

## INSTRUCTIONS TO AUTHORS

**Manuscripts** for publication must be written in English.

**All manuscripts** published in this journal are reviewed. As a result of the technical review process, a manuscript may be accepted without change, recommended for modification and further review, or rejected.

**The preparation of manuscripts** which are to be reproduced by a photographic process requires special care. Manuscripts which are submitted in technically unsuitable form will be returned to the author for retyping. There is normally no possibility of carrying out further corrections after a manuscript is given to production. Hence it is crucial that the following instructions be adhered to closely.

**T<sub>E</sub>X.** For the convenience of authors, four kinds of style file packages for the following T<sub>E</sub>X systems are available.

A<sub>M</sub>S-L<sub>A</sub>T<sub>E</sub>X 2.0, L<sub>A</sub>T<sub>E</sub>X 2<sub>ε</sub>

These packages can be obtained via WWW:

<http://www3.u-toyama.ac.jp/toyamath/tmj/index.html>

Each package includes a user's guide and a sample tex file. Please read them carefully.

These TMJ style file packages will adjust your manuscript into the following required form:

1. textheight = 195 mm, textwidth = 125 mm.
2. A space 50 mm deep should be left at the top of the first page.
3. **Title of Paper** in 12pt size boldface, centered and not underlined.
4. Author's name: First name(s) of which the first letter in capital and remains in lowercases, followed by SURNAME of which the first letter in capital and remains in small capitals, without the preposition "by".
5. Abstract (may be omitted).
6. Table of Contents (required only for very long papers).
7. Text (in 11pt size).
8. References.
9. Author's full postal address with zip code aligned on the left under the last reference in the bibliography. Where possible, e-mail addresses should be given as well.

**Word Processors.** Authors using word-processing or computer-typesetting facilities should prepare a manuscript in the above required form as far as possible with obvious modifications.

**Type.** Use an electric typewriter if at all possible and always use a black ribbon. Symbols should not be too complicated and those which are not on the typewriter should be inserted by hand correctly. Manuscripts should be typed in  $1\frac{1}{2}$  line spacing on one side of white papers. The following portions should be in single-line spacing : abstract, footnotes, tables. The typing area per page,

which should in no circumstances be exceeded and conversely must be fully used, is  $125 \times 195$  mm for elite type (12 pitches).

**The manuscript page number** should be typed at the lower outside edge of the page.

**Footnotes** should be placed at the bottom of the page to which they refer and should be divided from the text by a horizontal line. They should be inside the typing area.

**Paragraphs** will be indicated by the open-ended final line and wider line spacing. Headings and sub-headings should be aligned with the left margin. Do not use § signs. Classifying words, such as “**Lemma**”, “**Proposition**” and “**Theorem**”, should be in boldface (or in capital if authors use a typewriter) ; the relevant text should be typed in italics.

**References** to the literature in the text should be written by numbers in square brackets. The references should be listed in alphabetical order at the end of the paper, then numbered consecutively. They should be cited as follows:

Journal papers : names of all authors, full title, *journal as abbreviated in Mathematical Reviews*, **volume number** year in brackets, first and last page numbers. Example:

[1] K. Haratomi, On a topological problem, *Japan. J. Math.*, **9**(1932), 103-110.

Books : author's names, *Title*, edition, publisher, place, year.

**Submission of the final version in electronic form.** After you have carried out all final versions and have been notified of acceptance by the Managing Editor, you will be asked to send the final electronic version to TMJ. For this purpose, please follow carefully the instructions given by the Managing Editor in his acceptance notice.

*Important:* Make sure that you send a printout of the final version of your paper to the Managing Editor and that it is identical in content with the electronic version. Diskettes sent by post should carry an identifying label that contains the information requested below:

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**One hundred reprints** will be provided for each manuscript.