

## Author Guidelines

Authors wishing to submit to *Bulletin of the Firefly Museum of Toyota Town* should read these instructions carefully before preparing their manuscripts.

### MAIN CONTENTS OF MANUSCRIPT

#### File formats and page settings

Manuscripts must be on A4 size pages, in 12 pt font size, with 24 to 28 lines per page. The manuscript has to be submitted as Microsoft Word or Rich Text Format.

#### Manuscript composition

The manuscript should start with the title of the paper, followed by the names of the authors, the addresses of the institutions at which the work was carried out, an abstract, key words and the main body of text. The abstract should be a concise summary (250 words or fewer) of the manuscript's significant content. The abstract should be a concise summary of the manuscript's significant content. There should be three to seven key words, which should not duplicate words in the title and should be arranged in alphabetical order, and preferably include the order and family names of the major organism(s) considered, if not appearing in the title.

The IMRAD format ("Introduction", "Materials and methods", "Results" and "Discussion") is recommended for Original Articles, although following this format is at the author's discretion. The main body of text in Short Communications should not be divided into sections with headings.

#### Units and numeric values

Measurements should be expressed in units of SI (International System of Units). A space should be inserted between number and unit except °C and %, and before and after =, ±, and so on. Numbers between one and ten in the main body of the text should be written in full except dates, the numbering of figures, numbers accompanying metrical units (such as mm, m, km, mg, g, kg, s, min and h), and numbers used in taxonomic descriptions. Numbers greater than ten should be written as numerals. Numbers  $\geq 1000$  should include thousand separators using comma, e.g. 1,000 except years and page numbers. Fractions should be written as decimals.

#### Acknowledgments

Acknowledgments should be typed in a single paragraph headed "ACKNOWLEDGMENTS", directly preceding the "REFERENCES" section. The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to editors and anonymous reviewers are not appropriate.

#### REFERENCES

The Harvard (author/date) system of referencing should be used. In the text, give the author's name followed by the year in parentheses: Oba (2017). If there are two authors, use 'and': Oba and Matsuda (2018); but if cited within parentheses use '&': (Oba & Matsuda 2018). When reference is made to a work by three or more authors, the first name followed by et al. should be used: Oba et al. (2018).

## Books

Eguchi E., Tominaga Y. (1999) Atlas of Arthropod Sensory Receptor. Springer, Tokyo.

## Journal articles with sequential page numbers of volume

Oba, Y., Branham, M. A., Fukatsu, T. (2011) The terrestrial bioluminescent animals of Japan. *Zool. Sci.*, 28: 771-789.

(Use a 'dash' but not 'hyphen' as the connector of page numbers.)

## Title in English but text in a language other than English

Matsuda M. (1991) Social Wasps of Japan in Color. Hokkaido University Press, Sapporo. (In Japanese.)

## Title translated by the author(s) into English

Hatanaka A. (1991) Feeding Habits of Coleoptera. Hokuryukan, Tokyo. (In Japanese)

## TABLES AND FIGURES

Tables and figures should be limited to those required for clear communication and must be referred to: in the text, Table 1, Tables 1 and 2, Tables 1–3, Figure 1, Figures 1 and 2, Figures 1–3; within parentheses, (Table 1), (Tables 1, 2), (Tables 1–3), (Fig. 1), (Fig. 1A), (Fig. 1A, B), (Figs 1, 2), (Figs 1A, 2A), (Figs 1–3). The same data should not be presented in both table and figure formats. Each table should be typed with title (one sentence) and footnotes (if necessary) on a separate page (or multiple pages if required) at the end of main text or as a separate file, and be numbered in sequence with Arabic characters. In electronic files, tables should be prepared in editable formats of MS Word or Excel, Adobe Illustrator; pasted images are not acceptable.

All illustrations, including photographs, graphs and maps are treated as figures, even if they are arranged in plates. Figures should be arranged in size no larger than 132 x 197 mm. Publication of color figures is free of charge. Authors may be asked to restructure the figures in plate by order of Editors if some are considered to be smaller.

## Review

Manuscripts will be reviewed in any case by external reviewers and editors.