✓ **Tutorial paper:** Explanatory paper describing the contents of electronics packaging technology. For example, it should be easy for readers to understand, such as newly developed technologies, underlying theories and applied technologies, and useful content in practice (4-10 pages).

3. Write Your Paper

Read Information for Authors for writing papers, displaying equations accurately, and improving graphics. The template will help you get your research ready for publication.

3-1. Technical English

Communicate your ideas and research to the world through a well-written paper. Technical English will improve the readability of your paper.

Follow these tips of Technical English:

✓ Write clear, simple sentences without unnecessary words.

✓ Avoid overly formal or complex language.

✓ Define all acronyms the first time they are used in the paper.

✓ Organize your paper logically so that the reader can easily follow your argument.

If you are not fully proficient in English, consider using an English language editing service before submitting your paper. The use of an editing service is paid for by the author. It does not guarantee acceptance in a Trans. JIEP publication.

3-2. Structure

The structure of Technical paper for publication is shown below.

✓ **Title**

Your paper title should be specific, concise, and descriptive. Avoid using unnecessary words such as "new" or "novel." Include keywords that will help a reader find your paper.

✓ **Abstract**

Provide a concise summary of the research conducted. Include the conclusions reached and the potential implications of those conclusions. Your abstract should also:

• Consist of a single paragraph of up to 200 words, with correct grammar and unambiguous terminology.

• Be self-contained. No abbreviations, footnotes, references, or mathematical equations.

• Highlight what is unique in your work.

• Include 3-5 keywords or phrases that describe the research to help readers find your paper.

✓ **Keywords**

Using the right keywords in your paper can make your writing more easily and reliably discoverable—which leads to a broader readership for your writing. 5-10 keywords are preferred.

✓ **Authors**

Follow section 1-1-1—authorship when determining who belongs on the author list.

Be sure to carefully check the rendering of your name in your article during the proof stage before article publication.

✓ Corresponding Authors

For co-authored papers, one author should be responsible for the manuscript's interaction with the journal during the process of submitting the manuscript to the journal. This author is called the corresponding author.

✓ Funding Footnote

If the research reported in your paper was supported by a funding source, include the funder's name and grant information in a footnote on the first page of the paper.

✓ Introduction

Help the reader understand why your research is important and what it is contributing to the field:

- Start by giving the reader a brief overview of the current state of research in your subject area.
- Progress to more detailed information on the specific topic of your research.
- End with a description of the exact question or hypothesis that your paper will address. Also state your motivation for doing your research and what it will contribute to the field.

✓ Methodology

The methodology section is a straightforward description of what you did in your research and how you did it. A detailed methodology section will make your article reproducible by other researchers, which helps others trust and build upon your work.

✓ Results and Discussion

Show the results that you achieved in your work and offer an interpretation of those results. Acknowledge any limitations of your work and avoid exaggerating the importance of the results.

✓ Conclusion

Summarize your key findings. Include important conclusions that can be drawn and further implications for the field. Discuss the benefits or shortcomings of your work and suggest future areas for research.

✓ Acknowledgments

You can recognize individuals who provided assistance with your work but who do not meet the definition of authorship. The acknowledgments section is optional.

✓ References

Provide citation information for all the previous publications referred to in your paper. Cite only those references that directly support your work.

✓ Figure Captions

Figure captions should be standalone, i.e., descriptive enough to be understood without having to refer to the main text. Effective captions typically include the following elements:

- A declarative title that summarizes the result or major finding of the data you are presenting in the figure.
- A brief description of the methods necessary to understand the figure without having to refer to the main text.

3-3. Graphics

✓ Resolution

Original image quality is very important to how your graphics will reproduce. Using vector files and high- resolution images will improve the quality of your graphics in the final published article.

✓ Use High-resolution Images

If you are unable to create your graphic in vector format, make sure that your graphic is created at a high resolution from the beginning.

>300 dpi resolution is recommended for non-vector graphics for color and grayscale images and >600 dpi for black and

white line art. Note that increasing the resolution after image creation will not improve the image's quality.

3-4. Template

Save time and effort with authoring template that will help you write, prepare, and share your research better.

Use Trans. JIEP template in Word to easily format your paper for publication.

4. Peer Review

Learn what happens between submission and decision. JIEP offers insight into peer review and the decision-making process for papers.

4-1. About Peer Review

Peer review is vital to the quality of published research. Trans. JIEP requires all papers go through the peer review process before publication.

4-2. How Does it Work?

Peer review is a process in which a scientific paper is evaluated by a group of experts in the same field to make sure it meets the necessary standards for acceptance and publication.

Editorial board of Trans. JIEP will appoint reviewer. Editorial board of Trans. JIEP is ultimately responsible for the selection of every accepted paper.

Single-blind-peer-review which the names of the reviewers are not shared with the author, but the reviewers are aware of the author's identity is used for Trans. JIEP review process.

Ensure reviewers to evaluate papers honestly and impartially.

4-3. What Are Reviewers Looking For?

Learn what is important during peer review. Make sure to cover all the topics in your paper. During the peer review process for **Technical papers** and **Short notes**, reviewers look for:

(1) **Scope**: Is the paper appropriate for the scope of Trans. JIEP?

(2) **Validity**: Is the study well designed and executed?

(3) **Novelty**: Is this original material distinct from previous publications?

(4) **Advancement**: Is this a significant contribution to the field?

(5) **Data**: Are the data reported, analyzed, and interpreted correctly?

(6) **Compliance**: Are all ethical and publication requirements met?

(7) **Clarity**: Are the ideas expressed clearly, concisely, and logically?

During the peer review process for a **Tutorial paper**, reviewers look for:

(1) **Scope**: Is the paper appropriate for the scope of Trans. JIEP?

(2) **Contents**: Is its writing style and structure well thought out so that it is a credible and objective summary of cutting-edge trends and fully understood by the reader?

4-4. Peer Review Decisions

Trans. JIEP peer review occurs within a fixed window of time. All authors are notified of the peer review decision on their paper. You may receive one of three possible decisions:

(1) **Accept**: Your paper will be published without edits. You may be asked to transfer the copyright.

(2) **Accept with revision**: Your paper will be accepted after you implement edits suggested by the reviewers. You will be asked to provide a revised version.

(3) **Reject**: Your paper will not be presented at Trans. JIEP.

4-5. Ethics in Peer Review

Peer review is a system based on trust. Each party relies on the others to operate professionally, ethically, and confidentially.

Learn about the ethical responsibilities of the reviewer, the author, and the publication during peer review.

4-5-1. Responsibilities of the Reviewer

- Provide a prompt, thorough, and impartial review of the paper.
- Give constructive feedback with reasonable suggestions and a professional tone.
- Avoid suggesting the addition of irrelevant or unnecessary references.
- Alert the conference or technical chair to any suspected ethical issues.
- Maintain the confidentiality of information obtained through the review process, including the unique contributions of the author's work.

4-5-2. Responsibilities of the Author

- Accurately report research findings.
- Ensure the paper meets all publication requirements and adheres to ethical standards.
- Revise the paper as per reviewers' suggestions (or give a reason why not).

4-5-3. Responsibilities of the Publication

The publication's responsibilities may be fulfilled by Editor-in-Chief.

- Select, invite, and manage reviewers.
- Ensure a fair and speedy peer review process.
- Synthesize disparate peer review reports and arrive at a final decision.
- Maintain confidentiality by preserving the reviewer's anonymity and by safeguarding the unique contributions of the author's work.
- Uphold all policies of the publication, including ethical policies.

Any questions from authors or reviewers about the peer review process should be directed to The Japan Institute of Electronics Packaging Editorial Secretariat (hensyu@jiep.or.jp).

5. Submit Your Paper

Please post your paper to The Japan Institute of Electronics Packaging Editorial Secretariat (hensyu@jiep.or.jp) via e-mail.

5-1. Contact Address

The Japan Institute of Electronics Packaging Editorial Secretariat
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7. Page Charges

The manuscript submission fee (JY 5,000/printed page, plus tax) is required for all papers.

Acknowledgment