

JFPS International Journal of Fluid Power System

Instructions to Authors

The *JFPS International Journal of Fluid Power System* publishes novel contributions for researchers and engineers who devote themselves to modern fluid power systems.

Aims and Scope	1
Manuscript Types	1
Journal & Ethics Policies	2
Peer Review Process	4
Copyright, Open Access and Fees	7
Manuscript Submission	8
Manuscript Preparation	8
Accepted Manuscripts	8
Contact	8

Aims and Scope

The *JFPS International Journal of Fluid Power System* (JFPS) is an international, peer-reviewed and Open Access journal that publishes novel and interesting articles in fluid power systems. Contributions help researchers and engineers who devote themselves to modern fluid power components and systems related to the fields of fluid analyses, control systems, and energy savings. Articles span theoretical approaches to applications, and from software to hardware. Newly developed interdisciplinary ideas and concepts that are transferable between fields are also welcome.

The journal is supported by the Japan Fluid Power System Society and published continuously online as articles become available to our broad international audience.

Manuscript Types

The journal publishes Research Papers which are subject to peer review. The journal also publishes translations as secondary publications, as outlined in the relevant section elsewhere in this document.

Research Papers contain original content related to the fields of engineering and technology within the scope of JFPS. Papers that can also demonstrate technological or engineering applications are preferred. Papers submitted should be with the recommended length of eight printed pages (maximum twelve pages)

The journal encourages that papers deemed excellent when presented at international symposia and workshops of the Society, should be submitted to the Journal. These contributions are on the recommendation of the Editor-in-Chief or Chairperson of the Symposium and are regarded as “Special Contributions”; no publication charges are applied to this type.

Journal & Ethics Policies

JFPS upholds the highest standards in scholarly publishing. Before submitting a manuscript to the journal, authors must ensure that they have read and complied with the journal's policies. The journal reserves the right to reject without review, or retract, any manuscript that the Editor believes may not comply with these policies.

The responsibilities of the journal's authors, editors, reviewers and publisher regarding research and publication ethics are described in full below.

Notwithstanding the policies within the 'Secondary publication' section, submission to the journal implies that the manuscript has not been previously published (in part or in whole, in any language), is not in press, and is not under consideration for publication elsewhere. Lecture notes and PhD or MSci/MEng dissertations are not considered prior or overlapping publications. Manuscripts derived from publications within symposium or workshop proceedings of the society, which have been developed and revised, will be also considered for publication.

Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere.

If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in JFPS, they should first withdraw it from JFPS.

Submission

JFPS welcomes manuscript submissions from authors based anywhere in the world. Submission of a manuscript to the journal implies that all authors: have approved it, warrant it is factual, have agreed to its submission, and have the right to publish it.

Originality

Submission to the journal implies that the manuscript is original work. The journal may use iThenticate plagiarism software to screen manuscripts for unoriginal content. By submitting a manuscript to the journal, authors agree to this screening. Any manuscript with an unacceptable level of unoriginal material may be rejected or retracted at the Editors' discretion.

Secondary publication (Translations)

One of the main ambitions of JFPS is to ensure the dissemination of knowledge, especially knowledge that which is inaccessible to the journal's broad international audience. Following ICJME policies on this issue, the journal therefore considers articles that have been previously published in Japanese, if the following conditions are met:

- The original article was published in the *Transactions of the Japan Fluid Power System Society* (in Japanese).
- All authors of the original publication agree to the secondary publication, but understand that acceptance in the journal is not guaranteed.
- The manuscript undergoes full peer review.
- Editors from both journals approve of the re-publication.
- Full copyright permissions, per the section 'Reproducing copyrighted material', are supplied upon manuscript submission.

- A reasonable period of time has elapsed before the publication of the English version, to maintain the priority of the original publication. This time will be decided by the editors of both journals.
- The secondary publication faithfully reflects the data and interpretations of the original publication.

Secondary publications will include text that indicates they are fully peer-reviewed translations of an original publication. They will contain a statement such as: “This article is based on a study first reported in [*Transactions of the Japan Fluid Power System Society*, with full reference].”

Authorship

Submission to the journal implies that all authors have seen and approved the author list. Changes to the authors list after submission will require the withdrawal and then re-submission of a new manuscript.

Authors are encouraged to consider the Council of Science Editors (CSE) principles governing authorship. According to the CSE [guidelines](#) (and references therein), each author is expected have made substantial contributions to the conception or design of the work; or the acquisition, analysis or interpretation of data; or have drafted the work or substantively revised it. Authors have also agreed to be held accountable for their own contributions to the work; can identify which co-authors are responsible for other parts of the work; have confidence in the integrity of the work; and have reviewed and approved the final manuscript and any resubmissions. Contributors who do not qualify for authorship may be included in the Acknowledgements section instead.

Data falsification, data fabrication and image integrity

Authors must not falsify or fabricate data. Authors may digitally manipulate or process images, but only if the adjustments are kept to a minimum, are applied to the entire image, meet community standards, and are clearly described in the manuscript. All images in a manuscript must accurately reflect the original data on which they are based. Authors must not move, remove, add or enhance individual parts of an image. The editors reserve the right to request original, unprocessed images from the authors. Failure to provide requested images may result in a manuscript being rejected or retracted.

The journal encourages authors to grant reasonable requests from colleagues to share data, materials and experimental protocols described in their manuscript.

Reproducing copyrighted material

If a manuscript includes material that is not under the authors’ own copyright, the authors must obtain permission from the copyright holder(s) to reproduce it.

If a manuscript includes previously published material, the authors must obtain permission from the copyright owners and the publisher of the original work to reproduce it. The authors must cite the original work in their manuscript.

Copies of all reproduction permissions must be included with the manuscript when it is first submitted.

Author competing interests and conflicts of interest

In the interests of transparency, the journal requires all authors to declare any competing or conflicts of interest in relation to their submitted manuscript. A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an author's ability to conduct or report research impartially. Potential conflicts include (but are not limited to) competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity.

Authors should list all relevant funding sources for their work in the Acknowledgements section of their manuscript.

Confidentiality

The journal maintains the confidentiality of all unpublished manuscripts. By submitting their manuscript to the journal, the authors warrant that they will keep all correspondence about their manuscript (from the Editorial Office, editors and reviewers) strictly confidential.

Self-archiving (Green Open Access) policy

Self-archiving, also known as Green Open Access, enables authors to deposit a copy of their manuscript in an online repository. JFPS encourages authors of original research manuscripts to upload their article to an institutional or public repository immediately after publication in the journal.

Long-term digital archiving

J-STAGE preserves its full digital library, including JFPS, with Portico in a dark archive (see <https://www.portico.org/publishers/jstage/>). In the event that the material becomes unavailable at J-STAGE, it will be released and made available by Portico.

Peer Review Process

Editorial and peer review process

The journal uses single-blind peer review. When a manuscript is submitted to the journal, it is assigned to the Editor-in-Chief, who performs initial screening. Manuscripts that do not fit the journal's scope or are not deemed suitable for publication are rejected without review. The remaining manuscripts are assigned to a handling Editor who assigns two reviewers to assess each manuscript. Reviewers are selected based on their expertise, reputation and previous experience as peer reviewers.

Upon receipt of the two reviewers' reports, the Editor makes the first decision on the manuscript. If the decision is to request revision of the manuscript, authors have 6 months to resubmit their revised manuscript. Revised manuscripts submitted after this deadline may be treated as new submissions. The Editor may send revised manuscripts to peer reviewers for their feedback or may use his or her own judgement to assess how closely the authors have followed the Editor's and the reviewers' comments on the original manuscript.

The Editor-in-Chief is responsible for making the final decision on each manuscript.

The members of the Editorial Committee act in advisory roles, providing feedback as reviewers and making suggestions to improve the journal. In cases where the Editor-in-Chief

is an author on a manuscript submitted to the journal, the vice Editor-in-Chief is responsible for making the final decision on the manuscript's suitability for publication in the journal.

Reviewer selection, timing and suggestions

Reviewers are selected without regard to geography and need not belong to the journal's Editorial Board. Reviewers are selected based on their expertise in the field, reputation, recommendation by others, and/or previous experience as peer reviewers for the journal.

Reviewers are asked to submit their first review within 4 weeks of accepting the invitation to review. Reviewers who anticipate any delays should inform the Editorial Office as soon as possible.

When submitting a manuscript to the journal, authors may suggest reviewers that they would like included in or excluded from the peer review process. The Editor may consider these suggestions but is under no obligation to follow them. The selection, invitation and assignment of peer reviewers is at the Editor's sole discretion.

Reviewer reports

It is the journal's policy to transmit reviewers' comments to the authors in their original form. However, the journal reserves the right to edit reviewers' comments, without consulting the reviewers, if they contain offensive language, confidential information or recommendations for publication.

Acceptance criteria

If a manuscript satisfies the journal's requirements and represents a significant contribution to the published literature, the Editor may recommend acceptance for publication in the journal.

Articles in JFPS must be:

- within the subject area of the journal's scope
- novel and original
- descriptions of technically rigorous research
- of high interest to the journal's audience
- important additions to the field.

If a manuscript does not meet the journal's requirements for acceptance or revision, the Editor may recommend rejection.

Editorial independence

The Japan Fluid Power System Society (JFPS) has granted the journal's Editorial Board complete and sole responsibility for all editorial decisions. The JFPS will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests. The authors' ability to pay any publication charges has no bearing on whether a manuscript is accepted for publication in the journal.

Appeals

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are only considered if the authors provide detailed evidence

of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final. The guidelines of the Committee on Publication Ethics (COPE) are followed where and when relevant.

Confidentiality in peer review

The journal maintains the confidentiality of all unpublished manuscripts. Editors and reviewers will not:

1. disclose a reviewer's identity unless the reviewer makes a reasonable request for such disclosure
2. discuss the manuscript or its contents with anyone not directly involved with the manuscript or its peer review
3. use any data or information from the manuscript in their own work or publications
4. use information obtained from the peer review process to provide an advantage to themselves or anyone else, or to disadvantage any individual or organization.

In addition, reviewers will not reveal their identity to any of the authors of the manuscript or involve anyone else in the review (for example, a post-doc or PhD student) without first receiving permission from the Editor.

Editor and reviewer conflicts of interest in peer review

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an editor or reviewer's ability to act impartially when assessing a manuscript. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

Reviewers and members of the journal's Editorial Board undertake to declare any conflicts of interest when handling manuscripts. An editor or reviewer who declares a conflict of interest is unassigned from the manuscript in question and is replaced by a new editor or reviewer.

Editors try to avoid conflicts of interest when inviting reviewers, but it is not always possible to identify potential bias.

Errata and retractions

The journal recognizes the importance of maintaining the integrity of published literature.

A published article that contains an error may be corrected through the publication of an Erratum. Errata describe errors that significantly affect the scientific integrity of a publication, the reputation of the authors, or the journal itself. Authors who wish to correct a published article should contact the editor who handled their manuscript or the Editorial Office with full details of the error(s) and their requested changes. In cases where co-authors disagree over a correction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Correction is published, any dissenting authors will be noted in the text.

A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (covering research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the journal's Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a retraction, the Editor-in-Chief may

consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text.

The decision to publish Errata or Retractions is made at the sole discretion of the Editor-in-Chief.

Editors as authors in the journal

Any member of the journal's Editorial Board, including the Editor-in-Chief who is an author on a submitted manuscript is excluded from the peer review process. Within the journal's online manuscript submission and tracking system, they will be able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

A manuscript authored by an editor of JFPS is subject to the same high standards of peer review and editorial decision making as any manuscript considered by the journal.

Responding to potential ethical breaches

The journal will respond to allegations of ethical breaches by following its own policies and, where possible, the guidelines of COPE.

Copyright, Open Access and Fees

JFPS introduced open licensing to articles published from the first issue of 2023 and uses a Creative Commons (CC) CC BY-NC-ND 4.0 (Attribution-NonCommercial-NoDerivatives 4.0 International). This license allows users to share unmodified articles, non-commercially, as long as appropriate credit is given. Authors are required to assign all copyrights in the work to the Society, who then publish the work under the CC BY-NC-ND license.

The journal's archive published before the first issue of 2023 is available for free at the journal's website under standard copyright provisions.

Some funding bodies require articles funded by them to be published under a specific Creative Commons license. Before submitting your work to the journal, check with the relevant funding bodies to ensure that you comply with any mandates.

Article Processing Charge

There are many costs associated with publishing scholarly journals, such as those of managing peer review, copy editing, typesetting and online hosting. To cover these costs in the absence of journal subscriptions, authors (or their representatives) are asked to pay article processing charges (APCs).

The journal charges an APC of 70,000 Japanese yen for the final manuscript (inclusive of taxes and exclusive of banking charges), provided the paper is within eight printed pages. If the paper exceeds eight pages, an additional 10,000 yen will be charged for each additional page.

“Special Contributions” are free. There is no submission charge.

Authors of accepted manuscripts will be invoiced for the APC before publication of their manuscript.

Manuscript Submission

All manuscripts must be submitted via the journal's online submission system, Editorial Manager: <https://www.editorialmanager.com/jfps/default1.aspx>. The original or revised manuscript text may be uploaded as a PDF or Microsoft Word file, but a Word file is required for the final manuscript text.

If you encounter any problems with online submission, please contact the Editorial Office: info@jfps.jp.

Manuscript Preparation

Manuscripts for submission must be prepared in accordance with this document and per the latest version of the manuscript template, available at the [JFPS website](#). Submitted manuscripts that deviate significantly from the guidelines may be returned to the authors.

English standards

Manuscripts should be written in clear, grammatically correct English. Authors whose native language is not English are strongly encouraged to have their manuscript checked by a native English speaker or by an editing service prior to submission. If a manuscript is not clear due to poor English, it may be rejected without undergoing peer review.

Style and format

Research Papers must include the title, author names, summary, text, acknowledgements, references, and any appendices. The manuscript must be eight pages printed pages or less (3000-5000 words).

After the keywords, the text must be presented in a double-column format, and each column should contain 50 lines per page as a standard, as per the manuscript template. See the template file at the JFPS [website](http://www.jfps.jp/eng/e02_01.html) (http://www.jfps.jp/eng/e02_01.html).

Accepted Manuscripts

Manuscripts that are accepted for publication are copyedited and typeset by the journal's production team before publication. The journal is published continuously online as articles become available. All communication regarding accepted manuscripts is with the corresponding author.

Proofs

Page proofs are sent to the corresponding author, who should check and return them within 5 business days. Only essential corrections to typesetting errors or omissions are accepted; excessive changes are not permitted at the proofing stage.

Reprints

Order forms for reprints are sent with the proofs to the corresponding author and should be returned with the proofs.

Contact

To contact the Editorial Office or the Editor-in-Chief, please write to:

The Japan Fluid Power System Society (JFPS)
Kikaishinko Building, 3-5-22 Shiba-koen,
Minatoku, Tokyo, 105-0011,
Japan

email: info@jfps.jp

Updated: 3 June 2023