

INSTRUCTIONS TO AUTHORS

1. Aims and Scope

Journal of Reproduction and Development (JRD) is the official journal of the Society for Reproduction and Development, published bimonthly, and welcomes original articles. JRD provides free full-text access of all the published articles on the web. The functions of the journal are managed by Editorial Board Members, such as the Editor-in-Chief, Co-Editor-in-Chief, Managing Editors and Editors. All manuscripts are peer-reviewed critically by two or more reviewers. Acceptance is based on scientific content and presentation of the materials. The Editors select reviewers and correspond with authors. Final decisions about acceptance or rejection of manuscripts are made by the Editor-in-Chief and Co-Editor-in-Chief.

2. Manuscript Categories

Manuscripts submitted to JRD must represent original and unpublished materials and should not be under editorial consideration elsewhere. The JRD publishes four types of articles: *Original Articles*, *Technology Reports*, *Reviews*, and *Opinions and Hypotheses*. *Original Articles* are reports of original, investigative studies that report new findings or concepts in reproductive biology, developmental biology (development of early embryo and ontogeny of reproductive organs), reproductive engineering, clinical reproduction and any other relevant fields of scientific research on reproduction in vertebrates. *Original Articles* are full papers including new findings in the above-mentioned research areas. *Technology Reports* are short reports, in which the emphasis is put more on methodology, such as new techniques or novel approaches to solve reproductive problems. *Review* articles are usually invited by the Editorial Board Members. Those who would like to contribute *Reviews* should consult with a member of the Editorial Board in advance. *Opinions and Hypotheses* is a new section of JRD to provide a forum for news, short-format reviews, comments on papers published previously, and unique hypotheses that should attract broad interest of readers of JRD. When accepted, they will be given the highest priority for rapid publication at the front of the coming issue. Shortened format of original articles will not be accepted.

3. Manuscript Submission Procedures

3.1 Electronic Submission

The entire submission and review process for JRD has been transferred to an online system. Authors should first go to the website of the Society for Reproduction and Development (<http://reproduction.jp/>) and then follow the link to the online submission system. When you submit a manuscript to the JRD through the online system, your manuscript is immediately given a manuscript ID number. Inquiries about submitted manuscripts

should be made to the Editorial Office by e-mail at jrd@ipeec-pub.co.jp. Please include the manuscript ID number with inquiry.

3.2 Electronic submission procedures

3.2.1 Materials prepared before submission

- 1) Corresponding author's information (affiliation, address, e-mail address, etc.)
- 2) Title and abstract of the manuscript
- 3) Manuscript files—The file formats listed below are acceptable.
Text: .doc, docx, .rtf, etc.
Tables: .doc, .docx, .rtf, xls, .xlsx, etc.
Figures: .tif, .eps, .jpg, .gif, .psd, .ai, .ppt, .pptx, etc.
Files with the following extensions are not accepted (.exe, .com, .shs, .vbs, .zip).
- 4) Supplementary files
- 5) Names of suggested reviewers and/or not-recommended reviewers, if any.

3.2.2 Electronic manuscript submission

Follow the submission steps indicated on the website.

3.2.3 Supplementary files

Supplementary files will be published online only. The file formats listed below may be used for Supplemental files.

.doc or .docx, MS Word documents; .xls or .xlsx, MS Excel Spreadsheet; .ppt or .pptx, MS PowerPoint presentation; .jpg, JPEG image; .gif, Graphical image; .pdf, Adobe Portable Document Format; .mov Quick Time; .wav, Sound; .txt, Plain ASCII.

3.2.4 Affirmation of Originality and Assignment of Copyright Form

A completed Affirmation of Originality and Assignment of Copyright Form should be signed by all authors and either e-mailed or faxed to the editorial office at +81-3-5978-4068 immediately after you make an electronic submission to the JRD. The Affirmation of Originality and Assignment of Copyright Form can be downloaded through the website of the Society for Reproduction and Development (<http://reproduction.jp/jrd/jrdtop.html>).

4. Manuscript Preparation

4.1 General Format

Authors should prepare a manuscript in standard American English and follow the Instructions to Authors. Manuscripts that do not meet minimum standards in English grammar and syntax or do not follow the Instructions to Authors will immediately be returned to the authors. The manuscripts must

be typed with 25-mm margins on both sides using 11-point type in Times New Roman font with 24-26 lines per page on A4-size (210 × 297 mm) or Letter-size (216 × 279 mm) paper. All lines of the text should be numbered serially in the left margin, and the entire manuscript should be paginated. Approximately 3.5 type-written pages correspond to one printed page. Failure to restrict the length of manuscripts as described below can negatively influence the reviewers' and editor's decisions.

The total file size the authors are allowed to upload is 50 Mbytes in the online submission system. Should the authors need any assistance for the online submission process, please contact JRD Editorial Office (e-mail: jrd@ipecc-pub.co.jp).

4.1.1 Original Articles

Original Articles are to be arranged in the following order, and the following sections must begin on separate pages: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Tables and Figures (including figure legends on the same page). *Original Articles* are limited to no more than 7 printed pages. The abstract should be written in a single paragraph of no more than 250 words.

4.1.2 Technology Reports

Technology Reports are succinct reports and prepared in the following order: Title page, Abstract, Text, Methods, Acknowledgments, References, Tables and Figures (including figure legends on the same page). The text should have NO SUBHEADINGS. Printed pages should be no more than 4 pages. The abstract should be written in a single paragraph of up to 150 words. Up to 30 references may be cited.

4.1.3 Reviews

Reviews include a Title page, Abstract, Text, Acknowledgments, References, Tables and Figures (including figure legends on the same page). The text should be written with concise subheadings for easy reading, and the number of printed pages should be no more than 8 pages. The abstract should be written in a single paragraph of no more than 250 words.

4.1.4. Opinions and Hypotheses

Opinions and Hypotheses include a Title page, Abstract, Text, Acknowledgments, References, Tables and Figures (including figure legends on the same page). The abstract should be written in a single paragraph of no more than 100 words. The length of an article is 1 to 4 pages.

4.2 Title page

4.2.1 Titles and subtitles

Titles should be concise, specific, informative and clear and should emphasize the main point of the article. Avoid abbreviations or symbols that are not easily understood by general scientific readers. They should include key words or phrases that are useful for indexing. Subtitles may be used to

amplify the title; however, they should be able to stand alone.

4.2.2 Authorship

The authors should be indicated immediately below the title or subtitle. Each author's full name and address with postal code of the institution where the study was performed should be included. Persons who made subsidiary contributions may be listed in the "Acknowledgments".

4.2.3 Running head

A running head not exceeding 40 characters including spaces should be provided on the first page.

4.2.4 Corresponding author

An e-mail address with the name of an author to whom all correspondence regarding the manuscript is to be directed must be provided at the bottom of the title page. The e-mail address will appear on the first page of the published article for readers who may want to request reprints or additional information.

4.3 Abstract

The abstract summarizes the main points of an article: (1) the purpose of the study, (2) basic procedures, (3) main findings and (4) principal conclusions. The abstract should be clearly understandable in itself. Avoid abbreviations or symbols that are not easily understood by general scientific readers.

4.4 Key words

Three to five key words that represent key concepts of the paper should be given at the end of the abstract in alphabetical order.

4.5 Materials and Methods

This section should provide readers with sufficient information to replicate the work. Although it is not necessary to give details of published methodology if appropriately cited, any modifications must be described. Information regarding statistical analysis of the data should be included.

4.6 Results and Discussion

The Results section should briefly present the experimental data in text, tables or figures. Details about the preparation of tables and figures are provided below. The Discussion should focus on the interpretation and significance of the findings with concise objective comments that describe their relation to other work in that area. The Discussion should not reiterate the Results. The Results and Discussion sections may be combined, if necessary.

4.7 Acknowledgments

Authors should acknowledge financial support, gifts of materials, technical help, editorial assistance, etc. in this section.

4.8 References

References should be cited in the text by Arabic numeral in square brackets, e.g. [1, 2–5, 7]. They should be listed in the order of appearance in the text. Articles included in the reference list must appear in publications that are accessible to most scientists. Reference material that has been accepted for publication must be listed as “in press”; the listing must include journal title and anticipated year of publication, or, for books, the publisher and year of publication. The journal names should be abbreviated according to Serial Sources for the BIOSIS Database or Index Medicus. Sources of reference that are “in preparation,” “submitted for publication,” “personal communication” or “unpublished data” should not be included in the reference list; they should appear in the text parenthetically immediately following the names of the authors or the source of information.

Sample references

(1) Journal article

1. Lee VH, Fields PA. Rabbit relaxin: The influence of pregnancy and ovariectomy during pregnancy on the plasma profile. *Biol Reprod* 1991; **45**: 209-214.

(2) Book chapter

2. Desjardins C, Lopez MJ. Sensory and nonsensory modulations of testis function. In: Steinberger A, Steinberger E (eds.), Testicular Development, Structure and Function. New York: Raven Press; 1980: 381-388.

(3) Abstracts in published proceedings

3. Yanagawa T, Shirasu K, Uemura T, Minaguchi H. Effects of chronic administration of GnRH analog to the pituitary and the ovary. In: Program of the 8th International Congress of Endocrinology; 1988; Kyoto, Japan. Abstract 189.

(4) Supplements

4. Bravo PW, Stabenfeldt GH, Fowler ME. Ovarian follicular activity in llamas. *Biol Reprod* 1989; **40** (Suppl 1): 51 (abstract 11).

(5) References in non-English languages

The title and the journal name for references published in Japanese or in any other non-English language should be translated into English with the author's consent if necessary, followed by a description of the original language in parenthesis, e.g., (In Japanese), at the end.

5. Ushijima H, Tsunoda Y, Eto T, Imai H. *In vitro* development of bovine reconstituted eggs after fusion with a blastomere from 8-cell to blastocyst stage embryos. *Jpn J Anim Reprod* 1991; **37**: 15–19 (In Japanese).

4.9 Figures and Tables

In the initial submission, figures should have enough resolution for review purposes. Please make sure that the figures will be printed with a horizontal diagonal width of 8.4 cm (one column) or 17.5 cm (double column) and a vertical length less than 22 cm. They should be cited in the text in consecutive numerical order. Titles and legends of figures should be written on the pages where the respective figures appear.

Tables without vertical lines are preferred. Any explanation essential to the understanding of the table should be given as a footnote designated by symbols in order, such as a), b), c).

4.10 Abbreviations

Abbreviations in the body of the paper should be used after having been initially explained. Common recognizable abbreviations, such as M, mM, μ M, °C, N, m, cm, mm, μ m, nm, pm, cm², l, ml, μ l, kg, g, mg, μ g, ng, pg, h, min, sec, msec, rpm, Hz, GBq, MBq, kBq, cpm, dpm, ppm, J, lx, etc., can be used without definition. The metric system of weights and measures and the 24-hour clock to express time (e.g. 0500 h or 1900 h) should be used.

Make sure that the nomenclature and/or abbreviations of genes or proteins for the particular organisms you deal with in your manuscript are correct. For genes or DNA, use italicized letters (e.g., *Sry*, *SRY* or *lacZ*). For proteins, use Roman letters with at least the first letter capitalized (e.g., Hprt, HPRT, Gpi, GPI or Gal). Note that in names of restriction enzymes, only the first 3–4 letters are italicized (*EcoRI*, *EcoRI24/3*, *HindIII* or *SlySBI*). Use lower case k for ‘kilo’, such as in kDa or kb.

The nomenclature and abbreviations will be checked by the Editorial Board members, if necessary.

4.11 Statistical Analysis

Statistical analysis of the data must be done by appropriate methods, which should be indicated in the text.

4.12 Ethics

Investigators should follow the highest standards for the humane care and use of animals in research. The minimum number of animals that meets rigorous scientific and statistical standards should be used. Research animals shall be properly housed and fed, and their surroundings shall be kept in a sanitary condition. The animals shall receive appropriate anesthetics, analgesics, tranquilizers or care to minimize pain and discomfort during preoperative, operative and postoperative procedures. All experiments using animals should be done under the approval of an institutional animal experiment committee and this should be stated and documented in the text.

For experiments on human subjects, informed consent must be obtained from the patients, and the experiments must be approved by an institutional human research committee. This must be stated and documented in the text.

4.13 Publication after Acceptance and Electronic Editing

Upon acceptance, authors are requested to supply all text data (including tables) and original figures for publication by the editorial office. Text and table data are preferred in MS WORD or MS EXCEL format. The resolution of each figure for publication should be sufficiently high (at least 300 dpi), and color figures should be saved in CMYK mode. For figures, commonly used formats, such as EPS, GIF, JPG and TIFF, are acceptable. Figures in MS WORD format are not acceptable for publication.

All manuscripts from authors of whose mother tongue is not English will be subject to text editing. The results of text editing will be sent from the editorial office by e-mail, and authors are requested to supply the revised final version of manuscript files as well as figure and table files by e-mail. If no corrections are made, the files uploaded to the online submission system will be used for printing.

4.14 Proofs and Reprints

The first proofreading is the authors' responsibility. An order form and price list for reprints will be sent to the authors with the first proof.

4.15 Publication charges

4.15.1 Page charge

The page charge for *Original Articles*, *Technology Reports* and *Reviews* is 10,000 JPY per printed page with no color figures. A manuscript will be subject to an additional charge if the Editorial Board considers that it needs English editing (15,000 JPY for 7 printed pages as a rough estimate).

The current page charges for *Opinions and Hypotheses* are 60,000 JPY for 1–2 printed pages and 80,000 JPY for 3–4 printed pages. They include the color page charges.

4.15.2 Color charge and reprints

For color printing, 40,000 JPY will be charged per printed page containing color figures. The Journal of Reproduction and Development offers a 10,000 JPY discount per printed page for the second color page and later pages, when the color figures are judged essentially by the editors and the first or corresponding author is a member of the Society for Reproduction and Development. Our editorial policy requires the print version of an article to be identical to the online version; except for supplementary figures. Upon submission of a manuscript with color figures, the authors shall agree to pay the color charge when the paper is accepted for publication.

Reprinting will cost 10,000 JPY per 50 reprints at minimum.

4.16 Notice about photocopying

In order to photocopy any work from this publication, you or your organization must obtain permission from the following organization, which has been delegated for copyright clearance by the copyright owner of this publication.

<Japan and any country other than the USA>
Japan Academic Association for Copyright
Clearance, Inc. (JAACC)
6–41 Akasaka 9-chome, Minato-ku,
Tokyo 107-0052, Japan
TEL: +81-3-3475-5618 FAX: +81-3-3475-5619
E-mail: jaacc@mtd.biglobe.ne.jp

<USA>
Copyright Clearance Center, Inc.
222 Rosewood Drive, Danvers, MA 01923, USA
Phone: +1-978-750-8400 FAX: +1-978-646-8600