

NOTICE TO CONTRIBUTORS

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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-komatu@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.

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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.

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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 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:

- Baker, H. R. 1980. A redescription of *Tubificoides pseudogaster* (Dahl) (Oligochaeta: Tubificidae). *Transactions of American Microscopical Society* 99: 337–342.
- Distant, W. L. 1904. *The Fauna of British India, including Ceylon and Burma. Rhynchota, Vol. 1. Heteroptera*. Taylor & Francis, London, xxxviii+438 pp., 3 pls.
- Ferraguti, M., Grassi, G., and Erséus, C. 1989. Different models of tubificid spermatozeugmata. *Hydrobiologia* 180: 73–82.
- Finogenova, N. P. and Shurova, N. M. 1980. A new species of the genus *Aktedrilus* (Oligochaeta, Tubificidae) of the littoral zone of the Sea of Japan. Pp. 6–69. *In: Kusakin, O. G. (Ed.) Coastal Plankton and Benthos in the Northern Parts of the Sea of Japan*. Academy of Sciences, Vladivostok. [In Russian]

For electronic references:

- Fricke, R. and Eschmeyer, W. N. 2012. A guide to fish collections in the Catalog of Fishes database. Available at <http://research.calacademy.org/redirect?url=http://researcharchive.calacademy.org/research/Ichthyology/catalog/fishcatmain.asp> (16 March 2012).

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their introduction to Japan and ecology]. Pp. 133–146. *In: Kawai, T., Kawanabe, H., and Mizuno, N. (Eds) Nihon no Tansuiseibutsu—Shinryaku to Kakuran no Seitaigaku [Freshwater Organisms of Japan—Ecology of Invasion and Disturbance]*. Tokai Daigaku Shuppankai, Tokyo. [In Japanese]

- 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]
- Reshetnikov, Y. S. 2003. *Atlas Presnovodnykh ryb Rossii. V Luvkh Tomakh. Tom 1. Vtoroye Izdaniye [Atlas of Russian Freshwater Fishes. In Two Volumes. Vol. 1. Second Edition]*. Nauka, Moscow, 379 pp. [In Russian]
- Sheiko, B. A. and Fedorov, V. V. 2000. Glava 1. Pp. 7–69. *In: Moiseev, R. S. and Tokranov, A. M. (Eds) Katalog Pozvonochnykh Kamchatki i Sopredelynykh Morskikh Akvatoriy [Catalog of the Vertebrates of Kamchatka and Adjacent Waters]*. Kamchatskiy Petchatniy Dvor, Petropavlovsk-Kamchatsky. [In Russian]

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Digital image files can be submitted as e-mail attachments. Although various types of file formats, including TIF, 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.

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Abbreviations and units: SI units (metre, kilogram, etc.) should be used wherever possible. Statistics and measurements should always be given in figures; that is, 10mm 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.

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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.

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