

## INSTRUCTIONS TO AUTHORS

Revised April 1, 2010

### 1. Editorial Scope

*Acta Histochemica et Cytochemica* is the official online journal of the Japan Society of Histochemistry and Cytochemistry. It is intended primarily to publish concise, original articles in all fields of histochemistry and cytochemistry promptly. Manuscripts oriented towards methodological subjects, which contain significant technical advances in the fields, are also welcome. Manuscripts in English are accepted from investigators in any country whether or not they are members of the Japan Society of Histochemistry and Cytochemistry. Manuscripts should be original work not previously published or being considered for publication elsewhere, with the exception of abstracts. Manuscripts that have been published or accepted, or are under consideration for publication, with essentially the same content, will not be considered. All submitted papers will be peer-reviewed by at least two referees selected by appropriate Associate Editors and acceptance is based on scientific significance, originality, and clarity. When required, a revised manuscript should be submitted within 3 months, otherwise it will be dealt with as a newly submitted one. The Editor-in-Chief will make all final decisions regarding acceptance.

### 2. Categories

Six types of manuscripts will be considered:

**Regular Articles** should report complete findings of original research and should be presented in the following order: Abstract, Introduction, Materials and Methods, Results and Discussion. There are no restrictions on the number of pages and figures.

**Notes** illustrate preliminary observations or other data that are suitable for presentation in short form. The Notes should be prepared in the same style as that required for Regular Articles. The Results and Discussion sections may be combined. The length should not exceed 2 printed pages.

**Reviews** should provide timely, concise, and critical discussions of selected topics in histochemistry and cytochemistry. An abstract is required. Neither a Materials and Methods section nor a Results section is required. There are no restrictions on the number of pages or figures. Before preparing a review article, prospective authors should consult with the Editor.

**Technical Advancements** are intended to highlight timely technical reviews in histochemistry and cytochemistry. An abstract is required. Neither a Materials and Methods section nor a Results section is required. There are no restrictions on the number of pages or figures. All Technical Advancements undergo regular peer-review.

**Rapid Communications** are short reports of outstanding or novel findings with implications general and important enough to qualify for rapid publication. Rapid communications should be prepared in the same style as that required for Regular Articles, but they must not exceed 5 printed pages. Authors should submit one copy of the manuscript (including original figures) directly to the Editor-in-Chief or the Associate Editors, but only after obtaining the agreement of those editors after communication by e-mail, letter, fax or telephone. Another copy should be submitted to the Editorial Office. The Editor will serve, throughout the reviewing procedure, as Managing Editor for the manuscript.

**Letters to the Editor** are for discussion of topical scientific matters, including those published in *Acta Histochemica et Cytochemica*, and for miscellaneous contributions. The Letters, usually not exceeding 2 printed pages, to be printed in the next available issue of the Journal, will be accepted subject to editorial review.

### 3. Manuscript Submission

Submit new and revised manuscripts and correspondence either by e-mail or by post to:

Editor-in-Chief

Acta Histochemica et Cytochemica

Nakanishi Printing Co., Ltd.

Shimodachiuri-Ogawa, Kamigyo-ku, Kyoto 602-8048, Japan

Phone: +81-75-415-3661, FAX: +81-75-415-3662, E-mail: [ahc@nacos.com](mailto:ahc@nacos.com)

### ***By e-mail***

#### 1. Cover documents

- Describe the Category of articles to be published.
- Include 3–5 potential reviewers (names, addresses, and e-mail addresses) with specific expertise in the area of study.

#### 2. The manuscript file in the following format:

- Make a single PDF file including every text, reference list, tables, and figures.
- The resolution of the figures should be high enough for reviewing process.
- Do not include spaces and Japanese characters (or 2-byte characters) in the file name or a file path; use alphanumeric characters.
- The size of the file should be no more **than 5 MB**. If your file is more than 5 MB, please contact the Editorial Office directly.
- Be sure that the extension **.pdf** appears at the end of the file name.
- If you cannot make PDF files, submission of a Microsoft Word file is allowed. In this case, tables and figures may be made as separate files from a text file.

\*Upon acceptance of the paper, the corresponding author is required to submit the final accepted version of the manuscript. See “**Manuscript file format**” for details.

#### 3. A file of any article currently in press, which is cited in the References, if applicable.

### ***By post***

#### 1. Cover documents

- Describe the Category of articles to be published.
- Include 3–5 potential reviewers (names, addresses, and e-mail addresses) with specific expertise in the area of study.

#### 2. One set of the manuscript including original figures

#### 3. One electronic media (CD-R, MO or USB memory) containing the manuscript files including text and image files. Label the disk with the authors' names, the word processor program and version used, and the type of computer employed.

#### 4. A file of any article currently in press, which is cited in the References, if applicable.

\*After publication, *Acta Histochemica et Cytochemica* will destroy the original figures unless specifically requested.

## **4. Manuscript Organization**

### ***General instructions***

The manuscript should be double-spaced throughout, A4 (210 × 297 mm) size, with approximately 3 cm margin on all sides. All pages in manuscripts should be numbered consecutively. The manuscript should have a uniform style and be submitted in the correct journal format, carefully proofread for grammar, spelling, and punctuation. Authors who are not native speakers of English should have their manuscripts checked by scientists whose native language is English. After acceptance, all manuscripts will be forwarded to the language editor, but this does not diminish the responsibility of the author to pay attention to the linguistic accuracy of the manuscript. Please take special care in regard to the following points:

- Type the text unjustified and without breaking words by hyphens.
- Use only underline (for italic), bold, subscript, and superscript.
- Avoid multiple fonts, style or ruler changes, or graphics inserted into the text.
- Use line breaks (carriage returns) only to end headings and paragraphs, not to rearrange lines.
- Type special characters (e.g., Greek letters and mathematical symbols) in red on the manuscript.

### ***Manuscript style***

Generally, papers should be divided into the following sections: *Title page*, *Abstract*, *Text*, *Acknowledgments*, *References*, *Tables*, *Figures*. Start each subdivision on a new page.

#### ***Title page***

The first page of the manuscript should include: title of paper, full name(s) of author(s), institutional affiliation and complete address, a running title not to exceed 45 letters and spaces, individual(s), address, and telephone and fax numbers to whom

correspondence concerning the manuscript should be sent, footnotes containing dedications to persons and organizations, grants awarded and the present address of the author(s). Other footnotes should be arranged at the bottom of the pages cited with asterisk marks and separated from the text with a line.

#### *Abstract and Key words*

Each paper should begin with an informative abstract of not more than 200 words, followed by a maximum of five key words. Quotations of scientific papers within the abstract should be avoided; if mentioned, however, the full citation of the source should be given.

#### *Text*

The text should be arranged in the following sections: Introduction, Materials and Methods, Results and Discussion. If necessary, each section can be divided into subsections with short informative subheadings marked with a single underline. Genus and species names should be marked with a single underline for printing in an *italics* font.

#### *References*

References to literature should appear in the text as numbers between angular brackets [3]. Only papers that have been published or are in press may be cited; personal communications can only be included by permission; and unpublished data should not be referenced but may be included in the text. The references at the end of the text should be listed in alphabetical order according to the surname of the first author. Two or more references to the same first author should be in chronological order. The list of references must be set out as follows:

*a) from journals:* name(s) of author(s) followed by initials (do not use “*et al.*”); year of publication; complete title; name of the journal as abbreviated in the Serial Sources for the BIOSIS Data Base published by Bio Sciences Information Service of Biological Abstracts; volume number; first and last page numbers.

1. Osamura, R. Y., Miyai, S., Egashira, N., Takekoshi, S., Yamazaki, M., Sanno, N. and Teramoto, A. (2004) Application of genetic engineering technologies for the study of pituitary development and neoplasms. *Acta Histochem. Cytochem.* 36; 249–254.

*b) from books:* name(s) of author(s) followed by initials (do not use “*et al.*”); year of publication; complete title; volume and edition if appropriate; publisher; place of publication.

2. Pearse, A. G. E. (1985) Histochemistry. Theoretical and Applied, vol. 2, Analytical Technology, 4th ed., Churchill Livingstone, London.
3. Tokuyasu, K. T. (1985) Immuno-cryoultramicrotomy. In “Immunolabelling for Electron Microscopy”, ed. by J. M. Polak and I. M. Varndell, Elsevier/North-Holland Biomedical Press, Amsterdam, pp. 71–82.

Citations in the text of Letters to the Editor should be made according to author’s name (for more than one author: use “first author’s name and *et al.*”) followed by abbreviated name of journal, volume number, first page number, and year:

... earlier reports ( Iino and Horiguchi, *Acta Histochem. Cytochem.* 39: 145, 2006) ...

... developed by Matsuzaki et al. (*Acta Histochem. Cytochem.*, 42: 159, 2009) reveal ...

#### *Tables*

All tables should be numbered consecutively as text figures. Each table should be numbered separately (Table 1, Table 2, etc.). Supply a short explanatory title above the body of the table, and table footnotes lettered a, b, c, etc., below the body of the table. Do not use vertical rules.

#### *Figures*

All figures, including graphs should be numbered consecutively as text figures. For details, see the “Digital Art Guidelines” on a separate sheet. The magnification should be clearly stated in the figure legends for photographs.

### ***Manuscript file format***

We can accept the manuscript files in the following format;

- *Title page, Abstract, Text, Acknowledgments, References, Figure legends*: Microsoft Word
- *Tables*: Microsoft Word or Excel
  - \*Do not embed photographs or image files of tables
- *Figures*: TIFF, EPS, Bitmap
  - Microsoft PowerPoint, Word, and Excel
  - Adobe Illustrator, Photoshop, InDesign, and PDF

### ***Terminology and Abbreviations***

Scientific abbreviations and symbols should conform to those listed in the International Code for the Abbreviations of Title of Periodicals, ISO Recommendation R4 by the International Organization for Standardization.

Chemical abbreviations of biological compounds should be the same as those recommended in "IUPAC-IUB Combined Commission on Biochemical Nomenclature, Abbreviations and Symbols for Chemical Names of Special Interest in Biological Chemistry, Revised Tentative Rules (1965)," in *J. Biol. Chem.* 241: 527–533, 1966. If unit abbreviations are used, the following are preferred: cm, mm,  $\mu\text{m}$ , nm, Å, g (not gm), ml (not cc or  $\text{cm}^3$ ), hr, min, sec, M, mM, N, %, *etc.* The nomenclature of the hormones, and the units employed thereof, should be in accordance with the recommendations of the successive International Conferences on Hormone Standardization.

## **5. Ethics**

Manuscripts submitted for publication should have been performed in accordance with the ethical standards laid down in the 1964 Declaration of Helsinki revised 2000, and must contain a statement to the effect that all human studies have been examined by the appropriate ethics committee, and that all participants have given their "Informed Consent" to participate in the study.

Reports of animal experiments must state that the "Principles of laboratory animal care" (NIH publication No. 85-23, revised 1985) were followed, as well as specific national laws where applicable.

The editors reserve the right to reject manuscripts that do not comply with the above-mentioned requirements. The author will be held responsible for false statements or for failure to fulfill the above-mentioned requirements.

## **6. Conflict of Interest**

All authors of a submitted manuscript must declare whether or not there is any potential conflict of interest that may be related to the content of the manuscript, including funding, employment or personal financial interests. This information must be included in the cover documents. The corresponding author must be responsible for all authors' declaration.

## **7. Publication Charges**

Author(s) will be charged at the rate of ¥5,000 per page.

After acceptance, the language editor, particularly with regard to spelling and general expression, will check all manuscripts.

In some cases, the manuscripts will be forwarded to a professional English proofreader at the discretion of the Editor if essential. In this case the author will have to pay for the additional costs involved (approx. ¥10,000 – ¥30,000).

## **8. Proofs**

Proofs are sent to the corresponding author by e-mail as a PDF. They should be corrected and returned to the editorial office within 48 hours of receipt. Extensive changes at the proof stage are not permitted. Authors may be charged for correction of their non-typographical errors.

## **9. Reprints**

Reprints can be ordered by returning the order forms provided with the proofs. They are produced by on-demand printing.

## **10. Copyright**

When the manuscript is accepted for publication, the authors agree to automatic transfer of the copyright to the Japan Society of Histochemistry and Cytochemistry, and that the manuscript will not be published elsewhere in any language without the consent of the copyright holder.

Authors may make copies of their own papers in the Journal without seeking permission from the copyright holder, provided that such copies are for free distribution only. In addition, authors may re-use their own illustrations in other publications in their own name without seeking permission.

April 1, 2010

## *Digital Art Guidelines*

These guidelines are intended to aid our authors in providing figures that will reproduce well in both print and online media. Submitting digital image files that conform to ACTA HISTOCHEMICA ET CYTOCHEMICA's Digital Art Guidelines will help to prevent delays in the review and publication processes, and maximize the published quality of your figures.

### **General Specifications**

Figures intended for color must be saved in RGB.

Figures intended for grayscale or black and white must be saved in Grayscale format.

Figures and panels intended as single composites must be supplied as a single file.

### **Image Manipulation**

Submitted images should accurately reflect the original data. No specific feature within an image may be enhanced, obscured, moved, removed, or introduced. Adjustments of brightness, contrast, or color balance are acceptable only if they are applied to the whole image, and do not alter the interpretation of the original image, including the background. Non-linear adjustments (e.g. changes to the gamma settings) to the whole image are acceptable as long as they are clearly disclosed in the figure legend.

If evidence of inappropriate image manipulation is detected by the journal, the Editors might ask to see the original data, which the authors must make available.

### **Supported Software**

ACTA HISTOCHEMICA ET CYTOCHEMICA can process Digital Art made with the following programs:

- \* Microsoft PowerPoint, Word, and Excel
- \* Adobe Photoshop, InDesign, PDF, and Illustrator

If a program is not listed here, then ACTA HISTOCHEMICA ET CYTOCHEMICA does not support figures saved in its format. For unsupported software, the figure must be saved in a non-proprietary format (TIFF, Bitmap, EPS, or PDF).

PDFs should be produced at 'Press Quality' setting from the source program. PDFs cannot be *Photoshop* PDFs.

## **Sizing**

The maximum printed size for illustrations is 17.5 cm wide by 22.0 cm tall.

The single column width is 8.5 cm, one and one-half column width 12.0 cm, and two column width 17.5 cm. Any figures larger than this will be reduced to fit in these dimensions.

## **Labeling**

Figures including graphs should be numbered sequentially in Arabic numerals (Fig. 1, Fig. 2, etc.); if the figure has several parts, use capital roman letters (Fig. 1A, 1B, etc.).

The only fonts used in labeling are Times, Times New Roman, and Arial. Other fonts cannot be guaranteed to reproduce properly.

Photographs must include a scale marker.

## **Figure Types**

### **\* Continuous-tone Image**

Minimum resolution: 300 DPI

Preferred File Formats: TIFF, Bitmap

### **\* Line-art Image**

Minimum resolution: 1000 DPI

Preferred File Formats: PDF, EPS, PowerPoint, Illustrator

### **\*Combination Image**

Minimum resolution: 1000 DPI

Preferred File Formats: PDF, EPS, PowerPoint, Illustrator