

Microbial Resources and Systematics ("Microb. Resour. Syst.")

Guidelines for Authors

Revised February 1, 2014

Revised April 1, 2015

1. *Microbial Resources and Systematics* ("Microb. Resour. Syst."), the journal of Japan Society for Microbial Resources and Systematics (JSMRS), is published semiannually, in June and December of each year as a rule. The journal carries the following papers regarding the preservation, identification and taxonomic classification of microorganisms, and cultured living organisms that are equivalent to them (hereinafter collectively referred to as "microorganisms"), as well as the related information, and other works with respect to the relevant areas:
 - 1) Original papers, brief communications, reviews, descriptions, explanations, technical reports, proposals, suggestions, and opinions; Of those mentioned above, submitted papers must NOT be other than original papers, brief communications, reviews, technical reports etc. Papers already published or printed elsewhere are not accepted.
 - 2) Reports on JSMRS annual conventions (summaries);
 - 3) Reports on affairs of the society, announcements, and changes in JSMRS members;
 - 4) Other issues related to JSMRS activities.
2. Submissions are allowed so far as the corresponding author is a JSMRS member, provided, however, that a foreign national who is not a JSMRS member may submit a paper if a letter of recommendation is given from a JSMRS member.
3. The maximum length of the submitted paper in printed copy is 8 pages for original papers, 4 pages for brief communications, and 16 pages for reviews, while the maximum length is 6 pages (by rule of thumb, one journal page can contain approximately 2,000 characters in Japanese, and it equals to two double-spaced typed A4 pages in English) for descriptions, explanations, technical reports, proposals, suggestions, opinions, or the like. *Microbial Resources and Systematics* ("Microb. Resour. Syst.") does not charge submission fees. However, for such papers that exceed the aforementioned page limitations in the respective cases, a surcharge in the amount of 10,000 yen per page is required for the pages in excess. Where color printing is necessary, actual expenses will be charged.
4. The author of any paper published in *Microbial Resources and Systematics* ("Microb. Resour. Syst.") may order reprints through payment of actual expenses.
5. Papers for submission may be written either in Japanese or in English. Papers written in English must have been proofread before submission. Electronic files containing papers for submission should be sent online to the email address below:

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Chief Editor

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6. Submitted papers will be peer-reviewed by two members of the editorial board. The final decision of acceptance or rejection of the submitted papers rests with the editorial board based on the peer review results.
7. The first proof of each accepted paper will be read and marked with corrections by the author. This first proofreading must be limited to corrections of typographical errors. NO changes in the actual paper text are acceptable, including modifications, deletions or additions. After completing the proofreading, the author should return the paper (manuscript) within the specified period.
8. Authors are responsible for obtaining permission to reproduce any figures, illustrations, charts, etc. that are protected by copyright, including those published elsewhere.
9. The copyright of the paper published in the journal will belong to Japan Society for Microbial Resources and Systematics (JSMRS).
10. The final decision of needs for change or amendment to the instructions provided in this document rests with the board of directors; the decision is made based on the discussions to be developed at the editorial board.

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Writing Requirements

Revised February 1, 2014

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1. Style Sheet

- 1) Prepare manuscripts for submission in A4 sheets. One A4 sheet can contain approximately 20 lines in Japanese, each line containing 40 full-width or double-byte characters (equivalent to 80 half-width or single-byte characters) in horizontal writing. For submission, an electronic file containing the original manuscript should be sent via email. Full-width or double-byte characters cannot be used for papers in English. For papers written in Japanese, use a comma (,) and a period (.) instead of equivalent Japanese punctuation marks (、) and (。), respectively. When your paper is accepted, please send us the electronic files containing the final manuscript. Use Microsoft Word and MS Excel spreadsheet formats to store the manuscript text and tables, respectively, or otherwise Rich Text Format can be used.
- 2) Of the components of the manuscript, the cover sheet, text and legends must be arranged in this order and be incorporated into a single file. Tables and figures should be combined and supplied as a separate file.
- 3) The cover sheet must clearly indicate the following information: article title (written in both Japanese and English), names of authors and respective affiliations (written in both Japanese and English), running title (written in both Japanese and English; should not exceed 20 double-byte characters or 40 single-byte characters), the number of pages covering each of the text, tables and figures, and contact information (name, address, telephone number, fax number and email address).
- 4) The text of the original paper should include summary, introduction, materials and methods, results, discussions, (acknowledgments) and references in this order. The results and discussions may be combined and put together. For brief communications, there shall be no division among introduction, methods, results, etc. from each other. For reviews, technical reports etc., there shall be headings such as 'Introduction' etc.
- 5) Submitted papers written in Japanese, must be accompanied with an abstract in English composed of approximately 200 words.
- 6) All nomenclature and scientific names should be given in italics. No definition is required for standard abbreviations. Only such abbreviations and symbols for substances and materials that are internationally recognized can be used. Where the use of abbreviations is

unavoidable, they should be spelled out at their first occurrence, indicating the corresponding abbreviations in parentheses, and abbreviations should be used thereafter.

- 7) Measurement units according to the metric system should be used, and Arabic numerals to indicate numbers. By way of illustration, some principal units are given below along with examples of indications in Arabic numerals: km, m, dm, cm, mm, nm, cm², l, ml, kg, g, mg, µg, %, V/V%, mp 30-40°C, pH 7.0-8.0, D, L, DL (configuration), [α] (specific rotation), o-, m-, p-, d- (dextrorotatory), l- (levorotatory), 23 hrs, min, sec, 12/8/2019.

2. Diagrams, Figures, Tables and Photographs

- 1) All descriptions and indications for diagrams, figures and tables should be in English. Indicate the table title on top of each table. Indicate titles and/or descriptions for diagrams, figures and photographs all together by way of legends.
- 2) Denote descriptions and notes for tables below each respective table. Where necessary, use superscripts placed to the right of a letter (^a, ^b, ^c) for notes to be included inside the table.
- 3) Consideration must be given to the fact that diagrams and figures will be printed as is. Prepare the size of each diagram and figure in such a way that it can be accommodated within half a column (22 cm high×7.5 cm wide) or within a whole column (22 cm high×16.5 cm wide).

Prepare all line art with resolution of 1,000 dpi or higher, and photographs with resolution of 300 dpi or higher for both black-and-white and color pictures. Diagrams, figures and photographs should be supplied in a single file separate from that containing the text. Supply in JPEG, BMP, TIFF, EPS, Photoshop (PSD) or Illustrator (AI) format preferably. Where unavoidable, MS Word and PowerPoint files are acceptable, but DO NOT enlarge or reduce images after pasting them because diagrams, figures, etc. could be deteriorated when printed.

- 4) Please indicate in the marginal space of the manuscript text the points at which these diagrams, figures, tables and photographs are to be inserted.

3. References

- 1) Reference list should be arranged in alphabetical order by the initial of the surname of the first author. The list should then be placed at the end of the manuscript text. Several works comprising only two authors and by the same first author, they should be listed in alphabetical order by the initial of the surname of the second author. If three or more authors are involved, order should be by year of publication, the earliest first. If several works fall in the same year of publication, add differentiating alphabets to the end of the year, such as 2005a, 2005b, and so forth.

Citation style of reference works is as follows: mention author name, year of publication, title, journal name, volume number of the journal, and inclusive page numbers (start-end),

following this order. Indicate the journal volume number by bold. For a work in book form, mention author name, title of the book (for citation of a part of the book, cite editor name, title of the book, and corresponding pages), publishing house, and place of publication, following this order. Cite the author name and year of publication in parentheses in the manuscript text.

- 2) A paper whose publication has already been decided elsewhere may be included in the reference list with "in press" note. Any manuscript already submitted but not yet accepted should not be incorporated in the list; restrict to indicating it with "unpublished" note solely in the text of the relevant manuscript. Personal communications should also be excluded from the reference list; they can only be noted in the manuscript text.

Examples – How to arrange the reference list:

- Barrow, G.I. & Feltham, R.K.A., 1993. Cowan and Steel's Manual for the Identification of Medical Bacteria, third edition. Cambridge University Press, Cambridge.
- Kaya, K. & Watanabe, M.M., 1994. Chemistry and toxicology of the cyclic heptapeptide toxins, the microcystins, from cyanobacteria. *Microbiol. Cult. Coll.* **10**: 5-33.
- Ministry of the Environment 1993. Full text of Convention on Biological Diversity. http://www.biodic.go.jp/biolaw/jo_hon.html. (accessed October 2, 2013)
- Nakagiri, A. & Ito, T., 1997. *Retrostium amphiroae* gen. et sp. nov. inhabiting a marine red alga, *Amphiroa zonata*. *Mycologia* **89**: 483-493.
- Scardovi, V., 1986. Genus *Bifidobacterium* Orla-Jensen, *In* Sneath, P.H.A., Mair, N.S., Sharpe, M.E. & Holt, J.G. (eds.), *Bergey's Manual of Systematic Bacteriology* vol. 2, p. 1418-1434, Williams and Wilkins, Baltimore.

Examples – How to cite reference works in the text:

(Kaya & Watanabe, 1994)

(Bowman, 2000; Bowman & Nichols, 2002; Bowman *et al.*, 1997a, 1998)

(Ministry of the Environment, 1993)

Kaya & Watanabe (1994)

Kaya *et al.* (1994)

Ministry of the Environment (1993)

4. Additional Clause

- 1) The final decision of needs for change or amendment to the instructions provided in this document rests with the board of directors; the decision is made based on the discussions to be developed at the editorial board.