

## **DIATOM Author guidelines**

### **1. Eligibility for submission**

For single-authored papers, all contributors must be members of the Society. In the case of co-authored papers, at least one of the authors must be a member, except when the Society has asked for an invited contribution.

### **2. Types of papers**

Papers should be original papers (including monographs), review papers, short reports (when the data is novel, but the observations, analyses and discussions are preliminary), research notes (e.g., observations on taxonomy and ecology, technical information on the improvement of research methods), or miscellaneous reports (e.g., opinions, obituaries, news of meetings and book reviews) on diatom science and related fields. Research notes must be unpublished. Original articles and reviews should not exceed 10 printed pages, short reports should not exceed 4 printed pages, and research notes should not exceed 2 printed pages. If the number of pages exceeds this, there will be a charge of 5,000 yen/page. The actual cost of printing figures and tables in color must be covered by the author, although color pages in online PDFs will be free of charge.

### **3. Preparation of Manuscript**

#### **A. 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 size on A4 paper.

#### **B. Order of manuscript contents**

Original articles, reviews, and short reports should be submitted in the following order. An abstract may be included.

First page: Title, author's name, affiliation and address, and column headings

Next page: Abstract, Key index words (English, max. 6 words, abc order, lower case unless necessary, words not included in the title)

Page break...Text, Acknowledgements

Page break...Cited references

page break...Figure and table captions

C. Units

SI units should be used.

D. Scientific name

Scientific names of organisms should be italicized (not underlined).

E. Author and citation of scientific name

Authors' names should be spelled out in full, not in abbreviated form, in citations attached to taxon names. For the names of authors attached to taxon names, refer to AlgaeBase (<https://www.algaebase.org/>). The names of authors should be added only when they first appear in the text, and omitted thereafter.

In the floras, the references on which the identification of each taxon is based should be given. This should be indicated as in the example and added to the list of references.

Example 1: When the original description is cited, the author's name should be followed by the references cited.

*Encyonema simile* **Krammer** (1997: 60. *pl.* 18. *f.* 5-10, *pl.* 19. *f.* 9-16)

*Pinnularia valdetolerans* **Mayama & H.Kobayasi in Idei & Mayama** (2001: 270. *f.* 30-53)

Example 2: When a reference is made to a paper other than the original one, the reference is given after the ref., but only when the ref. appears for the first time, in order to clarify the meaning, it is written as follows

*Lemnicola hungarica* (**Grunow**) **Round & Basson**; reference literature (subsequently abbreviated to 'ref.' and indicating the book, paper or website used to identify this taxon) Potapova (2010) (webpage, so no page or figure numbers)

*Brachysira serians* **var. acuta** (**Hustedt**) **Vyverman**; ref. Simonsen (1987: 214. *pls* 326-327. *f.* 36-38; as *Anomoeoneis serians* **var. acuta**)

For the style of description of floras, see Ohtsuka & Kitano in DIATOM **36**: 1-12 as a model. However, if the paper deals with floras but does not focus on the identification of taxa, it is not necessary to give the basis for the identification of each taxon (see Chiba et al. in DIATOM **36**: 23-34).

#### F. Citation of references and figures in the text

References should be cited in the text as "Suzuki (1996), Suzuki & Yamada (1998), Yamada et al. (1998), Suzuki & Yamada (1998), Yamada et al. "(Suzuki 1996, Suzuki & Yamada 1998, Yamada et al. 1998, Suzuki & Yamada 1998, Yamada et al. 1998)".

When figures are cited in the text, they should be placed in parentheses and written as "(Fig. 1), (Figs. 1-3, 5), (Table 1), (Table 3, 4)". If the citation is not in parentheses, it should be written as "Figure 2 indicates..." or "...is shown in Table 3".

#### G. References in the list

All references cited in the text must be listed. Authors should be listed in alphabetical order according to the following example. Citation of a Japanese article in an English article should be indicated as "(in Japanese with English summary)" or "(in Japanese)" after the page and place of publication.

- (a) Serials: "Name of author(s), year of publication, title, journal name and volume (issue): page(s) (page(s) and figure(s) number(s), if any, without page numbers)." The name of the journal should be written without abbreviation, and the volume should be in Gothic. The number should be omitted if the page is a serial number of the volume.

##### Example

Fukushima, H. 1950. Algal vegetation of Shima Onsen. *Journal of Botany* **25**: 173-178.  
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.

- (b) Monographs: "Author's name, year of publication, title, number of pages (or number of pages and number of illustrations). Publisher, place of publication." The title includes the volume (issue). If there is more than one place of publication, only the first one is given and the others are omitted.

##### Examples

Watanabe, N., Asai, K., Otsuka, T., Tsuji, A. & Hoki, A. 2005. *Freshwater Diatom Ecology*. 784 pp. Uchida-Rohakubo, Tokyo.

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

- (c) Chapters in book form: "Author's name. Year of publication. *In*: Editor's name (ed.) Title. *In*: editor's name (ed.), title, pages. Publisher, place of publication."

Example

Kobayashi, H. 1993. Life history of *Navicula radios*a Kützing. In: Hori, K. (ed.) Life History of Algae, Vol. 3, Unicellular and Flagellate Algae. pp. 292-293.

Idei, M. & Mayama, S. 2001. *Pinnularia acidojaponica* M.Idei et H.Kobayasi sp. nov. - a 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.

- (d) One volume in the series: "Author's name. Year of publication. Title. In: Editor's name (ed.) Title and volume of the book. Publisher, place of publication."

Example

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

Krammer, K. 1997a. Die cymbelloiden Diatomeen. Ein Monographie der weltweit bekannten Taxa. Teil 1. Allgemeines und *Encyonema* part. Bibliotheca Diatomologica 36. 382 pp. J. Cramer, Berlin. (When two or more books by the same author and in the same year are cited, they are distinguished by a, b, etc. after the year. The editor may be omitted if not specified on the cover. (In this case, the place of publication is Berlin and Stuttgart, but only the first Berlin is given.

- (e) Home page: name of author and year of publication (if possible). Page titles. Address (URL). Date of access.

Example

Ministry of the Environment. Public water bodies. Water quality measurement results. <https://www.env.go.jp/water/suiiki/> Date accessed 23 January 2020.

Guiry, M.D. & Guiry, G.M. 2008. AlgaeBase. World-wide electronic publication, National University of Ireland, Galway. <http://www.algaebase.org>. Accessed on 23 January 2020.

Guiry, M.D. 2020. *Eunotia paludosa* var. *groenlandica* Grunow, nom. inval. In: Guiry, M.D. & Guiry, G.M. AlgaeBase. world-wide electronic publication, National University of Ireland, Galway. [https://www.algaebase.org/search/species/detail/?species\\_id=43208](https://www.algaebase.org/search/species/detail/?species_id=43208). Accessed on 24 January 2020. to cite a specific page only)

Potapova, M. 2010. *Lemnicola hungarica*. In: Potapova, M. Diatoms of North America. [https://diatoms.org/species/lemnicola\\_hungarica](https://diatoms.org/species/lemnicola_hungarica). Accessed on 25 January 2020.

## H. Figures, photographs and tables

All captions of figures, photographs and tables should be in English and should be followed by a reference. Figures and photographs should be to scale, and maps should be oriented. The type used in figures and photographs should be printed with due regard to the size of the printed page. The size should not exceed 25 cm × 17 cm, and the desired print size (magnification) should be indicated on the figures, photographs and tables. The figures, photographs and tables should be printed in the desired size (magnification). It is advisable to leave enough space for the explanatory text to be printed below the photographs. For flora papers, the recommended print size for optical micrographs is 2000× (or 1500× in some cases). However, this does not apply to research notes.

Figures and photographs should be numbered serially, e.g. Fig. 1, Fig. 2, but not Plate numbers.

The place of insertion should be written in red outside the right-hand column of the manuscript.

## I. Citation of Copyrighted Material

Authors should pay careful attention to copyright when quoting from copyrighted works in their papers. If permission is required, it should be obtained from the author. The source of the quotation and the fact that permission has been obtained should be indicated in the paper.

## 4. Submission

The electronic file in MS-Word format should be sent to the Editor-in-Chief as an e-mail attachment. Figures and tables may be submitted separately in PDF format. However, the total file size should not exceed 5 MB, and measures such as JPEG compression of figures should be taken.

If there is a quotation from a work for which permission has been obtained, a document certifying this fact (a copy is acceptable) should be attached.

If it is difficult to submit the manuscript as an e-mail attachment, an alternative method is acceptable only if the Editor-in-Chief approves it. In such a case, the authors should contact the Editor-in-Chief in advance to discuss and obtain approval.

## 5. Acceptance

The manuscript will be accepted when the Editorial Committee approves its publication.

## **6. Final Manuscript**

Authors should submit an electronic file of the completed manuscript (including tables and figures) to the Editor-in-Chief as soon as possible after acceptance. The text should be in MS-Word format (.docx). Raster images, such as photographs, should be in TIFF (.tif), Photoshop (.psd) or EPS (.eps) format, with a resolution of 300 dpi or higher (compressed files such as JPEG are not acceptable). Vector images, such as graphs, should be in either EPS (.eps), Photoshop (.psd) or PowerPoint (.pptx) format. Tables should be submitted in MS-Word format (.docx), Excel format (.xlsx), PowerPoint format (.pptx), or EPS format (.eps), and should be submitted as text, not converted to images.

Submissions should be sent to the Editor-in-Chief by e-mail attachment, online file transfer service, etc., or by post on a CD or DVD containing the electronic files; in the case of a CD or DVD, the receipt number and the name of the (first) author should be written on the disc.

## **7. Proofs**

The first proof will be sent to the corresponding author, together with an order form for any reprints required. The corresponding author should return the edited manuscript and the completed order form within one week. In principle, the authors should proofread the manuscript no more than twice, and no major changes should be made during the proofreading stage.

## **8. Permission for the society to use articles**

The author(s) shall grant the following permissions to the Japanese Society of Diatom Research for the report published in Diatom.

- (1) To publish the abstract and PDF of the text on the web page of the Society and on J-STAGE.
- (2) To make copies of the paper in response to requests from public organizations, research and educational institutions.