

## Instructions for Authors

We welcome contributions from both researchers of the National Museum of Nature and Science (NMNS) and other institutions. Submissions by non-NMNS authors must be either co-authored with one or more NMNS researchers or based on studies using the collection of the NMNS. Other manuscripts will be considered for publication if the relevant specimens are donated to the NMNS on or before submission. Manuscripts must not have been published already, nor are they under consideration for publication or in press elsewhere. Nomenclatural names must have been registered in public academic systems (e.g., ZooBank). All manuscripts are peer-reviewed by referees for consideration of publication. The Editorial Committee reserves the right to decide acceptance or reject of the manuscript.

### Preparation of Manuscript

**Manuscripts** should be prepared in English except for the Japanese translation of the title. The title page, abstract, text, references and figure legends must be contained in a single Word file (.doc) readable in Windows. Page layout of the manuscript should be A4 paper size with double spacing. Margins should be 2.5 cm on each side and 3 cm at the top and bottom of the pages. Use Times or Times New Roman font (12 point) except for the Japanese translation of the title, which should be typed in Gothic or Mincho font (12 points). Type in double-space on A4 paper size with margin at least 2.5 cm wide. Pages of the manuscript should be numbered starting with the title page. The page limit is normally a maximum of 30 printed pages.

Mathematical variables, genus and species names should be typed in *italics*. The metric system and S.I. units must be used throughout. Tables and figures may be sent as separate files. Please follow the style in recent issues of the Bulletin.

Arrange the manuscript in the order listed below and number all pages consecutively: **Title page** should contain 1) title, 2) name(s) and address(es), 3) the corresponding author's name and e-mail address, 4) number of figures and tables, 5) running title and 6) Japanese translation of the title. Authors not versed in Japanese may ask the Editor to produce the Japanese translation of the title.

**Abstract** should be a lucid digest of the paper, not exceeding 200 words.

**Key words**, not more than five.

**Text** normally including Introduction, Materials and Methods, Results, Discussion, and Acknowledgments.

**References** cited in the text should be arranged alphabetically according to the name(s) of author(s). Text reference should be made by the author's surname followed by the year of publication. [for example: Miyashiro (1961) or (Miyashiro, 1961)]. If the number of authors is three or more, use, for example, Suzuki *et al.* (1991) or (Suzuki *et al.*, 1991). Each reference should be given in the following form and names of neither journals

nor books should be abbreviated:

Allègre, C.J., Manhès, G. and Göpel, C. (1995) The age of the Earth. *Gochimica et Cosmochimica Acta*, **59**: 1445-1456.

Brooks, C.E.P., (1922) *The Evolution of Climate*. 173 pp. Benn Brothers, London.

Banno, S and Sakai, C. (1989) Geology and metamorphic evolution of the Sanbagawa metamorphic belt, Japan. In: Daly, J.S., Cliff R.A. and Yardley, B.W.D. (Ed.), *Evolution of Metamorphic Belt*. The Geological Society, Oxford, pp. 519–532.

**Tables** should be numbered in the order of citation in the text. Each table must include a concise heading. All abbreviations used in each table should be defined in the caption. Tables can be sent in either Word or Excel files, readable in Windows.

**Figures** should be sent in TIFF or JPEG format. The size of each figure in print is either one column (79 mm) or whole page (149 mm) width and maximally 253 mm in height and electronic files of figures should be formatted accordingly. Photos of specimens should include scale bars to indicate their sizes. Although figures for initial submission do not need to be in high resolution, the necessary details must still be recognizable in screen size. After acceptance of the manuscript, submit files with a resolution of 600 dpi.

#### **Submission:**

Submit all manuscripts by e-mail to the Editor.

#### **Miscellaneous:**

**Galley proof** will be sent to the corresponding author. The authors are responsible for reading the first galley proof. No change of the content of the manuscript is permitted on the galley proof. If the Editors recognize the necessity for a change, this change may be made at the author's expense.

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