

Submission Guidelines for the Journal of the Faculty of Agriculture, Kyushu University  
(Instituted October, 2003, Revised January, 2010)

A. General Rules

1. Paper and its author(s)

Papers in the Journal must be based on research complying with the conditions a, b, c, or d, below. In addition, the papers must be results of research works completed at laboratories in the Faculty of Agriculture (including the Biotron Institute, and the Institute of Tropical Agriculture), Kyushu University.

- a. Staff members in the Faculty of Agriculture and/or the School of Agriculture or the equivalent.
- b. Graduate, undergraduate, and research students who engage in research under the Faculty members, or those who are recognized as having the equivalent academic ability.
- c. Visiting professors or researchers from other universities.
- d. Researchers from other institutions who have conducted joint research with our faculty member(s). However, in the event of b, c, or d, the paper must be co-authored by our faculty member(s).

2. Copyright

The copyrights of the papers published with the Journal belong to the Faculty of Agriculture, Kyushu University. All issues involving copyrights will be conducted by the editorial board. This copyright rule applies from the Journal published on February 28<sup>th</sup>, 2003 and thereafter (starting from Journal Vol. 47 No. 2).

3. Writing and Submission of Paper

- a. Fill in the submission application form designated by the editorial board, and then have it approved by a professor (or an associate professor) in the Faculty for proofreading. Submit the form and one copy of it to the editorial board.
- b. Papers for submission must be written in such languages as English, French, and German.

- c. Refer to section B below for further information about preparation of paper.
- d. The editorial board may ask the author(s) to make necessary revisions including table(s) or figure(s), and/or ask for further explanation if necessary.

#### 4. The Content Order and Length of Paper

- a. Papers are listed in the Journal in such order as Plant Science, Zoology, Chemistry, Physics, Environmental Soil and Groundwater Studies, and Social Sciences. Papers in the same research field will be processed in the order in which they are received.
- b. Each paper is limited to 20 printed-page length or less.
- c. If tables or figures are colored, the author's laboratory is responsible for the cost of printing them.

#### 5. Revision

- a. All submissions of final copy should be made to the editorial board member(s). The author must proofread as accurately and quickly as possible, and submit no later than the designated day. As a rule, the author is allowed to make the second revision.
- b. The author is allowed to fix only typographical errors, but not allowed to delete or add text, nor alter tables or figures.
- c. Please read the revision manual for further information.

#### 6. Submission Fee

¥ 10,000 JPY per paper. The author's laboratory is responsible for this payment.

#### 7. Reprinting (Additional Copies)

- a. A special request for extra copies must be notified on the submission application form.
- b. It will cost ¥ 100 JPY per each copy, and the author's laboratory is responsible for the payment.

## B. Instructions for the Preparation of the Paper

1. The Paper must be submitted as an electronic file. Figures or tables should be saved as a separate file. (If any figures or tables cannot be computerized, original printed figures or tables are acceptable). Submit these files in a recording medium (CD-R, or USB flash memory), and a copy of the printed manuscript (paper, figures, tables, figure captions, and table titles) to the editorial board. Use a Windows or Mac word processor. Please contact the editorial board in advance if you would like to use other word processors or any special recording media.
2. All authors must write the title, author(s)' name(s), and their laboratory on the first page of the paper, and running head (see Section B-8 below) must be written in upper margin on the first page. Text must start from the second page, and use footnotes when necessary.
3. All pages must be numbered.
4. The Paper must be double-spaced on A4 size paper (27 lines per page).
5. The Paper generally should be composed in the following order: Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References. The abstract must be at the beginning of the text. Chapter titles should be written in all capital letters, subsequent paragraph titles in bold and relevant clauses in italics. There is no need to put level numbers.
6. The length of abstract must be 300 words or less.
7. The abstract must be written in English, even if the paper is written in another language.
8. Insert a running head, abbreviated paper's title and author(s)' name(s), in the upper margin on the first page. If there are two authors, abbreviate as *J.O. Smith and M.A. Jones*, and if there are three authors or more, abbreviate as *J.O. Smith et al.*
9. The university's name must be in Italics. There are (some) other Latin terms that need to be in *Italics* as follows: *et al.*, *ex*, *ibidem* (or *ibid.*), *in litteris* (or *in litt.*), *in vacuo*, *invitro*, *in vivo*, *per os*.

However, the following Latin terms do not need to be written in Italics: *ca.*, *cf.*, *e.g.*,

etc., i.e., l.c.(or loc.cit), vid., viz.

Signs that stand for a physical amount and variable quantities must be in *Italics*.

Signs of vector quantity must be in bold and *Italics*, and subscripts or superscripts that show physical amount and variable quantities must be written in *Italics*.

Other subscripts or superscripts should be written in Roman style.

10. It is preferable that the following confusing letters should be clarified:

1(one) and l (lower-case L) and I (capitalized i)

o and *o*(*Italics*) and O (capitalized o) and 0 (number)

-(hyphen) and –(minus) and — (dash)

You Should write down the name beside Greek letters with a pencil such as “pi” to  $\pi$  or “tau” to  $\tau$ .

Specify an adequate method in case where a term with a hyphen such as co-sponsor, or one-sided comes at the physical end of a line (write // in red as one/-/, for example).

11. Use a font the editorial board designates. However, if the author has some particular preferences, mention it in the paper, and also inform the board upon its submission. Especially, please pay careful attention when writing mathematical formula symbols.

12. Use the International System of Units (SI)

13. Indicate the appropriate places to insert figures or tables within the paper.

14. In the case of drawing figures by hand, draw clearly and in detail with black ink. A 2/3-reduction ratio for figures would be adequate. Therefore, draw the original figure while keeping in mind the reduction ratio and printed figure. There is no restriction for size of the printed figure. A picture is considered as a figure and numbered consecutively.

Tables must be as simple as possible, and please avoid tables which cross page-breaks or needs a folded leaf. In addition, figure captions or table titles should also be as simple as possible, and explain it within the text if necessary. Also, please put together figure captions and table titles on a separate page and attach it at the end of the paper.

15. The size of captions and other text with figures should fit with each figure. Use rotring or type tone in the event of handwriting. Freehand drawings will not be accepted.

16. Follow these writing instructions for references

- a. References must be arranged in alphabetical order by the surname of the authors cited.
- b. If references have the same authors, list them in the order they were published, earliest coming first. If years of publication are the same, put a, b, or c, after the year. If there are more than three authors and even though the second or other authors are different, put a, b, or c, after the year.
- c. If the paper cited is co-authored, the references must be in alphabetical order by the first author's surname, and the second author's surname and so on.
- d. If the author cited has both single and joint papers, first, list the single paper according to instruction 'b' above, and then joint papers following instruction 'c' above.
- e. How to Write References.
  - (i) Each reference should be cited in the following order: Author's name, year, title, journal's name, volume, and page numbers. Indicate the volume number in parenthesis if the cited volume does not have the pages numbered consecutively.

It is important to note authors' names (no lower-case), the order of surname and first name after the second author (different order from the first author), full title of the paper, journal's name (abbreviated, written in *Italics*), volume or issue, and page number (only the volume number is in bold).

For Example:

Smith, J.O., R. L. Lemaster and M.A. Jones 1961 The effect of cortisone on the release and metabolism of thyroid hormone. *J. Invertebr. Phys.*, **10**:55-90

- (ii) How to cite a book. For example:

Title of a book must be written in Italics. See the following example to cite the page numbers.

For example:

Lack, D. 1947 *Darwin's Finches*, 1<sup>st</sup> ed. Cambridge Univ. Press, Cambridge (England) pp. 15-18.

(iii) Citation of Translated version

As reference of a book, the title must be in Italics.

For example:

Lysenko, T.D. 1946 *Heredity and Its Variability*. Transl. By T. Dobzhansky, King's Crown Press, New York.

(iv) To cite an article listed in a book or books in series.

List in order of author's name, year, title, and authority (in this case, use double quotation marks, no Italics used) volume number (only for books in series), editor, publisher, and page numbers.

For example:

Stern, H. 1960 Biological synthesis of deoxyribonucleic acid. *In* "Methods in Biochemistry", Vol.4, ed. by G. Hopkins and O. Smith, Academic Press Inc., New York, pp.210-300

17. Cite the author's name and year to paraphrase within the text, such as:

Their odour is said to resemble that of ripe pears of bananas (Locy and Johnston, 1920).

Davidson *et al.* (1951) analyzed the amino acid composition of soil by paper chromatography.

When you cite the author's name, use and, et, und, such as Smith and Crowson (1970) if there are two authors. If there are more than three authors, use et al. such as Schwarz *et al.* (1972).

18. Use a superscript number to footnote. However, use an asterisk (\*) to indicate corresponding author(s) on the first page. Also, avoid using footnotes for figures or tables, rather explain them within the text. If you really need to use footnotes, please make them simple.