

Instructions to Authors

Genes & Genetic Systems (GGS) is the official journal of the Genetics Society of Japan, which has been published bimonthly since 1918. *GGS*, one of the most time-honored scientific journals in the world, is now an international peer-reviewed Open Access journal.

AIMS & SCOPE

Genes & Genetic Systems is an international peer-reviewed Open Access journal. It publishes important original papers and review articles bimonthly that address a wide range of fields in genetics. These include general genetics, molecular genetics, cell genetics, developmental genetics, behavioral genetics, ecological genetics, chemical genetics, epigenetics, cytogenetics, population genetics, evolutionary genetics, and molecular evolution. *GGS* also welcomes papers in the following fields, if they are related to genetics: genome-wide research, bioinformatics, systems biology, database, genetic bioresources, and technical advances (in both experimental and *in silico* methods). *GGS* maintains the highest standards of scientific and publication ethics. Articles are available freely online to a diverse global audience.

MANUSCRIPT TYPES

GGS publishes a range of manuscript types, all of which are subject to rigorous peer review.

Full Papers

Full Papers are full-length research articles on important and comprehensive original research. There is no minimum or maximum length.

Short Communications

Short Communications are short reports of the results of studies that are of sufficient interest to justify publication. They must be no longer than 15,000 characters (including spaces but excluding the title page and references) and 4 display items (i.e., figures or tables). Figure legends must be included in the character count. The text of Short Communications should not be divided into sections, such as Introduction, Results and Discussion.

Methods, Technology, and Resources

GGS welcomes manuscripts that describe genetic or analytic methods, tools or resources that are likely to have a broad impact. They can be full-length research articles or Short Communications. The method or resource needs to be novel or be a significant advance to an existing method or resource. The necessary reagents or resources need to be available upon request. All Methods, Technology and Resources are peer reviewed in the same way as Full Papers and Short Communications.

Reviews and Minireviews

Reviews and Minireviews summarize literature on a specialized topic, discuss any challenges in that field of research, and present a perspective on the future of the field. There is no minimum or maximum length for Reviews but Minireviews must be less than 3,000 words (excluding References). Reviews and Minireviews are usually invited and managed by the Reviews Editor; recipients of the Genetics Society of Japan's Young Scientist Award are also invited to collaborate with distinguished researchers to prepare a Minireview for consideration.

GGS will also consider submissions without an invita-

tion. Interested authors should contact the Reviews Editor or one of the Editors in the related field before submission. All Reviews and Minireviews are peer reviewed to the same rigorous standard as Full Papers and Short Communications.

Brief Reports

Brief Reports are short articles that describe topics related to selected important papers that have recently been published. The Brief Reports Editors will invite the authors of such original papers to contribute to this type of manuscript. The manuscript should include additional insights, new interpretations, genetic models, or supporting data that were not presented in the original paper due to space limitations. The format of Brief Reports follows that of Short Communications, except for their shorter length.

Meeting Reports

Meeting Reports summarize a meeting on a genetics-related topic. Interested authors should contact one of the Editors in the related field before submission. All Meeting Reports are peer reviewed to the same rigorous standard as Full Papers and Short Communications.

JOURNAL & ETHICS POLICIES

GGS strives to uphold the highest research and publishing standards. This comprehensive suite of policies covers the main responsibilities of the authors, reviewers, editors and publisher. Before submitting a manuscript to *GGS*, authors must ensure that they have read and complied with the following policies.

Author Responsibilities

Submission

GGS welcomes manuscript submissions from authors anywhere in the world. Submission to *GGS* implies that all authors have read and approved the manuscript, have agreed to its submission, and have the right to publish their work. Submission to *GGS* also implies that all authors have read and complied with the *GGS* policies on publication and scientific ethics. Authors of submitted manuscripts acknowledge that *GGS* editors reserve the right to reject or retract any manuscript that they believe may breach any of these policies.

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Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere. The availability of a manuscript on a publicly accessible preprint server does not constitute prior publication (see 'Preprints'). If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in *GGS*, they should first withdraw it from *GGS*.

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GGS follows the guidelines of the International Committee of Medical Journal Editors (ICMJE) for authorship and contributorship¹⁾ and the Contributor Role Taxonomy (CRediT)²⁾ is used to indicate each author's contributions.

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Submission to *GGS* implies that all authors have seen and approved the author list. Changes to the author list after manuscript submission – such as the insertion or removal of author names, or a rearrangement of author order – must be approved by all authors and the editor.

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Authors may digitally manipulate or process images, but only if the adjustments are kept to a minimum, are applied to the entire image, meet community standards, and are clearly described in the manuscript. All images in a manuscript must accurately reflect the original data on which they are based. Authors must not move, remove, add or enhance individual parts of an image. The editors reserve the right to request original, unprocessed images from the authors. Failure to provide requested images may result in a manuscript being rejected or retracted.

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Availability of data and materials

For large-scale experiments, accessibility to raw data is necessary for publication. If public repositories are available, authors are expected to use these repositories. If not, the authors should provide the raw data as Supplementary information.

Authors must disclose the source of publicly available data and materials, such as public repositories or commercial manufacturers, by including accession numbers or company details in their manuscript, as appropriate.

Authors may make their own data and materials available in Supplementary information, or by linking from their manuscript to relevant community-recognized public databases or digital repositories. All data sets must be made available in full to the editors and reviewers during the peer-review process and must be made publicly available by the date of publication. Authors commit to preserving their data sets for at least 10 years from the date of publication in *GGS*. Please also refer to the relevant sections below in relation to nucleotide sequence and microarray data.

GGS encourages authors to grant reasonable requests from colleagues to share any data, materials and experimental protocols described in their manuscript.

Authors describing unique research materials, such as strains, gene clones and computer programs, must agree to provide them to researchers who request them.

Animal/human experimentation

Authors of manuscripts describing experiments involving humans or materials derived from humans must demonstrate that the work was carried out in accordance with the principles described in the Declaration of Helsinki, its revisions, and any guidelines approved by the authors' institutions. A brief statement identifying the institutional and/or licensing committee that approved the study must be included in the Methods section, including, where relevant, the procedures for obtaining informed consent from participants regarding participation in the undertaking and publication of the research.

Authors describing experiments with animals must indicate that the research was approved by a Review Committee at their institute, or confirm that the experiments were performed in accordance with accepted guidelines. Authors must include in the Methods section a brief statement identifying the institutional and/or licensing committee that approved the experiments.

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Manuscripts describing the collection of plant, soil, water, archaeological, geological, paleontological or wildlife samples or specimens should include detailed information on their provenance and collection methods. Authors must include a statement in their manuscript describing the relevant ethics guidelines, local laws and collection permits under which the research was conducted.

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GGG employs single-blind peer review. When a manuscript is submitted to *GGG*, it is assigned to the Managing Editor, who performs the initial evaluation. Manuscripts that do not fit *GGG*'s scope or are not deemed suitable for publication are rejected without review. The Managing Editor allocates each of the remaining manuscript to a Handling Editor, who oversees the peer review process.

The Handling Editor initially evaluates whether or not the manuscript forwarded by the Managing Editor should be sent out for review and may reject it without review at his/her discretion. If the manuscript is sent out for review, the Handling Editor selects two appropriate reviewers to provide their assessment of the manuscript. Reviewers are selected based on their expertise, reputation, and previous experience as peer reviewers. The deadline for submission of the reviewers' reports varies by article type, but it is typically two weeks.

Once the reviewers' reports have been received, the Handling Editor determines whether the manuscript requires revision. Authors who are asked to revise their manuscript must do so within 8 weeks, unless authors request postponement of the re-submission and the request is approved by the Editors. Otherwise, it may be treated as a new submission. The Handling Editor may send revised manuscripts to external reviewers for their feedback or may use his or her own judgment to assess the validity and rigor of changes to the original manuscript.

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- disclose a reviewer's identity unless the reviewer makes a request for such disclosure
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Conflicts of interest

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A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (covering research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the *GGG* Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a Retraction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text.

The decision to publish a Corrigendum or Retraction is made at the sole discretion of the Editor-in-Chief.

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Any member of the *GGG* Editorial Board who is an author on a submitted manuscript is automatically excluded from the peer-review process within the *GGG* online manuscript submission and tracking system. They are able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

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GGS will respond to allegations of ethical breaches by following its own policies and, where possible, the guidelines formulated by the Committee on Publication Ethics (COPE)³.

3) <https://publicationethics.org>

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Initial online submission: A manuscript and a cover letter should be submitted electronically via the *GGS* website (<https://www.editorialmanager.com/ggs/>). The original or revised manuscript text may be uploaded as a PDF or Microsoft Word file, but a Word file is required for the final manuscript text. You will receive an ID and a password with which you can monitor the progress of the paper during the review process.

Final manuscript submission: After the paper has been accepted for publication, the corresponding author is requested to send a final version of the manuscript to the Editor-in-Chief. The text should be prepared using Microsoft Word (.DOC or .DOCX). Tables should be placed at the end of the text in the same file. Figures should be saved in one of the following formats: Word (.DOC or .DOCX), Power Point (.PPT or .PPTX), JPEG (.JPG), TIFF (.TIFF), EPS (.EPS), or high-resolution PDF (.PDF). The figure legends should be listed on a separate sheet(s).

Supplementary information files should be sent as separate files (PDF format). No file should exceed 20 Mb.

If you encounter any problems with online submission, please contact the Editor-in-Chief or the Office of the Genetic Society of Japan (see the 'Contact us' section for details).

MANUSCRIPT PREPARATION

English standard

Manuscripts should be written in clear, grammatically correct English. Authors whose native language is not English are strongly encouraged to have their manuscript checked by a native English speaker or by an editing service prior to submission. If a manuscript is not clear due to poor English, it may be returned to the authors without peer review.

Style and format

Full papers should be arranged in the following order: (i) Title page, (ii) Abstract, (iii) Main body, (iv) References, (v) Tables, (vi) Legends to Figures, and (vii) Figures. The main body should be divided into sections: Introduction, Results, Discussion, and Materials and Methods, in this order. The section titles should be written in a centered, boldface, uppercase heading, such as **INTRODUCTION**. Each section, except for the Introduction, can be divided into subsections. The first paragraph of the subsection should begin with a left-aligned, boldface heading that starts with an uppercase letter and finishes without a period.

The main body of **Short Communications** should not be divided into sections such as Introduction, Results, Discussion and Materials and Methods.

The style of **Methods, Technology, and Resources** should follow either **Full Papers** or **Short Communications**.

There is no specific style for **Reviews, Minireviews** or **Meeting Reports**. Please refer to previously published articles for further guidance.

Title page

The title page should comprise: (i) the title of the manuscript, (ii) name(s) of the author(s), (iii) academic or professional affiliation(s), (iv) address(es) including city, prefecture/state, zip code, country, (v) any footnotes referring to the above items, (vi) a running title (not exceeding 50 letters including spaces), (vii) up to five keywords (do not capitalize words unless they are proper names), and (viii) the name of the corresponding author, his/her telephone and E-mail address.

Abbreviations and units

Genus or species names, names of genes, mathematical formulae, and other terms requiring special symbols should be appropriately indicated by the use of italics, boldface letters, superscripts, and subscripts.

Abstract

The abstract should state the scope of the work and the principal findings in no more than 300 words. References should not be included.

Introduction

The Introduction should provide sufficient background information to allow the reader to understand the purpose of the study and its relationship with other research in related fields, although it should not include an extensive review of the literature.

Results

This section includes the results of the experiments. The Results and Discussion sections may be combined if this helps readers to understand and evaluate the study. Tables and figures, including photographs and videos, can be used to present the experimental results (see below). Excessive explanations of the data presented in tables and figures

should be avoided.

Discussion

The Discussion should be concise and should deal with the interpretation of the results. Novel models or hypotheses may be proposed in this section only if they are suggested by the results obtained in the experiments. Do not repeat the description of the experimental results in this section.

Materials and Methods

The description of the methods should be brief, but it must include sufficient details to allow the experiments to be repeated. The sources of unusual chemicals, plants, water, soils, microbial strains, animals or equipment should be described, and the location (city, country) of the company should be provided in parentheses. If hazardous materials or dangerous procedures are used in the experiments and the precautions related to their handling are not widely recognized, it is recommended that the authors provide the necessary details.

Acknowledgments

This section should be brief. All authors should list all funding sources for their work in the Acknowledgments section.

References

References should be cited in the text by the author(s) and year, and listed at the end of the text with the names of the authors arranged alphabetically. Use of EndNote is highly recommended for the preparation of references (The GGS style for EndNote can be downloaded from the link (https://gsj3.org/ggs/ggs/GGS_1307D.ens)). Personal communications and unpublished data or reports should be mentioned in parentheses in the text but should not be included in the reference list. list all contributors by initials and last name; do not use *et al.* In the reference list, please adhere to the formats in the following examples. For articles with more than ten authors, list the first ten names and then add "et al."

Journal articles

Tajima, F. (1989) Statistical method for testing the neutral mutation hypothesis by DNA polymorphism. *Genetics* **123**, 585–595.

Saitou, N., and Nei, M. (1987) The neighbor-joining method: a new method for reconstructing phylogenetic trees. *Mol. Biol. Evol.* **4**, 406–425.

Sarojam, R., Sappl, P. G., Goldshmidt, A., Efroni, I., Floyd, S. K., Eshed, Y., and Bowman, J. L. (2010) Differentiating *Arabidopsis* shoots from leaves by combined YABBY activities. *Plant Cell* **22**, 2113–2130.

Sasaki, T., Matsumoto, T., Yamamoto, K., Sakata, K., Baba, T., Katayose, Y., Wu, J., Niimura, Y., Cheng, Z., Nagamura, Y., et al. (2002) The genome sequence and structure of rice chromosome 1. *Nature* **420**, 312–316.

Books

Steeves, T. A., and Sussex, I. M. (1989) *Patterns in Plant Development*. Cambridge University Press, Cambridge, UK.

Nakazaki, T., Naito, K., Okumoto, Y., and Tanisaka, T. (2008) Active transposons in rice. *In Rice Biology in the Genomics Era*. (eds.: Hirano, H.-Y., Hirai, A., Sano, Y., and Sasaki, T.), pp. 69–79. Springer, Heidelberg.

Tables

Tables should be placed after the References. Tables should be provided with their descriptions on the same sheet.

Figures

Figures should be prepared electronically and saved in one of following formats: MS Word (.DOC or .DOCX), MS Power Point (.PPT or .PPTX), JPEG (.JPG), TIFF (.TIFF), EPS (.EPS), Illustrator (.ai), or high-resolution PDF (.PDF). Figures should be provided separately at the end of the manuscript. Figure legends should be placed after the Tables.

Supplementary information

Supplementary information gives authors the opportunity to provide raw data, which would be impossible or impractical to include in the printed version. Supplementary information can include text, tables and figures. The formats of the tables and figures should be the same as those of the manuscript, but figure legends should be placed below the figures they refer to.

Supplementary information files must be submitted in PDF format together with the main manuscript. Authors must indicate the number of Supplementary information files in the cover letter. Supplementary information will be made available online after acceptance of the manuscript.

Nucleotide sequence deposition

New nucleotide sequence data must be submitted and deposited in the DDBJ/EMBL/GenBank databases, and an accession number must be obtained before the paper can be accepted for publication. Submission to any one of the three collaborating databanks is sufficient to ensure data entry in all. The accession number should be included in the manuscript, e.g., as a footnote on the title page: "Note: Nucleotide sequence data reported are available in the DDBJ/EMBL/GenBank databases under the accession number(s)---." If requested by the author, the database will withhold release of data until publication.

The database URLs are:

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Database Contact Information

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EMBL: EMBL Nucleotide Sequence Submissions, European Bioinformatics Institute, Wellcome Trust Genome Campus, Hinxton, Cambridge CB10 1SD, U.K. Tel: +44 (0)1223 495 000; fax: 44 (0)1223 495 114; e-mail: datasubs@ebi.ac.uk; <http://www.ebi.ac.uk/>

GenBank: National Center for Biotechnology Information, National Library of Medicine, 8600 Rockville Pike, Bethesda, MD 20894, U.S.A. e-mail: info@ncbi.nlm.nih.gov; <http://www.ncbi.nlm.nih.gov>

Microarray data deposition

GGS now requires the submission of microarray data to one

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Footnotes

Footnotes should be avoided whenever possible. If absolutely necessary, they should be numbered and placed at the bottom of the page in question.

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Proofs

Proofreading will be limited to the correction of typographical errors. Any additional cost incurred due to authors making changes at the proofreading stage will be charged to the authors.

Press and Media

Accepted manuscripts are under embargo until 9:00 am (Japan time) two days before the early online publication.

Journal cover

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