

Submission Guidelines for the Journal of the Faculty of Agriculture, Kyushu University

(Instituted October 2003, Revised January 2010, Revised May 2011, Revised January 2017,
Revised September 2020)

A. General Rules

1. Manuscript and its author(s)

Manuscripts in the Journal must be based on research complying with the conditions a, b, c, or d, below. In addition, the manuscripts must be results of research works completed at laboratories in the Faculty of Agriculture (including the Biotron Application Center, 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 manuscript must be co-authored by our faculty member(s).

2. Copyright

The copyrights of the manuscripts 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 28th, 2003 and thereafter (starting from Journal Vol. 47 No. 2).

3. Writing and Submission of Manuscript

- 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 signed submission application form as an electronic file like PDF to the editorial board.
- b. Manuscripts 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 manuscript.
- 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 Manuscript

- a. Manuscripts are listed in the Journal in such order as Plant Science, Zoology, Chemistry, Physics, Environmental Soil and Groundwater Studies, and Social Sciences. Manuscripts in the same research field will be processed in the order in which they are received.
- b. Each manuscript is limited to 20 printed-page in length or less.

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 first 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 manuscript. The author's laboratory is responsible for this payment.

B. Instructions for the Preparation of the Manuscript

1. The manuscript must be created as electronic files. 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 and their PDF manuscript to the editorial board. Use a Windows or Mac word processing software.
2. All authors must write the title, author(s)' name(s), and their laboratory on the first page of the manuscript, 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 manuscript must be double-spaced on A4 size paper (25 lines per page).
5. The manuscript generally should be composed in the following order: ABSTRACT, Key words, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, AUTHOR CONTRIBUTIONS, ACKNOWLEDGEMENTS, REFERENCES. The abstract must be at the beginning of the text. Five or less than five key words should be indicated after the abstract. 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 key words should be arranged alphabetically and punctuated with "comma".
8. The abstract must be written in English, even if the manuscript is written in another language.
9. Insert a running head, abbreviated manuscript'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.*
10. 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*, *in vitro*, *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.
11. It is preferable that the following confusing letters should be clarified:

l(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 of Greek letters in the margin of the manuscript such as “pi” to π or “tau” to τ .

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).

12. Use a font the editorial board designates. However, if the author has some particular preferences, make sure the person in charge of the publisher can tell it at a glance.
13. Use the International System of Units (SI).
14. Indicate the appropriate places to insert figures or tables within the margin of the manuscript.
15. 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 manuscript.
16. 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.
17. 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*, 1st 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

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

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).

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.

19. 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.

20. Author contribution statement

Please include a statement specifying the contribution of each co-author.

Check Sheet for Submissions for the Journal of the Faculty of Agriculture, Kyushu University

Typical mistakes often seen in submitted manuscripts are explained below. For further information, please refer to the Submission Guidelines for the Journal of Faculty of Agriculture, Kyushu University.

Cover Page

- Running head (Title and author's name)* must be written in *Italics* (Upper Margin). If there are two authors, write as *A and B*. If there are more than three authors, write as [*Top author et al.*].
- Capitalize the first letter of each word of the **title in bold**, and the title must be written in the center.
- If authors belong to different universities or faculties, please distinguish by placing a numerical superscript on the authors' names.
- Place an asterisk to indicate the corresponding author.
- You must write the **author's name in bold**, last name in capitalized letters, and must be centered.
- The laboratory name under the authors' names must be the laboratory of the faculty the author belongs to at Kyushu University.
- Write a formal notation for the Graduate Student, Undergraduate Student, and/or Research Student in a footnote.
- Write the e-mail address of the corresponding author in a footnote.

Example of Cover Page for the Journal of the Faculty of Agriculture, Kyushu University (Page 1)

Running head: *Short title, A. KYUDAI et al.*

Title of Manuscript

A-Tarou KYUDAI¹, B-John SMITH², C-Jiro KYUSHU* and D-Jane LEE

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Agriculture, Kyushu University

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Important Notes

- Please submit the signed submission application form as an electronic file like PDF.
- Please submit the manuscript as an electronic files and PDF files of them (The PDF files are used to check character corruptions) (the text and figures/tables must be submitted as separate files).
- The layout must be double-spaced (25 lines/page)
Please write in this order: ABSTRACT, Key words, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, AUTHOR CONTRIBUTIONS, ACKNOWLEDGEMENTS, REFERENCES, Table Legends and Figure captions, Tables, Figures (photos as well).
- Length of the ABSTRACT must be up to 300 words.
- The key words should be arranged alphabetically and punctuated with “comma”.
- Chapter titles must be written in all capital letters and centered.
- Paragraph titles** must be written in **bold** (no level numbers necessary).
- Any clause or other minor section titles* must be written in *Italics* (no level numbers necessary).

- Terms or signs in *Italics*
 - *University's Name, et al., ex, ibidem (ibid), in litteris (in litt.), in vacuo, in vitro, in vivo, per os.*
 - *Signs that stand for physical and variable quantities.*
 - *Subscripts or superscripts that show physical and variable quantities.*
 - *Signs of vector quantity (bold and Italics)*
- Please use the International System of Units (SI)
- Appended figures and appendix tables must be labeled as **Table 1, Table 2, --, Fig. 1., Fig. 2., --in bold.**
- Please make detailed instructions on where to put appended figures and appendix tables in the text (in the manuscript's margin)
- For citation within the text, you must note the author's surname and the year of publication.
For example: It was reported that--- (Tanaka and Koshiba, 2002). Davidson *et al.* (1995) analyzed ---.

References

- List your references in alphabetic order by the cited authors' last names.
- If references have the same authors, list them in the order they were published, earliest publications coming first. If the years of publications are the same, label them with a, b, or c, following the year.
- Citation for Journals – Author's name, year, title, *journal's name (in Italics)*, **volume (in bold)**, and page numbers.
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
- Citation for a Book (*Title must be in Italics*)
For example: Lack, D. 1947 *Darwin's Finches*. Cambridge Univ. Press, Cambridge (England), pp.15-18
- Citation for a translated Version (*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
- Citation for a paper which is listed in a book or books in series (write "*In*" in *Italics*, and the title must be in brackets ".....")
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