

## **Instructions for Authors**

Hattoria is a peer-reviewed, international journal issued by Hattori Botanical Laboratory. Hattoria is published annually (1 volume/year). International bryologists and lichenologists are invited to publish original research from any field of bryology and lichenology. The submission of a manuscript will be taken to imply that the material is original, and that no similar paper has been published or submitted for publication elsewhere. Hattoria publishes articles written in English. In exceptional cases, manuscripts in other languages with English abstracts may be considered for publication. Authors whose native language is not English should have their manuscripts checked by a native English speaker for correct use of grammar and syntax before submission.

Hattoria is an open access journal free to readers and authors. All papers accepted for inclusion will be published first in the print edition of the journal and will become available electronically through J-STAGE (<https://www.jstage.jst.go.jp/browse/hattoria/>) soon after. There is no charge for submitting nor publication charges for black and white or grayscale pages. Charges only apply to color artwork in print; color reproduction online is free. There are no page limits for papers although acceptance of manuscripts of exceptional size will be at the discretion of the editor.

All original research articles will be reviewed by two or more referees before acceptance and the names of the referees used are published at intervals. Invited obituaries of eminent bryologists or lichenologists are published under the direction of the editor. The choice of referees is at the discretion of the editor. Authors may nominate potential referees and may also indicate non-preferred referees in a covering letter for the editor's consideration. In both cases, justification should be provided. Referees must decline to review a paper when there is a conflict of interest or when it is not professionally appropriate for them to

review the article. Referees must keep the content of reviewed articles strictly confidential and must not reveal the content to any other party. The editor makes decisions on the acceptance or rejection of articles based on the peer-review reports. The editor will inform authors of the acceptance or rejection of manuscripts or the need for revision or reduction. Final responsibility for the publication of papers rests with the editor.

All manuscripts should be submitted to the editor as an e-mail attachment. Publication will be facilitated on the condition that the authors have carefully checked that their manuscript meets the requirements outlined below. Manuscripts that do not conform to the journal guidelines will be returned for correction prior to review. Manuscript deadline is the end of April and each volume will be published by the end of August in that year.

Editor: Tomoyuki KATAGIRI, [tomoyuki-katagiri@hattorilab.org](mailto:tomoyuki-katagiri@hattorilab.org)

### ***Ethics Statements***

*Submitted manuscripts must be the original work of the author(s) and must make a novel contribution to bryology or lichenology. Reference to any previously published work must contain full attribution to the original author(s). Submitted articles must not contain any fabricated, falsified, or inappropriately manipulated data. Plagiarism of data, text, or ideas from previously published papers is prohibited. Duplicate submission or publication of the content of another paper written in any language is prohibited. All authors must make a significant contribution to the content of the article, must share responsibility for the content of the article, and must agree to the submission and publication of the article.*

*Hattoria follows the intentions laid out in the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity. We require authors to follow these Access and Benefit-Sharing (ABS) guidelines and require that legal permits from the country of origin must have been obtained, and be available for review, for all research involving the collection and export/import of biological specimens. We do not allow for specimens that have been collected without proper permits or specimens to be deposited in private collections. Specimens must be legally obtained and deposited in a recognized herbarium committed to long-term maintenance.*

*Descriptions of new taxa must be accompanied by confirmation of lodgment of the holotype in a recognized herbarium and the location, if appropriate, of any duplicate types. Publication of novel molecular data such as DNA sequences must be accompanied by registration in publicly accessible databases.*

### ***Action the editors will take in event of malpractice***

*When suspicion or allegations arise regarding any of misstatement or malpractice, the editors will ideally, address such issues after submission and prior to publication. Editors will investigate suspicions and any allegations made and reach a conclusion on the basis of those investigations.*

*When the editors suspect an ethics violation may exist in relation to an article submitted or allegation concerning a submitted article, the editors will take the following steps:*

*1. Editors, as a matter of due process, will raise the issue with the corresponding author and in some cases with a specific co-author whose actions are complained about— in some circumstances all co-authors of the article in question may need to be contacted. Editors will seek an explanation and, where necessary, the provision of evidence supporting that explanation.*

*2. Editors will also seek an explanation from, and the views of, any complainant together, where necessary, with evidence supporting that explanation.*

*3. Editors will seek the complainant's views on any explanation and evidence provided by the author. Similarly, editors will seek the views of the author on any explanation and evidence provided by the complainant. At this point in the investigation, Editors may be satisfied that there has been no ethical violation. If not, however, editors will continue to investigate the matter.*

*4. If the authors are unable to satisfy editors on a balance of probabilities that there has been no violation, then the editors will carry out further investigation. The depth of the investigation will vary from case to case, but may include the following steps:*

- Further investigating any allegations made by third parties*
- Speaking to colleagues of any author*
- Speaking to officials at any institutions where the research in question was carried out*

- *Speaking to officials at any professional body or institution of which any author is a member*
- *Speaking to other leading experts in the field of research in question*
- *Speaking to members of the editorial advisory board of the journal*
- *Working with any professional body with an investigative mission such as the Committee on Publication Ethics*

### ***Caution regarding defamation claims***

*In carrying out any investigation, editors will take great care to act fairly and objectively and not to defame any author (or complainant) in any way, which could give rise to legal liabilities, including damages. To avoid defamation claims by authors, editors will bear in mind the following guidelines in investigation:*

- *Any inquiries of an author's institution will be made in terms of an "alleged" or "apparent" violation. The inquiries should clearly state the facts and the allegation without premature judgment of the author's culpability.*
- *Care will be taken to gather information while imparting as little information as possible about the suspicion or accusation.*

### ***Practical consequences of findings***

*If editors decide that, prima facie, there is no issue, publication may take place or continue (as the case may be) in the normal way.*

*If editors decide that there has been unethical practice, editors may reject the paper. If unethical practice is discovered after the article has been published, editors will consider whether retraction of the article or, in very exceptional cases, removal is appropriate.*

## **Manuscripts**

### **Title page**

The first page should only contain the title, the name(s) and address(es) of the author(s), and the abstract. The title should be bold and centered at the top of the first page. It should be concise but informative. Except for homonyms, author names should not be in the title. If the title contains a generic name, the family of that genus should be given in parentheses immediately following the name.

Author(s) names should be listed below the title, written in full with surname(s) in all capitals, arranged in consecutive order and centered.

Addresses should be included in a single paragraph below the authors in the same order, in italics. Superscript numbers following author names and preceding the addresses should link the two. Each address should be preceded by one (or more) superscript(s) as needed in case of multiple authors with multiple affiliations. Below the addresses, identify the corresponding author by name and include his/her e-mail address.

Abstract should be unstructured and not exceed 250 words.

### **Text**

The text should be divided into six sections: Introduction, Materials and Methods, Results, Discussion, Acknowledgements, and References. Footnotes are not accepted. Please format the text using the instructions below.

### **General format**

- Manuscript should be written using Microsoft Word. Accepted formats are .doc and .docx.

- Use one-inch (2.5 cm) margins all around. Please use 12 point Times New Roman font with as little formatting as possible (apply only bold and italics where necessary and indent all paragraphs except the first). Special symbols can be used but need to be carefully checked by the author at the proof stage as they may be altered because of file incompatibility.
- Text must be double-spaced throughout, including figure legends, references and tables.
- Text should be left-aligned (do not justify); do not apply any Microsoft Word styles to the title, headers, subtitles, *etc.*
- All initial submissions must include line numbers to facilitate comments by referees and editors; revisions may also include line numbers to indicate where changes were made.
- Figures should be prepared as individual and separate files (see figure-specific requirements below), not embedded within the manuscript. All submitted image files should be in final publication-quality form.
- Tables should be prepared as separate files, not as part of the manuscript.
- Figure and table legends should be on a separate page following the main text.

### **Special format notes**

- The journal uses SI units wherever possible.
- Metric measures should be used. Symbols and units should conform to international usage. Dashes and hyphens should not be spaced.
- En-dashes (–) should be used for ranges or spans.
- Hyphens (-) are used to link words such as personal and topographical names, some prefixes and compound adjectives that could otherwise be confused.
- Em-dashes (—) are used infrequently, for breaks in the text or subject.
- In descriptions, the multiplication sign ( $\times$ ) should be used rather than the letter x.
- Apostrophes should be a single right quotation mark (’).

- Latitude and longitude should be formatted with no spaces and with degree (°) prime (') and double prime (") symbols, followed by compass direction: 29°33'02"N, 107°46'44"E. Latitude is written before longitude.
- Please apply the word elevation when dealing with geological features. Altitude is defined here as the distance above the surface of the Earth, whereas elevation applies to the height of an earth surface above sea level.
- Commas and periods should be outside the closing quotation marks, unless they are part of the original quote.
- For questions regarding style, you may consult “Scientific Style and Format” (The CSE Manual for Authors, Editors and Publishers, 7th edition, 2006, ISBN 0-9779665-0-X).

**Use of Italics:** Generic names and all ranks below are italicized. Diagnoses in Latin and Latin abbreviations are also in italics. The following abbreviations are not italicized: “s. l.”, “s. str.”, “ca.”, “sect.”, “ser.”, “subsp.”, “var.” and “f.”, nor are names above the rank of genus. Symbols for genes are italicized, whereas symbols for proteins are not italicized.

**Abbreviations:** Abbreviations of certain words are standardized: s. l. = sensu lato, s. str. = sensu stricto, ca. = circa, m = meter, cm = centimeter,  $\mu\text{m}$  = micrometer, dbh = diameter at breast height, elev. = elevation, sect. = section, ser. = series, sp. = species, subsp. = subspecies, var. = variety, f. = forma, pers. comm. = personal communication, etc. Herbarium acronyms follow Index Herbariorum (<http://sweetgum.nybg.org/ih/>).

**Scientific names:** Scientific names must be used in accordance with the International Rules of Nomenclature. At first mention of a scientific name in a taxonomic/systematic article (not including the abstract), it should include an author citation. Subsequent use of the name (except possibly in tables) should not re-cite the author. Authority names should not be included in ecological, physiological, and other non-systematic articles. However, it may be appropriate to cite a reference indicating what nomenclature is being followed.

Author names should be abbreviated following The International Plant Names Index (IPNI) (<http://www.ipni.org/index.html>).

For in-text taxonomic citations, literature should be abbreviated following BPH Online (<http://fmhibd.library.cmu.edu/HIBD-DB/bpho/home.php?-link=Home>) and Taxonomic Literature II (TL-2) (<http://www.sil.si.edu/DigitalCollections/tl-2/index.cfm>).

**Specimen citations:** Citation of specimens must be very concise. Do not provide long detailed lists of specimens; instead, briefly state representative specimens or distribution maps, or both. Geographic names are arranged in strict order of decreasing political magnitude; collectors are cited by family name only. Cite only a single specimen per smallest political or geographical unit. Habitat data are summarized in the text and are not included in lists of specimens. The date of collection is given only if a collection number is lacking. Herbarium designations are those of Index Herbariorum. For studies relying on a large number of specimens, if these are databased, include a reference to the database.

The country should be in all capitals, the date in the form 23 July 1963, the collector and collection number italicized (last name and number only), and the herbarium abbreviations in capitals, in alphabetical order.

**Gene sequences and character matrices:** All sequences used in analyses must be identified by a DDBJ/ENA/GenBank accession number before submission to the journal. Manuscripts submitted without a publicly available accession number will not be considered and will be returned to the author. Newly generated DNA sequences must also be linked to a specimen voucher and the herbarium where the voucher is deposited. Matrices of characters used for phylogenetic inference must be deposited at TreeBASE (<http://www.treebase.org>), or some other suitable depository, and the accession number or link must be provided before acceptance of the manuscript.

## **Figures**

Design figures with the size of the publication in mind (maximum size is 140×180 mm). Phylogenetic trees should include italicized names when possible, unless it jeopardizes clarity. When multiple trees are presented, retain the same font among figures. When composing a plate with multiple figures, keep edges flush: the margins of the plate should be continuous. The individual images within a figure should be fitted together into composite blocks and arranged with all interior edges flush with one another. Do not combine photographs and line drawings in the same block. Scale bars must be applied directly onto the illustrations to indicate magnification.

Figures are numbered (1, 2, 3, . . . ) sequentially as they are mentioned throughout the article. Figures assembled into plates should be numbered Fig. 1A, 1B, . . . Letters, numbers, special symbols or arrows may be used to indicate features of special interest within figures.

All figures must be prepared as electronic versions and sent as individual files in JPG, TIF, AI, or PDF formats. Use publication-quality figure files in the original submission. These should be 1200 dpi for line art (including cladograms) and at least 350 dpi for grayscale figures. Color graphics should be at least 300 dpi and in RGB mode. Figures should always be presented at publication size (maximum 140×180 mm). Figures submitted in PowerPoint format are not acceptable.

Color figures will be free of charge in the electronic version of the journal, but published at the author's expense in print. Authors who do not agree to pay these charges may submit black and white images instead; the printer will also convert color images if authors do not submit them in black and white.

## **Tables**

Tables should be in a tabbed format (this includes tables created using a word processor), which means that to get from cell to cell, the tab should be used, not repeated use of the space bar. The “Table layout” in Word is acceptable. Tables should be free of an internal grid. They should be prepared in separate files, numbered sequentially as they appear in the manuscript. Table legends should explain the content. Accepted formats are .doc and .docx.

## **Acknowledgements**

Acknowledgements should be simply phrased and given under a single heading at the end of the article.

## **References**

Verify that all citations in the text are also in the References and vice versa. In the text, citations must be sorted chronologically, beginning with the oldest; within the same year, sort alphabetically. Each reference should be separated by semi-colons, and each different reference by the same author should be separated by a comma, e.g., (Williams *et al.* 1800; Smith 1910; Johnson & Williams 1970, 1979). When there are three or more authors, the name of the first author is cited followed by “*et al.*”.

In the Reference section, author names and titles of articles must be given exactly as in the original publication, except that initials are always used for the given names of authors. Leave a space between the author(s) initials. Journal titles are given in full (i.e., never in abbreviated form). Authors are listed alphabetically by family name, then chronologically with single-author works preceding two-author works preceding multi-author works. Multi-author works (cited “[first author] *et al.*” in text) are to be sorted by first author and year of publication. Within the same year of publication, sort alphabetically by co-authors.

For example:

Smith A. B. 1910. Title of article. Name of Journal 10: 1–10.

Smith A. B. 1911. Title of Book. Publisher, City of Publication.

Smith A. B. 1912. Title of chapter. Pages 100–110. In: Williams E. F. (ed.), Title of Book. Publisher, City of Publication.

Williams E. F. & Johnson C. D. 1912. Title of article. Name of Journal 12: 1–10.

Williams E. F., Johnson C. D. & Jones G. H. 1913. Title of article. Name of Journal 13: 1–10.

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