

INSTRUCTIONS TO AUTHORS

The Japanese Journal of Protozoology

The Japanese Journal of Protozoology publishes contributions, written in English, in the form of Reviews, Regular articles, and Short Communications on original research on protozoology, covering all aspects of protozoa. Reviews are usually invited by the Editor. Reviews and Regular articles should be less than 20 printed pages and Short Communications should be less than 4 printed pages. The submission of papers from non-members of the Japan Society of Protozoology is welcome. If no member of the Society is included in the authors, authors will be assessed page charges (6,500 yen per page). No page charge will be imposed for invited reviews. The Japanese Journal of Protozoology will not publish articles that contain substantial data which have been previously published or submitted. In Reviews, it is the author's responsibility to obtain permission to reproduce illustrations, tables, etc. from other publications. Accepted papers become the permanent property of The Japanese Journal of Protozoology and may not be reproduced by any means, in whole or in part, without the written consent of both the Japan Society of Protozoology and the author(s) of the article.

1. SUBMISSION OF MANUSCRIPT

The manuscripts should be submitted electronically via either e-mail or regular mail (files should be saved on CD-R or 3.5in floppy disk). All manuscripts are subjected to editorial review. The manuscript should be submitted to:

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2. ORGANIZATION OF MANUSCRIPT

The text and table should be prepared as a MS Word file. The desirable style of the organization of an original paper is as follows: (1) Title, Author(s), Affiliation(s) and Addresses, (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 is not obliged to adhere rigidly to this organization. The author may modify the style when such modification makes the presentation clearer and more effective. In a Short Communication, the combination of some of these sections is recommended. There is no restriction on the style of Review articles.

Manuscripts should be prepared on the following format; no larger than A4, double-spaced throughout on one side of white typewriting paper with 2.5 cm margins on all sides (about 3,870 letters correspond to one printed page). It is the author's responsibility to be sure the manuscript is clearly written and grammatically correct. All manuscript sheets must be numbered successively. The use of footnotes to the text is not recommended.

The first page of the manuscript should contain the title, authors' names, addresses, an abbreviated form of the title (50 characters or less, including spaces), the name and address, (phone and FAX numbers and E-mail address) for correspondence, and any footnotes. Authors with different affiliations should be identified by the use of a superscript linking the name and affiliation.

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

Introduction section should describe the purposes of the study and provide enough background information to show

why this study was performed. Materials and methods section should provide all the information needed to repeat the same experiments. Results section should be written by referring to tables and figures, without discussion. The discussion section should include a detailed explanation of the principal findings and the validity of the experimental results, a discussion of the findings in the light of other published works dealing with the same subject, and a discussion of the significance of the work.

References

References should be cited in the text as follows:

One author: Hiwatashi (1965) or (Hiwatashi, 1965; Watanabe, 1971).

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 Reference section as "in press." More than one paper from the same author(s) in the same year must be identified by the letters a, b, c, etc., placed after the year of publication. Unpublished materials and manuscripts in preparation or those submitted but not yet accepted: (O. Numata, personal communication) or (O. Numata, unpublished data). Do not refer those in the reference list. Also, "personal communication" and "unpublished data" should appear parenthetically following the relevant name(s) in the text.

All references cited in the text should be listed in the references section in alphabetical order as shown below.

Journal articles: Tokusumi, Y., Nishi, Y. and Takagi, Y. (1996) A substance secreted from *Tetrahymena* and mammalian sera act as mitogens on *Paramecium tetraurelia*. *Zool. Sci.*, 13, 89-96.

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.

Others

- a. Species name should be written in italics.
- b. Italicize the names of genes (e.g. Tap 1).
- c. Use these abbreviations (e.g. g, h, min, s, yr, mo, wk, ml, S, mm, cm).
- d. Leave a space between mathematical symbols and numbers (e.g. $1 + 2$, $1 < 2$). Do not leave a space in these cases: $2 \times$ solution, -85°C , 10%.
- e. Use 1,000 not 1000.
- f. Other chemical and mathematical terms, formulate, abbreviations, etc, should follow the style used by The Journal of Biological Chemistry.

Tables

Each table should be prepared on a separate sheet by MS Word or MS Excel, and must have an explanatory title and sufficient explanatory text. Tables should be numbered consecutively in Arabic numerals as they are mentioned in the text. Their approximate position should be indicated in the margin of manuscript.

Figure and Figure legends

Figures should be submitted as tiff files. Labeling 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 numbered consecutively (Fig. 1, Fig. 2, etc.). A file of each figure should be named corresponding author's name and the figure number. The preferred location of the figures should be indicated in the manuscript using comment-function in MS Word. Maximum height of the figure after reduction is less than 210 mm. Width of the figure will be reduced to one-column size (70 mm) or two-column size (150 mm). Color illustrations are reproduced at the authors' expense.

(1) Line drawings and graphs

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

(2) Photographs

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

(3) Figure legends

Figure legends should be typed double-spaced in paragraph form on sheets separate to those containing the figures. The legends should contain sufficient information to be understood without reference to the text and without repeating information presented in the text.

3. PROOFS AND REPRINTS

A galley proof (PDF) and reprint order form will be sent to the corresponding author, which should be corrected and returned to the Editorial Office within 48 hours of receipt by e-mail. Order for reprints can be submitted to the Editorial Office. The final PDF file of the article will be sent to the corresponding author.