

## ***Journal of the Acarological Society of Japan***

### **Instructions for Authors**

1. *The Journal of the Acarological Society of Japan* publishes various types of reports (review papers, original papers, short communications, biological data, and proceedings of the annual meeting) in all fields of acarology. Bibliographies, conference articles, and a column called “Acari Note” that includes records, opinions, introductions, and book reviews are also featured.
2. Authors must include at least one member or honorary member of the Acarological Society of Japan. The first author does not necessarily have to be a member. Multiple papers by the same author(s) may be published in the same issue if no editorial difficulties arise. Manuscripts submitted from overseas may be published upon payment of a submission fee of 5,000 Japanese yen per article; the requirement that one author be a member is waived for overseas submissions with paid submission fees.
3. Manuscripts must not be submitted to or published in any other journal at the time of submission and must be free from copyright infringement. The acceptance or rejection of a manuscript will be decided by the Editorial Board based on the opinions of two reviewers. Revised manuscripts should be returned to the Editorial Office within three months; otherwise, they may be withdrawn. In principle, reviewers will not be disclosed.
4. Manuscripts should be submitted via e-mail as a single Word or PDF file containing all figures, tables, images, and text. The file should be named after the first author and sent to the Editorial Office e-mail address given below, accompanied by a completed submission form downloaded from the Acarological Society of Japan website. Following acceptance, the final manuscript file and the original figures should be submitted following the received instructions. The main text file of the final manuscript should be a Word file (.docx or .doc), while each of the tables, figures, and images should be a single Excel or JPEG file, etc.
5. English texts should be checked by a native English speaker or a professional English editing service before submission.
6. Only the first draft is proofread by the author. Corrections should be limited to typographical errors, and no changes or additions to the content are permitted. The second and subsequent drafts are edited by the Editorial Office.
7. Up to 20 printed pages of review papers, up to 14 printed pages of original papers and biological data, and up to 4 printed pages of short communications will be published free of charge. Authors will be charged 5,000 Japanese yen for each additional page. Authors are also responsible for the cost of printing figures and tables that require special treatment, such as color pages. These costs are waived for requested manuscripts.
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10. Amendments to these rules shall be made by resolution of the Editorial Board.

All manuscripts should be submitted to the ASJ Editorial Office (jsoc.acarology@gmail.com).

## Guidelines for Manuscript Preparation

### 1. General Formatting

Manuscripts written in English should be prepared on A4-size paper with margins of at least 2 cm on all sides. Pages should contain 38 characters × 25 lines. Font size should be between 10.5 and 12 points, and the font should be Times New Roman. Line numbers should be included to the left of each line of the main text (excluding figures and tables), and page numbers should be included in the footer. Text and figures/tables should be compiled into a single file.

### 2. Manuscript Structure

Manuscripts should be organized in the following order. Sections may be omitted or combined as needed (e.g., RESULTS AND DISCUSSION).

#### Review Papers/Original Papers

Page 1: Running title (max 50 characters), title, author name, affiliations, address, and footnotes

Page 2: ABSTRACT (within 250 words), Keywords (up to 6)

From page 3 onward: INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENTS, REFERENCES, FIGURE LEGENDS, TABLES, and FIGURES

Each Figure Legend, Table and Figure should begin on a new page.

#### Short Communications/Biological Data

Short communications follow the same format as original papers; however, English manuscripts do not require an ABSTRACT.

Biological data do not follow the structure of academic articles.

### 3. Title

Capitalize the first letter of the first word, proper nouns, scientific names, etc. Author citation for scientific names is required in the title.

### 4. Author Names and Affiliations

Author names should begin with the first name followed by the last name. Capitalize only the first letter of the first name, and use all capital letters for the family name. Separate authors with commas and write “and” before the final author.

On the line following the author names, list the affiliations, postal codes, and addresses for the authors; all these items should be italicized. In principle, affiliations should be written out in full, but abbreviations may be used if they do not cause confusion. For universities, include the faculty or department. If authors have different affiliations, list each affiliation on a separate line. Superscript numerals (<sup>1</sup>, <sup>2</sup>, ...) are added to the author names and corresponding affiliations.

Indicate the corresponding author with a superscript asterisk (\*) and provide the e-mail address in a footnote. Even if there is only one author, the corresponding author must be identified.

If any authors have changed affiliations since the research was conducted, provide the current affiliation and address in a footnote using symbols in the order dagger (†), double dagger (‡), section symbol (§), etc.

[Example]

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--(footnote)--

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† Present address: ....

### 5. Keywords

Keywords are limited to a maximum of six. Following “Keywords:”, list the keywords in lowercase letters in alphabetical order. Capitalize the initial letters of scientific names and proper nouns such as geographic names. Use commas between keywords.

## 6. Main Text

Scientific names at the genus, species, or subspecies level must be italicized. Upon their first appearance in the text, the full scientific name (from genus to subspecies, if applicable) should be written out in full, accompanied by the author's name and year of description. If there are multiple authors of the scientific name, connect them with an ampersand (&). If there are three or more authors, subsequent mentions may be abbreviated with the first author's name followed by et al.

Units and abbreviations should follow the International System of Units (SI). Non-SI units temporarily permitted include the following: Y (year), °C, a, ha, t, Da, L (dm<sup>3</sup>), M (mol/dm<sup>3</sup>), hPa or Pa, Ci, R, °, ', " (angle), etc.

In both the main text and figures/tables, numbers should include commas every three digits for readability.

Headings and subheadings should be aligned to the left. Headings should be in bold Times New Roman with all letters capitalized, while subheadings should be in bold italic Times New Roman with only the first letter of the first word and proper nouns capitalized. Subheadings may include numbered sections.

[Example]

### **MATERIALS AND METHODS**

#### ***Study site and greenhouse setup***

This experiment was conducted...

## 7. Citation

The formatting of references should conform to the APA (American Psychological Association) style (7th edition of the APA Manual: <https://apastyle.apa.org/products/publication-manual-7th-edition>).

In-text citations should include the author's name and year of publication, separated by a comma and enclosed in parentheses. For works by two authors, use "and" or "&" (see citation examples below). For works with three or more authors, use the first author's name followed by et al. (in Roman type). If citing multiple works by the same author from the same year, distinguish them by appending letters in the order they are cited in the text, e.g., Takaku (2020a), Takaku (2020b). When included in the same set of parentheses, format as (Takaku, 2020a, 2020b). When citing works by different authors in the same parentheses, separate the entries with semicolons and list them in alphabetical order by the first author's family name, then by year.

[Examples of in-text citations]

Single author:

Ohkubo (2003)...

...(Kurosa, 2003; Ohkubo, 2001)

Two authors:

Shimano and Norton (2003) have shown...

...(Shimano & Norton, 2003)

Three or more authors:

Mizutani et al. (2003) have shown...

...(Kuwahara et al., 1994, 2001)

In the reference list, include only those works that are cited in the main text and figures/tables. Sources for scientific names used in the main text and figures/tables should not be listed in the references unless they are cited in headings or synonym lists. For works with three or more authors, list all author names. References should be arranged alphabetically by the first author's family name. If multiple works have the same first author, list single-author works first in chronological order, followed by co-authored works. Among co-authored works, those with fewer co-authors should be listed first. If the number of co-authors is the same, order the works by the alphabetical order of the second author's name, then the third, and so on. If all author names and years are

identical, differentiate the works with lowercase letters (e.g., Takaku, 2020a; Takaku, 2020b) in the order they are cited in the text.

Author names should be written as "Family name, Initials". When there are multiple authors, separate names with commas, and use an ampersand (&) before the final author's name.

Subtitles should be separated by a colon.

Journal names should be written in full (not abbreviated) and italicized. Volume numbers should also be italicized, and issue numbers should not be omitted—enclose them in parentheses.

If a cited reference is in press, indicate this by adding "(in press)" at the end of the reference.

#### Articles:

Author. (Year). Title. *Journal*, volume(number), xxx–xxx.

[Examples]

Kakoki, S. (2024). Effect of acaricides/pesticides on *Brevipalpus phoenicis* (Geijskes), which damages the passion fruit, and the influence of high temperature on its survival. *Journal of the Acarological Society of Japan*, 33(1), 1–12 (In Japanese with English abstract).

Abé, H., & Ito, T. (2021). Parasitism of water mites (Acari: Hydrachnididae) on caddisflies (Insecta: Trichoptera) in Hokkaido, Niigata, and Yamanashi Prefectures in Japan. *Journal of the Acarological Society of Japan*, 30(2), 31–39.

Naka, A., Ohta, K., Sakai, K., & Hashimoto, T. (2022). First record of *Argas vespertilionis* (Ixodida: Argasidae) in Okayama Prefecture: Capture during cleaning of a 24-hour ventilation system. *Journal of the Acarological Society of Japan*, 31(2), 85–88.

#### Books:

Author. (Year). Title. (# ed.). Publisher.

[Example]

Sonenshine, D. E. (1991). *Biology of Ticks, Volume 1* (1st ed.). Oxford University Press.

#### Books with shared writing:

Author. (Year). Title of Chapter. In Editor (Ed.), *Book Title* (# ed., pp. xxx–xxx). Publisher.

[Example]

Linquist, E. E., Krantz, G. W., & Walter, D. E. (2009). Order Mesostigmata. In G. W. Krantz, & D. E. Walter (Eds.), *A Manual of Acarology* (pp. 14–232). Texas Tech University Press.

#### Electronic media:

Author. (Year). Title. Date of access, URL.

[Example for web documents]

Toyoshima, S., Kishimoto, H., & Amano, H. (2013). *Phytoseiid Mite Portal*. Retrieved November 10, 2024, from <http://phytoseiidae.acarology-japan.org>

[Example for videos]

Pfingstl, T., Hiruta, S. F., Nemoto, T., Hagino, W., & Shimano, S. (2021, February 8). *Supplement 2. Tweeted video of mite's walking by TN. (Version 2)*. figshare. <https://doi.org/10.6084/m9.figshare.13250393.v2>

## 8. Tables and Figures

Tables should be labeled sequentially as Table 1, Table 2, and so on. Use horizontal lines only; vertical lines should not be used. Table titles should be placed above the table and end with a period. When annotations are necessary, use superscript letters (<sup>a</sup>, <sup>b</sup>, <sup>c</sup>, etc.) within the table to mark relevant terms, and provide the corresponding explanatory notes below the table. Each note should begin with the matching superscript letter and end with a period. After the "FIGURE LEGENDS" section (described below) in the manuscript body, insert each table on a separate page in the order of appearance.

The figures should be labeled sequentially as Fig. 1, Fig. 2, and so on. Insert each figure on a separate page after the TABLES section. The "FIGURE LEGENDS" section should appear on the

page following the “REFERENCES.” Each figure label should end with a period, and the explanation should continue on the same line without a line break.

In the final manuscript to be submitted to the Editorial Office after acceptance, indicate the desired location of figure insertion in red text at the right margin of the manuscript. At that time, also send the original figures via email. For bitmap image formats (e.g., .tiff, .jpg), the resolution should be at least 350 dpi for color and halftone photographs or line drawings, and at least 1,200 dpi for monochrome binary line drawings used for illustrative diagrams.

## 9. Other Notes

If the research was funded by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan or other grant programs, a note to that effect must be included in a footnote or in the acknowledgments.

[Example]

This work was supported by JSPS KAKENHI Grant Numbers JPxxxxxxx, JPyyyyyyy, JPzzzzzzz.

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If there is no conflict of interest to declare:

[Examples]

The authors declare that they have no known conflict of interest that could have appeared to influence the work reported in this paper.

The authors have no competing interests to disclose.

If there is a conflict of interest to declare:

[Examples]

Author A received a consultant honorarium from Company X.

Author B received a speaker honorarium from Company Y and owns stock in Company Z.

Reference:

International Committee of Medical Journal Editors (ICMJE)

<https://www.icmje.org/disclosure-of-interest/>

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