

## INSTRUCTIONS TO AUTHORS

### *Edaphologia*

Originally Established in May 1978

(Final Revision in Japanese on October 1, 2019)

Final Revision on March 5, 2020

### **Aim and scope**

**Edaphologia** publishes peer reviewed original articles and short communications describing various fields of soil animal science including taxonomy and ecology. The scope of this journal consists of fundamental and applied aspects of soil animal science; points include community dynamics of animals in soil, their interaction with soil processes, and the taxonomic report.

1. The Japanese Society of Soil Zoology (JSSZ) publishes papers in all fields of Soil Zoology as Regular Articles, Short Communications, Reviews, Proceedings, and the JSSZ Official Proceeding Records. Regular Articles and Short Communications present new and original findings on soil zoology that have not been published or submitted for publication. Regular Articles, Short Communications and Reviews will be reviewed by two or more experts in the field. If it is judged that the content of the received paper does not match the purpose of this journal, or that the format is significantly different from that specified in the submission rules, it may be returned at the discretion of the Editorial Committee.

2. *Edaphologia* is only open to JSSZ members. A JSSZ member can make a submission to the journal as a corresponding author and/or first author with non-members. A non-member invited by the editorial board can submit as a corresponding author and/or a first author.

3. Basically, a first author is not allowed to publish in the same *Edaphologia* issue.

4. When the author sends the revised manuscript back to the editorial committee, each reviewer's comment must be answered, indicating which part was modified and how. If the reviewer's comments are partially or completely unacceptable, please provide reasons and explanations in your response. The editors will make a final decision based

on the judgments of the reviewers.

5. Manuscripts should be submitted as file attachments via e-mail better or sent by post on a CD-R. The text should be prepared in MS Word file format (.doc, .docx). The tables and figures should be prepared in PDF file format (.pdf). Total files limited to 5 MB Manuscript as attachment files should be submitted to Managing Editor (jssz.edaphologia@gmail.com) by e-mail with official submission form<sup>1)</sup>. If an irregular format (not as above, PDF) or high-resolution figure is needed for reviewing, please contact the Managing Editor before submission.

If a non-electronic manuscript is prepared for submission, please prepare it as a double (2) photocopy sets with the original manuscript and send to the Managing Editor by Japan Post Co., Ltd. registered mail.

<sup>1)</sup> Submission Form can be downloaded from the JSSZ web site (<http://soilzoology.jp/>).

#### 6. Regular Article and Review Organization

The organization of an original paper, only in English, should be as follows: (1) Title; (2) Author(s); (3) Affiliation(s) and Address(es); (4) Corresponding author <sup>2)</sup> with e-mail address; (5) Abstract; (6) Keywords (maximum in 6 words, in alphabetical order); (7) Text; (8) References; (9) Running Title (maximum 50 letters).

The following will be provided in the Journal via Editorial Board translation: (1) Author(s); (2) Address(es); (3) Title in Japanese; (4) Abstract in Japanese; (5) Keywords.

<sup>2)</sup> Corresponding author takes full responsibility for paper substance and contact information.

7. Country names should be provided using English names (ex. Japan, not Nippon)

8. Short Communications present new and original findings on soil zoology, which includes a preliminary paper or important distribution record, and should not exceed four (4) printed pages.

Submissions for consideration as Short Communications should explain the need for urgent publication using a cover letter. Organization of Short Communications should follow Article 6.

## 9. References

*References should be cited in the text as follows:*

Fukuyama (2008) suggested that ..., Fukuyama and Ishii (2008) suggested that..., Fukuyama *et al.* (2008) reported ..., (Ishii, 2002a, b; Ishii and Kosaku, 2003; Fukuyama, 2007, 2008; Kosaku *et al.*, 2008), (Fukuyama, K., personal communication)

*All references cited in the text should be listed in the REFERENCES section in alphabetical order as shown below:*

- Yachi, S., Ohtaka, A. and Kaneko, N., 1995. Community structure and seasonal changes in aquatic oligochaetes in an organic paddy field in Japan. *Edaphologia*, 90: 13–24.
- Aoki, J. and Harada, H., 1978. Investigations on soil fauna of the Bonin Islands. I. Soil arthropod communities. *Memoirs of the National Science Museum*, 11: 91–106 (in Japanese with English summary).
- Wallwork, J. A., 1976. *The Distribution and Diversity of Soil Fauna*. Academic Press, London.
- Tamura, H. and Zhao, L., 2000. Collembola of Yunnan, southwest China I. Onychiuridae, Hypogastruridae, Pseudachorutidae and Isotomidae. pp. 163–167, *In: Taxonomical Studies on the Soil Fauna of Yunnan Province in Southwest China* (eds. Aoki, J., Yin, W. and Imadaté, G.), Tokai University Press, Tokyo.
- Subías, L. S., 2018. Listado sistemático, sinonímico y biogeográfico de los Ácaros Oribátidos (Acariformes, Oribatida) del mundo (except fósils). [Original publishing in 2004. *Graellista*, 60: 3–305.] Online at [http://bba.bioucm.es/cont/docs/RO\\_1.pdf](http://bba.bioucm.es/cont/docs/RO_1.pdf) (Accessed 5 May 2018).

10. Manuscripts should be double-spaced with a white background and 2.5 cm margins on all sides on A4 paper. It is the author's responsibility to make sure that the manuscript is clearly written and grammatically correct. All manuscript lines and pages must be numbered successively. The use of footnotes to the text is not recommended. Handwriting is not permitted.

11. Authors not writing in their first language are asked to have manuscripts checked for

grammar and syntax before submission.

12. Scientific name must be written with authors (with “&” not “et”) at first mention in the text. Sources of authorities of any scientific names used in the manuscript should not be included in the References, except for those used in headings and in synonym lists.

13. Regular Articles and Reviews not exceeding 20 printed pages will be free of charge. All exceeded pages are reproduced at the author's expense, unless the committee or/and editorial board allows them to be free of charge.

14. Color illustrations and other special requests on tables and figures are reproduced at the author's expense. However, color illustrations on PDF offprints are free of charge.

15. Figures should be inserted in text, not combined as plates at the end of the paper. All figures should be referred to in the text and should be numbered consecutively in Arabic numerals (Fig. 1, Fig. 2, etc.). Each figure and table should be prepared on a separate sheet and can be submitted as PDF files during the initial e-mail submission. Legends should be self-explanatory and typed on separate sheets. Their approximate positions when published should be indicated in a separate sheet.

TIFF, JPG, GIF, PICT, BMP, AI, EPS, PPT, PPTX, XLS, XLSX, and PDF files are required for final submission of figures and tables of the accepted manuscript. The legend should incorporate definitions of any symbols used especially in case of choice color illustrations on PDF offprints, it is necessary to be able to understand both color and gray illustrations.

Line drawings: in general, the recommended resolution is 1200 dpi or higher for black and white line art. Photographs: in general, the recommended resolution is the following or higher: 300 dpi (halftone photographs), 350 dpi (color photographs), 800 dpi (halftone photographs + line drawings) and 600 dpi (color photographs + line drawings).

16. Each table should be prepared on a separate sheet and must have an explanatory title and sufficient text to understand the contents. Tables should be numbered consecutively in Arabic numerals (Table 1, Table 2, etc.) as they should be referred to in the text. PDF files are required for final submission of the accepted manuscript.

17. Page proofs will only be sent to the author. Alterations to the text and illustrations are unacceptable at proof stage (except correction of printer errors). The editorial committee will register the accepted manuscript including the nomenclatural act with ZooBank before publishing. Therefore, there is no need for authors to register their papers or nomenclatural act with ZooBank. The assigned ZooBank LSID is specified on the first page of each paper.

18. Fifty offprints of Research Articles, Short Communications and Reviews are available at the cost of authors. Additional reprints are available as 50 copies with extra cost. Free PDF offprint are provided by the JSSZ Editorial Board.

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20. Changes in this provision shall be at the discretion of the JSSZ Editorial Board.