

# INSTRUCTIONS TO AUTHORS

## *The Japanese Journal of Protozoology*

Revised November 2015

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The Japanese Journal of Protozoology publishes papers in all fields of protistology as Regular Articles, Short Communications, Reviews, Mini Reviews, Commentaries, and Book Reviews. Reviews, Mini Reviews, and Book Reviews are usually invited by the editor. All submitted manuscripts except Book Reviews will be reviewed by two or more experts in the field, even when the manuscript is an invited article. The editors will make a final decision based on the judgments of the reviewers. Manuscripts will be returned to authors without peer review if they are not prepared appropriately: for example, if their subject matter falls outside of the focus of the journal, or if their layout does not conform to the journal format. Regular Articles and Reviews should not exceed 20 printed pages, Short Communications, Mini Reviews, and Commentaries should not exceed four printed pages, and Book Reviews should not exceed two printed pages. One printed page contains approximately 3,870 letters.

**Regular Articles** and **Short Communications** present new and original findings on protistology that have not been published or submitted for publication elsewhere. Submissions for consideration as Short Communications should explain the need for urgent publication in the cover letter.

**Reviews** and **Mini Reviews** are designed to provide systematic reviews of research into particular areas of protistology.

**Commentaries** are designed to discuss recently published topics or to present new and challenging ideas.

**Book Reviews** are short, scholarly evaluations of recently published books relevant to protists.

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### 1. SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted as file attachments via e-mail or sent by post on a CD-R. Manuscript should be submitted to:

Dr. Masafumi Hirono, Editor-in-Chief  
The Japanese Journal of Protozoology  
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### 2. ORGANIZATION OF MANUSCRIPTS

The text and tables should be prepared in MS Word file format (.doc, .docx). The organization of an original paper should be as follows: (1) Title, Author(s), Affiliation(s) and Address(es), Running Title, Keywords; (2) SUMMARY; (3) INTRODUCTION; (4) MATERIALS AND METHODS; (5) RESULTS; (6) DISCUSSION; (7) ACKNOWLEDGMENTS; (8) REFERENCES; (9) TABLES; (10) FIGURES and FIGURE LEGENDS. The author may modify the style

if the modification clarifies the presentation or makes it more effective. In a Short Communication, some of the above mentioned sections can be combined. No restriction exists concerning the style of Reviews, Mini Reviews, Commentaries or Book Reviews.

Manuscripts should be double-spaced with a white background and 2.5 cm margins on all sides on A4 paper. It is the author's responsibility to make sure that the manuscript is clearly written and grammatically correct. All manuscript pages must be numbered successively. The use of footnotes to the text is not recommended.

The first page of the manuscript should include the Title, Authors' names, Addresses, a Running Title (50 characters or less, including spaces), Keywords (at least three, but no more than 10 words or phrases that are not already in the title), information related to correspondence (name, phone and fax numbers, and e-mail address), and any footnotes. Authors with different affiliations should be identified using a superscript linking the name and affiliation.

The SUMMARY should be a single paragraph not exceeding 250 words on the second page of the manuscript. Abbreviations and reference citations should be avoided.

The INTRODUCTION section should describe the purpose of the study and provide sufficient background information to explain why the study was performed. The MATERIALS AND METHODS section should provide all information necessary to repeat the experiments described in the study. The RESULTS section should be written with reference to tables and figures without any discussion of the results. The DISCUSSION section should include a statement of the principal findings and a discussion of the validity of the experimental results, a discussion of the findings in the light of other published work dealing with the same subject, and a discussion of the significance of the work.

#### Technical expressions

- a. Species names (scientific names) should be written in italic typeface. Common names of organisms, if used, must be accompanied by the correct scientific name where they appear first in the text.
- b. Do not italicize Latin terms other than species name (e.g. *in vivo*, *de novo*).
- c. Gene names should be italicized, but the protein product of a gene should be in Roman type. The names of genes and their products should be written properly according to the rules governing the genetic nomenclature of each organism.
- d. Use these abbreviations (e.g. g, h, min, s, yr, mo, wk, ml, L,  $\times$ g, S, mm, cm).
- e. Leave a space between mathematical symbols and numbers (e.g.  $1 + 2$ ,  $1 < 2$ ). Do not leave a space in the following cases:  $2 \times \text{TBE}$ ,  $-85^\circ\text{C}$ , 10%,  $360^\circ$ , 1–100.
- f. Use 1,000 not 1000.
- g. Other chemical and mathematical terms, formulae, abbreviations, etc. should follow the style used by The Journal of Biological Chemistry (<http://www.jbc.org/site/misc/ifora.xhtml>).

#### References

References should be cited in the text as follows:

**One author:** Hiwatashi (1965) or (Hiwatashi, 1965; Allen, 1974).

**Two authors:** Nozawa and Tompson (1971) or (Nozawa and Tompson, 1971; Satow and Kung, 1976a, b).

**More than two authors:** Tanabe et al. (1990) or (Tanabe et al., 1990, 1991).

Manuscripts accepted for publication but not yet published should be listed in the REFERENCES section as "(in press)". More than one paper from the same author(s) in the same year must be identified by placing the letters a, b, c, etc. after the year of publication. Unpublished materials, manuscripts in preparation, or those submitted but not yet accepted should be cited as (Numata, O., personal communication) or (Numata, O., unpublished data). Do not refer to such sources in the reference list. In addition, "personal communication" and "unpublished data" should appear in parenthesis after the relevant name(s) of the author(s) in the text. URLs should be cited in the text as (<http://www-db.stanford.edu/~backrub/pageranksub.ps>). Do not refer to such sources in the reference list.

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**Journal articles:** Ishida, M., Aihara, M. S., Allen, R. D. and Fok, A. K. (1993) Osmoregulation in *Paramecium*: the locus of fluid segregation in the contractile vacuole complex. *J. Cell Sci.*, 106, 693–702.

**Addition of a DOI is recommended if available:** Takahashi, T., Shirai, Y., Kosaka, T. and Hosoya, H. (2007) Arrest of cytoplasmic streaming induces algal proliferation in green paramecia. *PLOS ONE*, 2, e1352. doi:10.1371/journal.pone.0001352.

Journal names should be abbreviated according to NCBI (ISO Abbreviation; <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>). Authors are responsible for the accuracy of the references.

**Articles in books:** Takahashi, M. (1988) Genetics. *In: Paramecium*. Görtz, H.-D. (ed.). Springer-Verlag, Stuttgart, pp. 271–281.

**Books:** Beale, G. H. (1954) The genetics of *Paramecium aurelia*. Cambridge University Press. Cambridge.

### 3. Tables

Each table should be prepared on a separate sheet using MS Word or MS Excel, and must have an explanatory title and sufficient text to understand the contents. Tables should be numbered consecutively in Arabic numerals as they are denoted in the text. Their approximate positions when published should be indicated on the margin of the manuscript.

### 4. Figure and Figure legends

Figures can be submitted as PDF files during the initial e-mail submission; however, TIFF or EPS files are required for final submission of the accepted manuscript. Letters and numbers in the figures should be at least 1.5 mm high in the final reproduction. All figures should be referred to in the text and should be numbered consecutively (Fig. 1, Fig. 2, etc.). If a figure consists of separate labeled parts (for example A, B, C, D, etc.), then it is important that a single composite illustration file containing all parts of the figure be submitted. The citation for each figure should appear in the text as (Fig. 1), (Fig. 1A), (Fig. 1A and B) or (Fig. 1A–D). The file for each figure should be named with the corresponding author's name and the figure number. The preferred locations of the figures in the manuscript should be indicated using the Comment function in MS Word. The maximum height of a figure after reduction must be less than 210 mm. The width of a figure will be reduced to one-column size (70 mm) or two-column size (150 mm). Color illustrations are reproduced at the author's expense.

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In general, the recommended resolution is 600 dpi or higher for black and white line art.

#### (2) Photographs

In general, the recommended resolution is 300 dpi or higher for color or halftone photographs.

#### (3) Figure legends

Figure legends should be double-spaced in paragraph form on pages that are separate from those displaying the figures. The legends should contain sufficient information to be understood without reference to the text or repetition of the information in the text.

### 5. PROOFS AND REPRINTS

A galley proof (PDF) and reprint order form will be sent to the corresponding author. The galley proof must be checked and if necessary corrected, and returned to the Editorial Office together with the signed order form by the appointed date. The final PDF file of the article will be sent to the corresponding author.