

Instructions for Authors

We welcome contributions from both NMNS and outside researchers. Submissions from outside researchers need to be co-authored with the NMNS researchers or contain work based on the collection of the NMNS. Other manuscripts will be considered for publication if the described specimens are donated to the NMNS. 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. 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). Each page of the manuscript should be numbered starting with the title page. 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. Page limit: normally a maximum of 30 printed pages.

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, and 5) running title not to exceed 50 characters including spaces.

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 author is three or more, use Suzuki *et al.* (1991), or (Suzuki *et al.*, 1991). Each reference should be given in the following form and 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 include a lucid legend to explain the meaning of the content. Tables can be sent in either Word or Excel files, readable in Windows.

Figures should be sent in JPEG format. Initially submitted figures do not need to be in high resolution, but the necessary details must be readable in screen size. Scale bars in figures or description of the size. Scale bars in figures or description of the size of each figured object in figure captions, in place of magnification factors, should be used.

Submission:

Submit all manuscripts by e-mail to the Editor, Takanobu Tsuihiji, Department of Geology and Paleontology, National Museum of Nature and Science, at tsuihiji@kahaku.go.jp.

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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