

AICS Technical Report editorial procedure

Version 1.1, 04/01/2015 by Takemasa Miyoshi

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Editorial Board

Chief Editor: Makoto Tsubokura, Team Leader of Complex Phenomena Unified Simulation Research Team

Editors: Director and Deputy Directors of AICS, all PIs (Team/Unit Leaders) in Research Division and Exascale Computing Project, and Director of Operations and Computer Technologies Division

Editorial Assistant: Yuri Iida, Assistant

Technical Assistant: Yoko Miyata, Office for Research Communication

1. Submission

Original research articles and technical documentations that are not published anywhere else either in the past or future will be considered for publication in AICS Technical Report. The manuscript must be related to the activities including (but not limited to) research, development and meetings at RIKEN AICS. A manuscript must be submitted to an appropriate Editor (usually the corresponding PI or Director) to initiate the review process. A manuscript submitted by a PI cannot be directed to herself/himself. There is no formatting requirement, but the manuscript must be written in English.

2. Review

Upon receipt of a manuscript, the Editor reviews the manuscript. Once the Editor recommends acceptance for publication, the Editor submits the manuscript to Chief Editor and Editorial Assistant electronically in the PDF format. This submission date is used as the submission date on the cover page. The Editor takes full responsibility for the contents of the manuscript.

3. Editorial decision

Chief Editor submits the recommended manuscripts to the monthly Kenkyu-Renraku Meeting. Formal approval for publication is made in consensus at the Kenkyu-Renraku Meeting. This approval date is used as the acceptance date on the cover page.

4. Publication number assignment

Upon approval, Chief Editor assigns the publication number in the format of YYYY-NNN, in which YYYY is the four-digit publication year, and NNN is the serial number in the publication year. Chief Editor (with help of Editorial Assistant) produces the final publication form in the PDF format with cover page.

5. Online publication

Chief Editor (with help of Editorial Assistant) forwards the final manuscript to Technical Assistant for online publication.