

Instructions for Preparing the Cruise Summary and Cruise Report

Japan Agency for Marine-Earth Science and Technology

1. Introduction

The Cruise Summary and Cruise Report will be made public on the JAMSTEC website two months after the cruise. We request that you submit these reports not only for the purpose of recording the research cruise but also to promote and further people's understanding and knowledge of research cruises by making information about cruises widely known. Definitions of Cruise Summary and Cruise Report and their roles are as follows:

Cruise Summary:

A brief summary of a cruise where data and samples have been obtained. It also functions as a preliminary report of the cruise.

Cruise Report:

A report created at the end of a cruise where data and samples have been obtained, which includes the purpose of the cruise, observations performed, dates of observations, equipment used, method of observation and any other information necessary to record the observations performed. This report also functions to provide the information necessary for the management of data and samples to the relevant departments and users.

At the end of these instructions you will find an "5. If you have any requests or proposals". Submission of the "requests and proposals" is optional. However, we would appreciate your cooperation in providing any requests and proposals. Thank you in advance for your cooperation.

2. Preparation and Submission

(1) Responsible person



The Chief Scientist is designated.

(2) Format/form

There is no specific format or form etc. for these documents. However, you are requested to prepare them in a format compatible with Microsoft Office Word for Windows. Please refer to "4. Required Items" below for the items that should be included in these documents.

(3) Language

The languages specified for each document are as follows:

	Cruise Summary : English and Japanese
	Cruise Report : (typically) English

(4) Number of copies

Please submit one electronic file. (Sometimes hard copies may be required).

You are requested to also prepare figures and tables in electronic format whenever possible.

Cruise Summary :	One electronic file
Cruise Report :	One electronic file

(5) Submission Deadline

Both the Cruise Summary and Cruise Report must be submitted **within one month after the end of the cruise.**

Submission deadline :	within one month after the end of the cruise
-----------------------	--

(6) Where to submit the reports and who to contact regarding inquiries

Please submit the Cruise Summary and Cruise Report to the information management department specified below. Related inquiries should also be addressed to the same department.

Please note that the **cost of submission (including the cost of the recording media, delivery fees, etc.) shall be borne by the scientists.**

<p>【Information management department】 Data Management Group Yokohama institute for Earth Science Japan Agency for Marine-Earth Science and Technology</p> <p>3173-25 Showa-machi, Kanazawa-ku Yokohama City Kanagawa 236-0001 Tel : (045)-778-3811 / Fax : (045) 778-5424</p> <p>E-mail [Submission of documents]: submit-rv-cruise@jamstec.go.jp</p>
--

(7) Change in contents

If the need arises to correct the contents of these reports after they have been submitted or published, please correct the subject document by inserting a statement to such an effect at the beginning, inform the management division of the change, and submit the revised document to the same department.

3. Handling after submission (publication)

- (1) The submitted Cruise Summary and Cruise Report will be made public on the JAMSTEC website two months after the end of the cruise.

Timing of publication :	two months after the end of the cruise
-------------------------	--

- (2) The Cruise Summary and Cruise Report will be made public exactly as they are submitted unless there are any special agreements, restrictions, etc. Therefore, you are advised to provide only those research results and personal information that can be made public. Please note that, depending on the circumstances, you may be requested to correct, etc. the submitted reports.

Attention : Write only research results and personal information that can be made public

4. Required Items

(1) Cruise Summary

The Cruise Summary should be roughly divided into two parts: “Cruise Information” and “Overview of Observations”. You may rearrange the items, style of writing, order of items, etc. to suit your convenience.

The Cruise Summary must be no more than 4 pages in A4 size. Please submit the summary in both Japanese and English versions.

Paper size/ No. of pages : A4/ up to 4 pages

Language : one copy in Japanese and one copy in English

【Cruise Summary Items】

● : must be included ○ : may be included as necessary

Item	Contents
1. Cruise Information	● Cruise ID ● Name of vessel
	● Title of the cruise
	● Chief scientist [Affiliation]
	● Representative of the Science Party [Affiliation] ○ Title of proposal
	● Cruise period ● Ports of call
	● Research area
	○ Research Map A map showing research area. Include the submerged points, observation points, or events, as appropriate. Title appropriately according to the contents. <Examples> Cruise Track, Dive points, Survey areas, Observation points, Survey lines etc.

2. Overview of Observation	<ul style="list-style-type: none"> ● Overview of the observation <Examples> <ul style="list-style-type: none"> - Purpose, background - Observations, Activities - Methods, Instruments - Research results etc. ○ Title of project In cases where the cruise is carried out as part of a joint project (or research of plan), write the title of such project, etc.
----------------------------	---

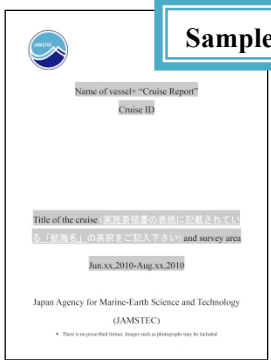
(2) **Cruise Report**

The Cruise Report should be roughly divided into five parts: “Cover”, “Contents”, “Cruise Information”, “Researchers”, and “Observations”. You may rearrange the items, style of writing, order of items, etc. to suit your convenience (you may add other items and attach material, etc.). In principle, the report must be submitted in English.

Paper size/ No. of pages :	A4/ no limitation
Language :	(typically) English

【 Cruise Report Items】

● : must be included ○ : may be included as necessary

Item	Contents Example in English
1. Cover	<ul style="list-style-type: none"> ● Include the following items: <ul style="list-style-type: none"> • Name of vessel+ “Cruise Report” • Cruise ID • Title of the cruise and survey area • Cruise period • ”Japan Agency for Marine-Earth Science and Technology (JAMSTEC)” * There is no prescribed format. Images such as photographs may be included. <div style="text-align: right;">  </div>
2. Contents	<ul style="list-style-type: none"> ● Contents
3. Cruise Information	<ul style="list-style-type: none"> ● Cruise ID ● Name of vessel ● Title of the cruise ● Title of proposal If more than one proposal is involved, include all of them. ● Cruise period ● Ports of call ● Research area

	<ul style="list-style-type: none"> ● Research Map A map showing research area and its surrounding. Cruise map (PDF file) prepared by ship is available as the surrounding map. Include the submerged points, observation points or events, as appropriate. Title appropriately according to the contents. (A more detailed map than that used in Cruise Summary is preferable, but the same map is acceptable.) <Examples> Cruise Track, Dive points, Survey areas, Observation points, Survey lines etc.
4. Researchers	<ul style="list-style-type: none"> ● Chief scientist [Affiliation] ● Representative of the science party [Affiliation] ● Science party (List) [Affiliation, assignment etc.] If more than one proposal is involved, include all of them.
5. Observation	<ul style="list-style-type: none"> ● Observation <Examples> <ul style="list-style-type: none"> - Purpose, Objectives, background - Observations, Activities - Methods, Instruments - Research results - Future plans etc. ○ List of observation equipments ○ Cruise log ○ Dive information <Examples> <ul style="list-style-type: none"> - Dive number - Dive point information - Sampling/Information of research stations - Dive tracks etc. ○ Research Information <Examples> <ul style="list-style-type: none"> - Research points Line information - Sampling point information - Sample lists - Deployment information Recovery information etc. ○ About data Include any information that may be necessary for analysis and QC planning and secondary use (publications, provisions, etc.)

6. Notice on Using

- Notice on using: Insert the following notice to users regarding the data and samples obtained.

This cruise report is a preliminary documentation as of the end of the cruise.

This report may not be corrected even if changes on contents (i.e. taxonomic classifications) may be found after its publication. This report may also be changed without notice. Data on this cruise report may be raw or unprocessed. If you are going to use or refer to the data written on this report, please ask the Chief Scientist for latest information.

Users of data or results on this cruise report are requested to submit their results to the Data Management Group of JAMSTEC.

5 If you have any requests or proposals

We welcome any requests or proposals for improvement, etc that you may have. Your requests or proposals will be taken into consideration for the promotion of marine research.

There is no prescribed format.

If you are willing to provide us with your requests or proposals, please submit them **along with the Cruise Summary**.

* They will not be publicized.

	Paper size/ No. of pages: A4/ no limitation
	Language: Japanese or English

○: to be included as necessary

Item	Contents
1. Person who wrote	○ Affiliation (institution, department, etc.) ○ Name
2. Cruise Information	○ Cruise ID
3. Requests/Proposals	○ Requests and proposals Any request or proposal concerning: public invitation of mission proposals and research implementation planning; vessels, submergence research vehicles and other research instruments; equipment in the onboard laboratory; life onboard, etc.