

INSTRUCTIONS FOR AUTHORS

Galaxea, Journal of Coral Reef Studies publishes contributions, written in English, in the form of (1) Review article, (2) Original paper, (3) Note, and (4) Photogallery. Review articles and Original papers less than 12 printed pages and Notes less than 4 pages will be published free of charge. Authors may be charged for pages exceeding this limit. Submission of papers from non-members of the Society is welcome.

1. Submission of manuscript

Manuscripts in PDF or MS-Word format should be submitted to the Editor-in-Chief (Masayuki Hatta; hatta.masayuki@ocha.ac.jp) by e-mail attachment. In case e-mail submission is not available, manuscript may be submitted by postal mail to the following address.

Masayuki Hatta

Department of Biology, Ochanomizu University

2-1-1, Otsuka, Bunkyo-ku, Tokyo 112-8610, Japan

E-mail: hatta.masayuki@ocha.ac.jp

Please indicate the category (Review article, Original paper, Note, and Photogallery) of the manuscript in the cover letter, as well as an e-mail address, and the telephone and fax numbers of the communicating author. Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication elsewhere; that its publication has been approved by all coauthors. Please prepare manuscripts following the instructions below. Spelling should confirm to US standard.

A manuscript submitted to the Editor-in-Chief will be sent to a Topic Editor based on the contents. The Topic Editor will select reviewers and make recommendation on the decision of the manuscript. Final decision of the manuscript will be made by the Editor-in-Chief.

For manuscripts previously submitted to other journals, if authors include previous editor's and reviewers' comments along with their responses, we may consider them for rapid assessment. Please send the correspondence to hyamano@nies.go.jp.

2. Organization of manuscript

Original paper

Manuscripts should not normally exceed 12 printed pages (approximately 8,000 words). Manuscripts should be organized as follows: (1) Title page, (2) Abstract, (3) Introduction, (4) Materials and Methods, (5) Results, (6) Discussion, (7) Acknowledgments, (8) References, (9) Tables, (10) Figure legends, and (11) Figures or Plates.

Note

Short communications (2-4 printed pages) will normally be published with a combined result and discussion.

Photogallery

Scientifically interesting photographs with a short explanatory text (1 printed page).

3. Manuscript preparation

The original manuscript should be typed, double-spaced, on one side of A4 sized sheet with margins of at least 2.5 cm. All pages should be numbered starting from the title page. Copies should be two sided photocopies of the original to reduce postage costs.

Title page

The title should be concise and informative. The title page should include the name(s) of the author(s), the affiliation(s) and address(es) of the author(s), the e-mail address, telephone and fax numbers of the communicating author and a short running title of no more than 50 characters.

Abstract

Each paper must be preceded by an abstract stating the rationale for the study and presenting the most important results and conclusions in no more than 250 words.

Keywords

4 to 6 keywords should be supplied after the Abstract for indexing purposes.

Abbreviations

Should be defined when first mentioned in the abstract and again in the main body of the text and used consistently thereafter.

Acknowledgments These should be as brief as possible. Any grant that requires acknowledgment should be mentioned. The names of funding organizations should be written in full.

References

The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications should only be mentioned in the text. Citations in the text should be as follows:

(Konishi 1985; Eakin and Glynn 1992; Smith et al. 1995)

Konishi (1985), Eakin and Glynn (1992), Smith et al. (1995)

The list of references at the end of the paper should be alphabetized under the first author's name.

References by the same author or team of authors should be listed in chronological order. Here are a few examples for the style of references:

Glynn PW, Perez M, Gilchrist SL (1985) Lipid decline in stressed corals and their crustacean symbionts. *Biol Bull* 168: 276-284

Grassle JF (1973) Variety in coral reef communities. In: Jones OA, Endean R (eds) *Biology and geology of coral reefs*, Vol: Biology 1. Academic Press, New York, pp 247-270

Illustrations and Tables

All figures (photographs, graphs or diagrams) and tables should be cited in the text, and numbered consecutively throughout. The placement of figures and tables should be indicated in the margin.

Letters in illustrations should be typed in Helvetica or Arial. *Magnification* should be indicated by scale bars.

Plates: Several figures or figure parts should be grouped in a plate on one page. *Figure legends* must be brief, self-sufficient explanations of the illustrations.

Tables should have a title and a legend explaining any abbreviation used in that table. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

For *color illustrations* the authors will be expected to make a contribution towards the extra costs.

Scientific names

For all species studied, the complete scientific name with taxonomic author and date (*Galaxea fascicularis* Linnaeus 1767) should be given either at the first mention in the text of the paper or in the Methods, but not in the title or abstract. Thereafter, use the full binomial (*Galaxea fascicularis*) when first mentioned in each section of the paper, and then abbreviated (*G. fascicularis*).

4. Electronic submission of final version

Please submit the final version of the article electrically in response to request by the Editor-in-Chief.

5. Proofs and reprints

A galley proof and reprint order form will be sent to the corresponding author. The first proofreading is the author's responsibility. A pdf offprint of each contribution is supplied free of charge. Paper offprints are available at cost price, provided the order form is returned together with the corrected page proofs. 50 paper offprints will be supplied to members of the Japanese Coral Reef Society free of charge.

6. Copyright

Accepted manuscripts become the permanent property of the Japanese Coral Reef Society (JCRS) and may not be reproduced by any means, in whole or in part, without the written consent of JCRS and the author(s) of the article. The author(s) guarantee(s) that the manuscript will not be published elsewhere in any language without the consent of the copyright holders.

Authors wishing to include figures or text that have already been published elsewhere are required to obtain permission from the copyright holder(s) when submitting papers. Any material received without such evidence will be assumed to originate from the authors.