

INSTRUCTIONS TO AUTHORS

Revised on June 20, 2005

ZOOLOGICAL SCIENCE publishes contributions, written in English, in the form of (1) **Reviews**, (2) **Essays**, (3) **Articles**, and (4) **Short Communications** for short reports of timely interest. *Reviews* and *Essays* are usually invited by the Editor. Those who submit unsolicited *Reviews* and *Essays* should consult with the Editor-in-Chief in advance. *Short Communications* cannot exceed 5 printed pages. *Articles* of up to 8 printed pages, *Short Communications* of up to 3 printed pages, and *Invited Reviews* of up to 15 printed pages will be published free of charge. Pages over these limits will be charged. No free reprints of *Articles* and *Short Communications* are available. We welcome the submission of papers from non-members of the Society.

A. SUBMISSION OF MANUSCRIPT

The **ZOOLOGICAL SCIENCE** web-based manuscript submission and handling system (**Manuscript Central; MC**) was launched June 20, 2005. All manuscripts can now be submitted using this system. Accordingly, please note the changes in the submission and reviewing processes that are incorporated below. Beginning June 20, 2005, new submissions to **ZOOLOGICAL SCIENCE** should be sent using the **MC** at the URL below. Although electronic submission of manuscripts via **MC** is strongly recommended, authors have the option to submit their illustrations via conventional postal service to the Zoological Science Editorial Office. You should prepare the following electronic file(s) for each electronic submission:

- Main document containing Title page, Abstract, Text, References, and Figure legends.
- Illustrations including Figures and/or Tables (each table with its own legend).
- Supplemental material, if any, to be published on-line only (this is optional and should be kept to a minimum).

Your text and figure file(s) will be automatically converted by **MC** into HTML and PDF documents so that they can be viewed and printed for peer reviewing. Please be sure to verify that the PDF and HTML files are satisfactory to you.

See NOTES ON ELECTRONIC SUBMISSION for details.

If you are submitting color figures or continuous-tone prints (photomicrographs, *etc.*), you can choose to send the following material via conventional postal service.

- Two complete sets of high-quality illustrations to be processed for electronic reviewing as well as for publishing.

Contact the MC Support Desks if you are having trouble accessing the system; the Zoological Science Editorial Office for general questions; or the office of the appropriate Editor (called *Reviewing Editor* in **MC**) for questions concerning your manuscript.

Manuscript Central (MC) Online Submission System for Zoological Science

<http://mc.manuscriptcentral.com/zs>

Manuscript Central Support Desk for Zoological Science (Japan)

e-mail: zs-mcsupport@kyorin.co.jp

phone: 03-3910-4517 fax: 03-3949-0230

Open weekdays from 9:00 A.M.~ 12:00/1:00 P.M.~5:00 P.M.

Manuscript Central Support Desk for Zoological Science (International)

e-mail: Support@ScholarOne.com

phone: +1-434-817-2040 ext. 167

Open weekdays from 3:00 A.M.~ 5:30 P.M. EST (-5 GMT)

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B. NOTES ON ELECTRONIC SUBMISSION

Submission via MC

Please refer to the online instructions and help menus at MC (click the *Get Help Now* tab at the top of the page). “Author Quick Tutorial” and “Online Users Guide” are especially helpful. Through the courtesy of *the Journal of Neuroscience (the Society for Neuroscience)*, you can also view the following useful PDF file.

- <http://www.jneurosci.org/icons/ftp/jntips.pdf>

File formats

You should NOT submit PDF file(s) converted from your original document and image files, because the uploaded files will be automatically converted by MC into HTML and PDF documents. The main document should be prepared in Microsoft Word 6.0 or a later version. Files prepared in other word-processing packages should be saved in rich

text format (RTF). The recommended formats for image files are TIF, EPS, PSD (Adobe Photoshop), and AI (Adobe Illustrator). The color mode should be set to CMYK, not RGB. The resolution should be a minimum of 1,200 dpi for monochrome line art, and 300 dpi for grayscale images and color halftones. Although JPG, GIF, and PPT (Microsoft Power Point) files are also acceptable, we cannot guarantee the quality of final images online as well as in print. You should avoid the BMP format. The preferred software for tables is Microsoft Excel (save each table in a file with single worksheet; multisheet Excel files are not acceptable). You will find useful information about Digital Art at <http://cadmusknowledgeworks.com/da>.

Please note that the combined size limit for all uploaded files is **20MB**. If your files exceed this size limit, please consider submitting illustrations via conventional postal service. Make sure that you complete the “Files to be sent in off-line” section during your submission via **MC**.

Supplemental material

Authors may submit supplemental material, if any, for on-line publishing only (this is optional and should be kept to a minimum; the maximum permitted is five files of up to 5MB each, with the total file size not exceeding 10MB). All supplemental material must be peer-reviewed and approved by the Editors in order to be published online. Once an issue is available online, the supplemental material automatically becomes available to the readership. The following file extensions are acceptable for supplemental material: html, jpg, mov, mpg, avi, pdf, xls.

For review and posting purposes, each submission of supplemental material must include both the data and a corresponding legend. Authors should also state in their cover letter that they have supplied supplemental material with their manuscript submission. Authors are welcome to contact the Editorial Office for further details.

C. CONDITIONS OF PUBLICATION

All manuscripts are subjected to editorial review. A previously published manuscript, or one of which a substantial portion has been published elsewhere, will not be considered. It is the author's responsibility to obtain permission to reproduce illustrations, tables, *etc.* from other publications. A published article becomes the permanent property of ZOOLOGICAL SCIENCE and may not be reproduced by any means, in its entirety or in part, without the written consent of both the Zoological Society and the author(s) of the article.

D. ORGANIZATION OF MANUSCRIPTS

The preferred organization of an original paper is as follows: (1) Title, Author(s), Affiliation(s), Short Title, and Field; (2) Abstract and Key words; (3) Introduction; (4) Materials and Methods; (5) Results; (6) Discussion; (7) Acknowledgments; (8) References; (9) Tables; and (10) Figure legends and Figures. However, authors are not obliged to adhere rigidly to this organization. They 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.

E. FORM OF MANUSCRIPTS

Manuscripts must include the following components, and all pages should be numbered successively. The use of footnotes to the text is not recommended.

1. Title page

The first page of the manuscript should contain the title, authors' names and addresses; an abbreviated form of the title (40 characters or less, including spaces); name, address and contact information (phone and FAX numbers and E-mail address) for the corresponding author; and any title-page footnotes. Authors with different affiliations should be identified by the use of a superscript linking the name and affiliation. In addition, the authors should select from the following list, and indicate on the first page, the Section in which they wish the submitted paper to be reviewed and published: Animal diversity and evolution, Behavior biology, Biochemistry, Cell biology, Developmental biology, Ecology, Endocrinology, Genetics, Immunology, Molecular biology, Morphology, Neurobiology, Phylogeny, Physiology, Reproductive biology, Taxonomy.

2. ABSTRACT and Key words

All manuscripts must include a brief but informative ABSTRACT, preferably not exceeding 250 words, intelligible without reference to the main text. References to the literature should not be included. Five or more key words should be provided below the ABSTRACT to assist with indexing of the article.

3. INTRODUCTION

This section should clearly describe the objectives of the study and provide enough background information to make it clear why the study was undertaken. Lengthy literature reviews are discouraged.

4. MATERIALS AND METHODS

This section should provide the reader with all the information necessary to repeat the work. For a modification of published methodology, only the modification needs to be described, with reference to the original source.

5. RESULTS

Results should be presented by referring to tables and figures and without discussion.

6. DISCUSSION

This section should include a concise statement of the principal findings, a discussion of the validity of the observations, 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.

7. Statistical analysis

Statistical analysis of the data (where applicable) is mandatory, using appropriate methods, which must be cited.

8. REFERENCES

It is the responsibility of the authors to prepare references in appropriate formats. The authors may be asked to reformat the references and resubmit the article, if the references are inappropriate. The use of citation managers (Reference Manager, EndNote, *etc.*) is strongly recommended. Use downloadable output style files for these softwares (see <http://www.jstage.jst.go.jp/browse/zsj/-char/en>). References should be

cited in the text as follows:

One author: Matsuda (1995) or (Wada, 1994; Matsuda, 1995).

Two authors: Matsuda and Yamada (1994) or (Wada, 1992; Matsuda and Yamada, 1993)

More than two authors: Matsuda *et al.* (1990) or (Wada *et al.*, 1986, 1989; Matsuda *et al.*, 1990a, b)

Manuscripts accepted for publication but not yet published should be listed in the Reference section as 'in press.'

All references cited in the text should be listed at the end of the paper in alphabetical order according to the surname of the first author. For two-author papers with the same first author, the order is alphabetical by the second author's name. For three-or-more-author papers with the same first author, the order is chronological. The following examples illustrate the format to be used:

Campbell RC (1974) *Statistics for Biologists*. 2nd ed, Cambridge Univ Press, London

Shima A, Ikenaga M, Nikaido O, Takabe H, Egami N (1981) Photoreactivation of ultraviolet light-induced damage in cultured fish cells as revealed by increased colony forming ability and decreased content of pyrimidine dimers. *Photochem Photobiol* 33: 313-316

Wiersma CAG (1961) Reflexes and the central nervous system. In "The Physiology of Crustacea Vol 2" Ed by TH Waterman, Academic Press, New York, pp 241-279

The source of the reference should be given following the commonly accepted abbreviations for journal titles (*i.e.* refer to the '*Index Medicus*'). The use of "in preparation," "submitted for publication," or "personal communication" is not allowed in the reference list. Instead, the phrases "unpublished data" and "personal communication" should appear parenthetically following the relevant name(s) in the text.

F. ABBREVIATIONS

Abbreviations of obscure or specialized measurement units, quantity units, chemical names, and other technical terms in the body of the paper should be used only after they are defined clearly in the place they first appear in the text. However, abbreviations that would be recognized by scientists outside the author's field may be used without definition, such as *P*, SD, SE, DNA, RNA, ATP, ADP, AMP, EDTA, UV, and CoA. The metric system should be used for all measurements, and standard metric abbreviations should, in general, be expressed without periods.

G. PREPARATION OF TABLES

Tables should only include essential data needed to illustrate important points in the text. Do not duplicate data by presenting it in both a table and a figure. Each table should be typed on a separate sheet of paper and must have an explanatory title and sufficient explanatory text. All tables should be referred to in the text, and the approximate position of each should be indicated in the margin of the manuscript, if possible.

H. PREPARATION OF FIGURES

All figures should be appropriately labeled with letters and numbers of a font size that will be at least 1.5 mm high in the final reproduction. Usage of abbreviations should be consistent between illustrations and the text. All figures should be referred to in the text and numbered consecutively (Fig. 1, Fig. 2, *etc.*). Figures must be identified on the reverse side with the author's name, the figure number, and the orientation of the figure (top and bottom). The preferred location of each figure should be indicated in the margin of the manuscript, if possible. Illustrations that are substandard will be returned, delaying publication. Publication of illustrations in color is costly, and they will be published at the author's expense (see J. PAGE CHARGES).

1. Line drawings and graphs

Two sets of original high quality artwork of in the form of high-resolution computer printouts or glossy prints, mounted if necessary on appropriate mounting cardboard (less than 21 x 30 cm) must be submitted for reproduction, if you are submitting the material via conventional postal service. Authors may indicate size preference by marking on the back of figures (*e.g.* "Do not reduce," "Two-column width" (no wider than 17 cm), or "One-column width" (no wider than 8 cm)). Lines must be dark and sharply drawn. Solid black-and-white or bold-patterned filling should be used for histograms.

2. Continuous-tone prints

Two sets of continuous-tone prints (photomicrographs, *etc.*) must be submitted, if you are submitting the material via conventional postal service. They should be in the form of high-resolution computer printouts or glossy prints mounted if necessary on appropriate mounting cardboard. Xerox copies of photomicrographs are not acceptable. Continuous-tone prints should be submitted preferably at the exact magnification that is to be used in the published paper and trimmed to conform to the page size. Multiple parts of a single figure should be labeled by a letter (A, B, C, *etc.* or a, b, c, *etc.*) in the upper or lower left corner of each part.

3. Figure legends

Each figure should be accompanied by an explanatory legend. The legends for all figures should be typed consecutively together, double-spaced, on one or more pages in a section of the submitted manuscript under the heading "Figure Legends." Sufficient detail should be given in each legend to make it intelligible without reference to the text.

I. PROOFS AND REPRINTS

A galley proof and reprint order form will be sent to the corresponding author via e-mail. The first proofreading is the author's responsibility, and the proof should be returned within 48 hours from the date of receipt. The author should print out the proof, making corrections on it by hand. Then the proofread article should be sent back to the ZS Editorial Office via express mail. You can also choose to send it via e-mail or fax when only minor corrections are necessary. The minimum quantity for a reprint order is 50. Please e-mail the Zoological Science Proofreaders for help in proof editing.

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fax: +81-3-3814-6216 (domestic: 03-3814-6216) *Use e-mail as far as possible.*

J. PAGE CHARGES

Author(s) for a regular paper will be allowed 8 printed pages per article without charge. The author(s) will be charged 6,500 Japanese yen per extra page. All authors will be charged for color illustrations (20,000 Japanese yen for the 1st page and 80,000 Japanese yen per page for the 2nd and additional pages). We encourage you to keep the number of color illustrations to a minimum and to try to arrange color illustrations to fit into a minimum number of pages, because they will be charged by the page.

K. NUCLEOTIDE SEQUENCE SUBMISSION

New nucleotide data must be submitted and deposited in the DDBJ/EMBL/GenBank databases and accession numbers obtained before the paper can be accepted for publication. Submission to any one of the three collaborating databanks is sufficient to ensure data entry in all. Accession numbers should be included in the manuscript, *e.g.* as a footnote on the title page: [Note: Nucleotide sequence data reported are available in the DDBJ/EMBL/GenBank databases under the accession number(s) -----]. If requested the database will withhold release of data until publication. The most convenient method for submitting sequence data is by the World Wide Web:

DDBJ via SAKURA: <http://sakura.ddbj.nig.ac.jp/>

EMBL via WEBIN: <http://www.ebi.ac.uk/embl/Submission/webin.html>

GenBank via BankIt: <http://www.ncbi.nlm.nih.gov/BankIt/> or stand-alone submission tool Sequin: <http://www.ncbi.nlm.nih.gov/Sequin/>

For special types of submissions (*e.g.* genomes, bulk submissions, *etc.*), additional submission systems are available by contacting the following databases:

DDBJ: Center for Information Biology and DNA Data Bank of Japan

National Institute of Genetics, Yata, Mishima, Shizuoka 411-8540, JAPAN; telephone: 0559-81-6853; fax: 0559-81-6849; e-mail: ddbj@ddbj.nig.ac.jp; WWW URL:

<http://www.ddbj.nig.ac.jp>

EMBL: EMBL Nucleotide Sequence Submissions, European Bioinformatics Institute, Wellcome Trust Genome Campus, Hinxton, Cambridge CB10 1SD U.K.; telephone: +44 123 494400; fax: +44 1223 494472; e-mail: datasubs@ebi.ac.uk; WWW URL:

<http://www.ebi.ac.uk>

GenBank: National Center for Biotechnology Information, National Library of Medicine, Bldg. 38A, Rm 8N-803 Bethesda, MD 20894, U.S.A; telephone: +1 301 496 2475; fax: +1 301 480 9241; e-mail: info@ncbi.nlm.nih.gov; WWW URL: <http://www.ncbi.nlm.nih.gov>