

## Information for Contributors

### Aims and Scope

DIATOM publishes basic or applied, peer-reviewed research dealing with all aspects of diatomology including ecology, taxonomy, morphology, phylogeny, palaeontology, palaeoenvironmental study, biostratigraphy, taphonomy, biomonitoring, evolution, genetics, cell biology, physiology, education, and new techniques to facilitate the international exchange of results. The author or one of the authors of the joint work to DIATOM should be a member of the Japanese Society of Diatomology, except in the case of special manuscripts requested by the society.

Manuscripts may be submitted in the form of a research paper, review, note, short note (including technical report), book review and information on any aspect of diatomology. Research paper, reviews and short notes that are submitted to the journal must be in their original form. Research papers and reviews should be no longer than 10 printed pages including figures and tables. Notes and short note respectively up to 4 and 2 printed pages are acceptable, but other information should be limited to 1 printed page. Additional pages and color pages may be printed at the author's expense.

### Acceptance

The acceptance criteria for all papers are the quality and originality of the research, and its significance to our readership. Except where otherwise stated, every article submitted is peer reviewed by two anonymous referees and the author will be notified of his/her acceptance, rejection or need for revision.

### Submission of manuscripts

Both electronic and paper forms of manuscript submission are acceptable. In the case of electronic submission, documents should be sent by e-mail as an attachment in an MS Word format (.doc or .docx) or as a PDF file (.pdf) to the Editorial Board: executive\_editor@diatomology.org. Figures may be included in the document or as separate JPEG files (.jpg). The total file size must be kept smaller than 5MB. In paper form, three copies of the manuscript (one original and two copies) should be sent by registered mail to the

Editorial Board: Dr. Taisuke Ohtsuka, Lake Biwa Museum, Oroshimo 1091, Kusatsu, Shiga 525-0001, Japan. In the case of photographs, originals need not be included when the paper is first submitted, but the three copies must be high-quality photocopies or print-outs.

### Preparation of Manuscript

Authors not writing in their first language are asked to have their manuscript checked for grammar, syntax, and wording by a native English speaker before submission. All manuscripts must be printed in an 11-point font, consisting of ca. 30 lines, with margins of at least 30 mm on one side of the paper (ca. 210 × 297 mm).

If the manuscript is accepted for publication, we request the final text and figures on a disk, which must contain the relevant file(s) only. It is essential that the hardware and the word processing package be specified on the disk, as well as the first author's surname. We also accept original artwork/photo plates. Research articles should be presented in the following sequence: the title of the contribution, full name(s) of the author(s), affiliation(s), complete address(es) with ZIP or postal code, and a condensed running title should be typed on the first sheet.

The second sheet includes the Abstract and a list of 6 or fewer Key index words (arranged alphabetically).

The following pages normally comprise the Introduction, Materials and methods, Observations or Results, Discussion, and Acknowledgments. References and figure captions should follow on separate pages.

Use SI (metric) units throughout.

Use standard forms of the author names of taxonomic names (cf. The International Plant Names Index, <http://www.ipni.org>).

The style for referring to taxon names with their author(s) and reference is as follows:

*Encyonema simile* Krammer, Biblioth. Diatomol. 36: 160. pl. 18. f. 5-10. 1997.

*Lemnicola hungarica* (Grunow) Round et Basson, Diatom Res. 12: 77. f. 4-7, 26-l. 1997.

*Pinnularia valdetolerans* Mayama et H.Kobayasi in M. Idei et Mayama, Lange-Bertalot Festschrift 270. f. 30-53. 2001.

### References in the Text

In the text, give the author's name(s) followed by the year in parentheses: Hustedt (1930); Krammer & Lange-Bertalot (2000); Round *et al.* (1990). Otherwise, (Hustedt 1930); (Krammer & Lange-Bertalot 2000); (Round *et al.* 1990).

### References in the List

All references cited in the text must be listed alphabetically and this list must exclude any other works not cited in the text. In the Reference list, journal titles should be quoted in full, not abbreviated. Works which were not written in Latin alphabet should be followed by their language in parenthesis, for instance, "(in Japanese)" and "(in Russian)". The style to be used is as follows:

Pappas, J.L. & Stoermer E.F. 2003. Morphometric comparison of the neotype of *Asterionella formosa* Hassall (Heterokontophyta, Bacillariophyceae) with *Asterionella edlundii* sp. nov. from Lake Hovsgol, Mongolia. *Diatom* **19**: 55–65.

Round, F.E., Crawford, R.M. & Mann, D.G. 1990. The Diatoms. Biology and morphology of the genera. 747 pp. Cambridge University Press, Cambridge.

Idei, M. & Mayama, S. 2001. *Pinnularia acidojaponica* M. Idei et H. Kobayasi sp. nov.—new diatom taxa from Japanese extreme environments. *In*: Jahn, R., Kociolek, J.P., Witkowski, A & Compère, P. (eds) Lange-Bertalot-Festschrift. pp. 265–277. A.R.G. Gantner, Ruggell.

Hustedt, F. 1930. Bacillariophyta (Diatomeae). 466 pp. *In*: Pascher, A. (ed.) Die Süßwasser-Flora Mitteleuropas **10**. Gustav Fischer, Jena.

### Tables

Tables must be typed on separate sheets, complete with a caption, and numbered as Arabic numerals.

### Figures

All figures (including maps) should include a scale to indicate the magnification or distance and a compass on maps. Also, they should be

numbered consecutively with Arabic numerals (i.e. not numbered separately within a numbered plate). Each figure should be arranged to fit a maximum size of 25×17cm, including the written caption.

In the text and captions, figures and tables should be referred to as: (Fig. 1), (Figs 1–3, 5), (Table 1), (Tables 3, 4), or "Figure 2 indicates." Tables and figures should be submitted in their final printed size, or their enlargement/reduction factor should be provided.

In the manuscript, preferred places for inserting figures and tables should be indicated in the left margin.

### Final Manuscript

Authors are required to provide their final manuscripts on disk (CD or DVD); however, disks should not be sent until the manuscript has been accepted. It is essential that the hardware and the word processing package be specified on the disk, along with the first author's surname, and the manuscript number. Text should be supplied as a.doc or .docx files. Digital figures of raster images must be supplied as .tif, .psd, or .eps files at a resolution of at least 300 dpi (gray scale), and those of vector images as .eps or .psd files. Tables in the format of .doc, .docx, .xls, .xlsx, .ppt, .pptx or .eps files are acceptable.

### Proofs

Galley proofs will be sent to the author along with an order form for reprints. The corrected proofs must be returned to the editor within a week. No changes in the proof, other than printer's errors, are permitted on the galleys.

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