NOTICE TO CONTRIBUTORS

*Species Diversity* is a peer-reviewed, open-access international journal on all aspects of animal species diversity. *Species Diversity* is published by the Japanese Society of Systematic Zoology. It is the English-language successor of the *Proceedings of the Japanese Society of Systematic Zoology* and complements the latter’s Japanese-language continuation, *Taxa*. The purpose of *Species Diversity* is to facilitate the international exchange of information about animal species diversity by publishing papers dealing with all aspects of taxonomy, systematics, speciation, biogeography, and life history research.

Manuscripts are accepted on the understanding that the content has not been submitted or accepted for publication elsewhere. All manuscripts will be reviewed by at least two referees selected by the Editor and Associate Editors. The manuscripts revised after review will be returned to authors again after a final round of copy-editing, check for adherence to *International Code of Zoological Nomenclature, Fourth Edition* (International Commission on Zoological Nomenclature 1999), *et al.* The criterion for publication is the scientific merit of the work. Final responsibility for acceptance of manuscripts lies with the Editor. The Editor and Publisher reserve the right to modify manuscripts to eliminate ambiguity and repetition, and to improve communication between author and reader. A published article becomes the permanent property of the Japanese Society of Systematic Zoology and may not be reproduced by any means, in its entirety or in part, without the written consent of both the Society and the author(s) of the article. Authors may distribute PDF files of their articles via institutional repositories or personal websites without application for permission to the Society.

Contributions may take the form of RESEARCH ARTICLES, ESSAYS, and REVIEW ARTICLES. Thirty free offprints of Research Articles are available. Authors wishing to contribute Review Articles or Essays should contact the Editor or Associate Editors before submission. Articles are indexed in EBSCO, Scopus, and Zoological Record.

**Submission of manuscripts**

Authors must include at least a member of the Japanese Society of Systematic Zoology. Authors should submit manuscripts by e-mail to the Editor: Dr. Hironori Komatsu (h-komatsu@kahaku.go.jp). The manuscripts are to be sent as attachment files; down-sized image files for FIGURES and spreadsheet files for TABLES should be unified with the text into a single MS Word document. The document size should not exceed 5 MB. If you have problems in reducing the file size, ask to the Editor before the file is sent by e-mail.

**Style of manuscripts**

Manuscripts should be prepared with a word processor, which is compatible with MS Word. The entire manuscript, including references, should be typed double-spaced, with margins of at least 30 mm. All pages should be numbered consecutively in the bottom center.

Manuscripts must be written in English. Spelling should be either British or American (current usage), but must be consistent throughout the manuscript. In general, the recommendations of *Scientific Style and Format: the CBE Manual for Authors, Editors, and Publishers* (Cambridge University Press 1994) should be followed. Authors not writing in their first language are asked to have manuscripts checked for grammar and syntax before submission. Manuscripts should be written so that they are intelligible to the professional reader who is not a specialist in the particular field. Manuscripts which do not conform to these requirements may be returned to the author prior to review for correction. The manuscript should be presented in the following order:

**Title page:** This should contain the title of the contribution and the name(s) and address(es) of the author(s). The full postal address, telephone and facsimile numbers and e-mail address of the author who will receive correspondence and check the proofs should be included, as well as the present address of any author if different from that where the work was carried out. The main title should, where possible, contain the major key words used in the body of the manuscript; the title should include the class/phyllum designation when a generic or specific name is used but should not contain authorities for scientific names. A short running title (less than 60 characters including spaces) should also be provided.

**Abstract:** All manuscripts must include a brief but informative Abstract, intelligible without reference to the main text. It should not exceed 300 words and should describe the scope of the work and the main findings. The names of organisms used (including authorities) should be given. References to literature should not be included.

**Key Words:** Key words (3–10) should be provided below the Abstract to assist with indexing of the article.

**Introduction:** This section should include sufficient background information to set the work in context. The aims of the manuscript should be clearly stated. The Introduction should not contain either findings or conclusions.

**Materials and Methods:** This should be concise but provide sufficient detail to allow the work to be repeated by others. The source of material should be given in detail, where possible.

**Results:** Results should be presented in a logical sequence in the text, tables, and figures; repetitive presentation of the same data in different forms should be avoided. The results should not contain material appropriate to the Discussion.

**Discussion:** This should consider the Results in relation to...
to any hypotheses advanced in the Introduction and place the study in the context of other work. In purely descriptive manuscripts, Materials and Methods, Results, and, if necessary, Discussion may be combined.

Acknowledgements: Financial and technical assistance may be acknowledged here. It is the authors’ responsibility to obtain written permission to quote material that has appeared in another publication.

References: In the text, references should be made by giving the author’s name with the year of publication in parentheses, not separated by a comma. If there are two authors use “and” to link authors’ names in all cases. When reference is made to a work by three or more authors, the first name followed by "et al.” should be used on all occasions. If several manuscripts by the same author(s) and from the same year are cited, a, b, c, etc. should be put after the year of publication. Within parentheses, groups of references should be cited in chronological order, separated by semicolons. Sources of authorities of any scientific names used in the manuscript should not be included in the References, except for those used in headings and in synonym lists; when desired, explicit citations of such sources may be made separately or by appending "(q.v.)" to the source. References should be listed in alphabetical order at the end of the manuscript, in the following form:

For papers and books with original titles written in a Roman-alphabet language:


For electronic references:


For papers and books with no original title written in a Roman-alphabet language, translated titles in square brackets should be provided and, for books, transliterated titles as well:


Makushok, V. M. 1958. [The morphology and classification of the northern blennioid fishes (Stichaeidae, Blennioidei, Pisces)]. Trudy Zoologicheskogo Instituta Akademii Nauk SSSR 25: 3–129. [In Russian]


Titles of journals should not be abbreviated; those not written in the Roman alphabet should be transliterated, not translated.

Tables: Tables must be typed on separate sheets. They should be numbered consecutively in Arabic numerals with a descriptive title above the table. Column headings should be brief, with units of measurement in parentheses. Use superscript letters (not numbers) for footnotes and keep footnotes to a minimum. Vertical lines should not be used to separate columns. The approximate positions of tables should be indicated in the margin of the manuscript.

Figures: Illustrations, photographs and graphic charts are classified as figures, instead of plates, and should be numbered consecutively. Photographs must fit within the single column (85 mm) or full text width (177 mm) and should be no more than 253 mm in height. Line figures should be drawn or grouped to fit these dimensions after reduction. A scale bar must be included for all photographs, with the scale indicated above or beside the bar.

Digital image files can be submitted as e-mail attachments. Although various types of file formats, including TIFF, JPG, GIF, PICT, BMP, or AI, are acceptable for the Publisher, it is recommended that authors produce files in EPS format, prepared with Adobe® Photoshop or Adobe® Illustrator. When an analogue original artwork (hand-drawn line art, 35 mm reversal film, or black-and-white photographs) is to be scanned, the required minimal scanning resolutions are: 1200 dpi for line drawings; 266 dpi for black-and-white photographs; 800 dpi for combined line drawings and black-and-white photographs; 350 dpi for colour photographs; and 600 dpi for combined line drawings and colour photographs. Authors producing figures digitally should consider the above resolutions throughout the preparation process.

Figure legends: Legends should be self-explanatory and typed on separate sheets. The legend should incorporate definitions of any symbols used. The approximate positions
of figures should be indicated in the margin of the manuscript.

**Abbreviations and units:** SI units (metre, kilogram, etc.) should be used wherever possible. Statistics and measurements should always be given in figures; that is, 10 mm except where the number begins the sentence. Confusing mathematical notation, particularly subscripts and superscripts, should be avoided; negative exponents are acceptable as long as they are used consistently. Use only standard abbreviations. The word "Figure/Figures" should be shortened to Fig./Figs unless starting a sentence.

**Scientific names:** The scientific name should be given for every animal with authority and date when first mentioned (for a botanical name, authority only). The generic name may be abbreviated to an initial in subsequent references except where intervening references to other genera would cause confusion. Common names of organisms, if used, must be accompanied by the correct scientific name when first mentioned.

**Others:** The following instructions should be adhered to when manuscripts are prepared with word-processing software:

1. Do not use a carriage return (enter) at the end of lines within a paragraph.
2. Use only one space after punctuation marks.
3. The text should be unjustified (i.e., only left margins aligned) except for the title page and headings.
4. Do not use end-of-line hyphenation, except in the case of compound words.
5. Use italics where appropriate, not underlining.
6. Use page footer function; do not insert page numbers in the text.
7. Distinguish a hyphen, an n-dash, and an m-dash.

### Checklist

Check the following before submission: (1) all references cited in the text are included in the reference section; (2) all figures and tables are cited in the text, in numerical order; and (3) the reference section is in proper format.

### ZooBank Registration

The Editorial Committee will register accepted manuscripts with nomenclatural acts in ZooBank before publication and the LSIDs will be indicated on the first page of each published paper. The authors need not register their publications and nomenclatural acts in ZooBank.

### Proofs and Offprints

Page proofs only will be sent to the author and they should be returned to the Editor within 3 days of receipt. Alterations to the text and illustrations are unacceptable at proof stage (except correction of printers errors) and authors will be charged for changes from their original manuscript. An offprint order form giving the cost of offprints will be sent to the corresponding author with the proofs. The order form should be returned with the corrected proofs. Offprints will be sent out within 3 weeks of publication, by surface mail.