

The Journal of the Yamashina Institute for Ornithology Instructions for Authors

The Journal of the Yamashina Institute for Ornithology publishes a broad range of scientific literature on ornithology, such as original articles, short notes, reviews, reports, and miscellanies. Submitted manuscripts of original articles, short notes and reviews are peer-reviewed by two or more referees. Articles that contain no discussion are categorized as reports, and are not subject to this review process. Other articles, such as book reviews and memoirs, are categorized and included as miscellanies. One volume of the journal is published annually and consists of two issues.

Preparation of manuscripts

The manuscript must be clearly typed in 20~25 lines, on A4 paper using a word processor or similar. Left, right, top and bottom margins 3 cm wide should be present. There should be no end-of-line hyphenation, and font size should exceed 10 points. Each page must be printed on one side only.

The first page of the manuscript should contain the title of the manuscript and author information (in a multiple authored paper, the author to whom correspondence should be addressed should also be indicated) including the full name of the author, mailing and electronic addresses, and telephone number. The number of pages of text, figures, and tables should be respectively listed. Specifically indicate what category of manuscript is being submitted. The title, author(s) and text should begin on the second page; pages should be numbered sequentially in the centre bottom margin of each subsequent page and each line should be numbered in either margin.

Manuscripts of original articles, short notes and reviews should be arranged logically into sections headed 'Introduction', 'Methods', 'Results', and 'Discussion'. Short notes must not exceed 10 pages. Ten pages, excluding tables and figures, contain approximately 39,000 characters, including spaces. The format of reports also complies with that of original articles and reviews, but they should not include conclusions that require interpretation, and therefore should not include the heading 'Discussion'. Poor expression in English can be a reason for rejection.

〈Format of manuscripts〉

Title (in English), Author information (in English, including full names of all authors, their affiliations, mailing and electronic addresses), **Abstract** (in English), **Key words** (both in English and Japanese), **Introduction**, **Methods**, **Results**, **Discussion**, or **(Results and Discussion)**, **Acknowledgements**, **References**, Title (in Japanese), Abstract (in Japanese), Tables, Figure legends, Figures, (Appendix). Reports do not include a **Discussion**.

The **Abstract** (preferably less than 300 words in English, and less than 800 characters in Japanese) should state clearly and concisely the objectives of the work and give the principal results and conclusions. Neither itemization nor line feed are permitted. **Key words** should be five or less, and be listed in alphabetical order. The first letter of each key word should be in upper case. **Key words** in Japanese should be arranged in the same order as the translated English **Key words**. In cases where overseas authors have difficulty in preparing the Title, Abstract and Keywords in Japanese, it is permissible to submit only an English version: the editorial committee will undertake the task of translation.

Nomenclature and units

Except for the list of references, throughout the text the first letters of common names of birds should be in upper case, e.g. Tree Sparrow. In contrast, common names of all other organisms except for birds should be typed in lower case. At first mention respectively in the **Abstract**, text, and Abstract in Japanese, the common name of an organism should be accompanied by its scientific name; the latter should be typed in italics on manuscripts. Authors are requested to use the International System of Units (SI), but in exceptional cases and subject to the approval of the editors, use of alternative units may be permitted.

Specimens and samples

Author(s) must specify the institute(s) holding specimens and/or samples used in the study, and their accession numbers. DNA sequences are required to be deposited in DDBJ/GenBank/EMBL or an equivalent databank, and their accession numbers must be stated in the paper.

References

References cited in the text should be given in the form of Wilson (1995), or (Wilson 1995). Multiple references should be separated by a comma, e.g. (Lack 1966, Wilson & Brown 1998). Multiple-year references by the same author(s) should be given in the form of, for example, (Wilson 1992, 1993). Multiple references published by an author in the same year should be differentiated by a lower case letter, e.g. (Wilson 1986a, 1986b). References that include two authors should list their surnames separated by an ampersand (&), e.g. (Wilson & Brown 1998). For three or more coauthors, the first coauthor's surname should be followed by '*et al.*' in italics, and the names of other coauthors omitted, e.g. (Wilson *et al.* 1988). Multiple references must be cited chronologically, and references published in the same year should be arranged in alphabetical order by author. Unpublished data should be cited as, for example, (Wilson unpublished data), and whenever included with multiple references, should be listed after other published references. References accepted for publication and currently in the process of printing should be cited as, for example, (Wilson in press).

Reference list

All references cited in the text must be listed in the reference list (unpublished data cited in the text should not be listed). Arrange references in alphabetical order by author's surname; in the case where other references by the first coauthor are cited, these references should be arranged in alphabetical order of the second coauthor's surname (or the following coauthor). List the references written by the same author(s) in chronological order. Give the reference title and publication in English irrespective of the language used in the original reference: in cases where the title is not in English, one should be provided by translating the existing title into English, and indicating the original language at the end of the reference as, for example, (in Japanese), or (in Russian with English summary). Papers accepted for publication and currently in the process of printing should be listed as 'in press' in place of the year of publication; if these details are known, the name and volume number and page numbers of the journal in which the published article will appear should be given.

References should be in the following formats, including **whole book**, **chapter (paper) in a book**, and **journal paper**. The author's surname should be listed first, followed by the initials of his/her given name(s); in multi-authored references use comma (,) and ampersand (&) to separate the names of authors.

Whole book

Author's name, year of publication, book title (the first letter of all of main words should be capitalized and the entire title should be italicized), publisher, and place of issue should be listed in order as shown below. In the case where the book was edited, or written and edited, add (ed.) or (eds.) after the name of the author(s). The format for citing dissertations is identical with that defined for **whole book**.

Lack, D. 1966. *Population Studies of Birds*. Clarendon Press, Oxford.

Cramp, S. & Perrins, C. M. (eds.) 1988. *The Birds of the Western Palearctic*, Vol. 5. Oxford University Press, Oxford.

Freeman, S. 1991. *Molecular Systematics and Morphological Evolution in the Blackbirds*. Ph.D. dissertation, University of Washington, Seattle.

Chapter (paper) in a book

Author's name, year of publication, title of chapter/paper, title of book that contains the chapter/paper, (the first letter of all main words should be capitalized and the entire title should be italicized), editor(s) of the book (given name(s) first, followed by initial(s) of surname(s)), cited page numbers, publisher, and place of issue should be listed in order as follows.

Walters, J. R. 1998. The ecological basis of avian sensitivity to habitat fragmentation. In *Avian Conservation* (eds. J. M. Marzluff & R. Sallabanks), pp. 181–192. Island Press, Washington, D.C.

Journal paper

Author's name, year of publication, title of paper, title and volume number of the journal that contains the paper, and cited page numbers should be listed in order as shown below. Journal titles must not be abbreviated, nor should they be italicized.

Oka, N., Yamamuro, M., Hiratsuka, J. & Satoh, H. 1999. Habitat selection by wintering tufted ducks with special reference to their digestive organs, and to possible segregation between neighboring populations. *Ecological Research* **14**: 303–315.

Figures and tables

Each figure or table should be presented individually on a single page. In order that they be clearly legible when published, submitted figures must be of high resolution. Figures and tables should be numbered serially, and should be numbered even if only a single figure or table is submitted, e.g. 'Fig. 1', or 'Table 1'. Clearly write the number of the figure or the table. Photographs are regarded as figures. In principle, the figure will be printed in grayscale. The figure on the manuscript should be submitted in grayscale. In a case that the color print is necessary, author(s) can submit a manuscript with the color print. However, the editorial board determines whether it is published in color print or not. In the manuscript, figure legends must be listed together on a page following sequentially after tables; they should not be included on those pages containing figures themselves. Table legends must be included above their respective table.

Citation of multiple figures and tables in the text should be given in the form of (Figs. 1 & 2), and (Tables 5, 6 & 7).

Appendix

Appendix figures and tables can be included if necessary. Their formats are as for figures and tables. Number figures and tables serially; number them even if only a single figure or table is submitted, e.g. 'Appendix 1'. In the manuscript, appendix tables must be located after tables, and appendix figures must be located after figures.

Manuscript submission

Send the manuscript by an E-mail to the address of <journal@yamashina.or.jp> if it is prepared as an electronic file. The manuscript is recommended to be prepared by MS Word. In this case, the standard file format of MS Word is acceptable for a file format of the manuscript. In other cases, the manuscript should be submitted as a PDF file or a text file. Figures should be submitted either contained in the same file as the text, or as other, separate, PDF formatted files. If author(s) cannot use E-mail, send one copy of the manuscript by mail to the following address. Manuscripts should not be folded. Original illustrations (or photographs) must not be sent until the manuscript has been accepted.

The Editorial Board,
Journal for the Yamashina Institute for Ornithology,
115 Konoyama Abiko,
Chiba 270-1145, Japan.

Manuscripts that are not prepared according to the above instructions will be returned directly to the author for revision and reformatting, before being refereed.

Reviewing process

Submitted manuscripts will be peer-reviewed by at least two referees. Wherever factual, content, grammatical or formatting errors have been detected, the editorial board requires contributors to modify their manuscripts accordingly. Contributors must correct their manuscript. Resubmit the corrected or revised version and provide an explanation detailing how the referee's comments have been addressed by E-mail. If the manuscript is judged as being inappropriate for publication, the editorial board will notify the contributors and provide the reason for rejection.

Procedure after acceptance

The date on which the Editor in Chief approved the inclusion of the manuscript is designated as the date of acceptance. Following manuscript acceptance, the author must send the original illustrations and the final manuscript by E-mail. At the stage of first proofs, an order form for reprints will be supplied; fill in the required number of reprints (numbers from a single reprint upwards are acceptable). Fifty reprints are provided free for each manuscript. Authors requiring in excess of this amount will be charged for the extra reprints.

Proofs

Authors must correct the first proof and return it as soon as possible, ideally within seven days of receipt. In the first proof only typographic errors should be corrected; modification of content is not allowed. The editorial board will attend to proofs that are later than the second proof.

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Inquiries related to manuscript contribution: Send Email or contact us (Editorial Assistant, Editor in Chief). Contact details are given in The Journal of the Yamashina Institute of Ornithology.

Implementation of Instructions to Authors: The instructions detailed above will come into effect from Volume 49, Number 2 (2018).