

# Instructions to Authors

*Genes & Genetic Systems (GGS)* is the official journal of the Genetics Society of Japan, which has been published bimonthly since 1918. *GGS*, one of the most time-honored scientific journals in the world, is now an international peer-reviewed Open Access journal.

## AIMS & SCOPE

*Genes & Genetic Systems* is an international peer-reviewed Open Access journal. It publishes important original papers and review articles bimonthly that address a wide range of fields in genetics. These include general genetics, molecular genetics, cell genetics, developmental genetics, behavioral genetics, ecological genetics, chemical genetics, epigenetics, cytogenetics, population genetics, evolutionary genetics, and molecular evolution. *GGS* also welcomes papers in the following fields, if they are related to genetics: genome-wide research, bioinformatics, systems biology, database, genetic bioresources, and technical advances (in both experimental and *in silico* methods). *GGS* maintains the highest standards of scientific and publication ethics. Articles are available freely online to a diverse global audience.

## MANUSCRIPT TYPES

*GGS* publishes a range of manuscript types, all of which are subject to rigorous peer review.

### Full Papers

Full Papers are full-length research articles on important and comprehensive original research. There is no minimum or maximum length.

### Short Communications

Short Communications are short reports of the results of studies that are of sufficient interest to justify publication. They must be no longer than 15,000 characters (including spaces but excluding the title page and references) and 4 display items (i.e., figures or tables). Figure legends must be included in the character count. The text of Short Communications should not be divided into sections, such as Introduction, Results and Discussion.

### Methods, Technology, and Resources

*GGS* welcomes manuscripts that describe genetic or analytic methods, tools or resources that are likely to have broad impact. They can be full-length research articles or Short Communications. The method or resource needs to be novel or be a significant advance to an existing method or resource. The necessary reagents or resources need to be available upon request. All Methods, Technology and Resources are peer reviewed in the same way as Full Papers and Short Communications.

### Reviews and Minireviews

Reviews and Minireviews summarize literature on a specialized topic, discuss any challenges in that field of research, and present a perspective on the future of the field. There is no minimum or maximum length for Reviews but Minireviews must be less than 3,000 words (excluding References). Reviews and Minireviews are usually invited and managed by the Reviews Editor; recipients of the Genetics Society of Japan's Young Scientist Award are also invited to collaborate with distinguished researchers to prepare a Minireview for consideration.

*GGS* will also consider submissions without an invitation. Interested authors should contact the Reviews Editor or one of the Editors in the related field before submission. All Reviews and Minireviews are peer reviewed to the same rigorous standard as Full Papers and Short Communications.

## Meeting Reports

Meeting Reports summarize a meeting on a genetics-related topic. Interested authors should contact one of the Editors in the related field before submission. All Meeting Reports are peer reviewed to the same rigorous standard as Full Papers and Short Communications.

## JOURNAL & ETHICS POLICIES

*GGS* strives to uphold the highest research and publishing standards. This comprehensive suite of policies covers the main responsibilities of the authors, reviewers, editors and publisher. Before submitting a manuscript to *GGS*, authors must ensure that they have read and complied with the following policies.

### Author Responsibilities

#### Submission

*GGS* welcomes manuscript submissions from authors anywhere in the world. Submission to *GGS* implies that all authors have read and approved the manuscript, have agreed to its submission, and have the right to publish their work. Submission to *GGS* also implies that all authors have read and complied with the *GGS* policies on publication and scientific ethics. Authors of submitted manuscripts acknowledge that *GGS* editors reserve the right to reject or retract any manuscript that they believe may breach any of these policies.

#### Duplicate submission

Submission to *GGS* implies that the manuscript has not been previously published (in part or in whole, in any language), is not in press, and is not under consideration for publication elsewhere.

Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere. The availability of a manuscript on a publicly accessible preprint server does not constitute prior publication (see 'Preprints'). If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in *GGS*, they should first withdraw it from *GGS*.

#### Originality

Submission to *GGS* implies that the manuscript is original work. The journal uses iThenticate software to screen manuscripts for unoriginal material. By submitting a manuscript to the journal, authors agree to this screening. The Editors will reject or retract the manuscript if there is evidence that the manuscript contains an unacceptable level of unoriginal material.

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To support the wide dissemination of research, authors may post their research manuscripts on community-recognized preprint servers, either before or alongside submission to *GGS*. This policy applies only to the original version of a manuscript that describes primary research. Any version of a manuscript that has been revised in response to reviewers' comments, accepted for publication or published in *GGS* must not be posted on a preprint server. Instead, forward links to the published manuscript should be posted on the preprint server.

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When assessing the novelty of a manuscript submitted to *GGG*, the editors will not be influenced by other manuscripts that are posted on community-recognized preprint servers after the date of submission to *GGG* (or after the date of posting on a preprint server, if the manuscript is submitted to *GGG* within 4 months).

## Authorship

*GGG* follows the guidelines of the International Committee of Medical Journal Editors (ICMJE) for authorship and contributorship<sup>1</sup> and the Contributor Role Taxonomy (CRediT)<sup>2</sup> is used to indicate each author's contributions.

1) <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

2) <https://docs.google.com/document/d/1aJxrQXYHW5U6By3KEAHrx1Iho6ioeh3ohNsRMwsoGPM/edit>

Submission to *GGG* implies that all authors have seen and approved the author list. Changes to the author list after manuscript submission – such as the insertion or removal of author names, or a rearrangement of author order – must be approved by all authors and the editor.

Authors are those who have made substantial contributions to the work; have agreed to be held accountable for their own contributions to the work; can identify which co-authors are responsible for other parts of the work; have confidence in the integrity of the work; and have reviewed and approved the final manuscript. Contributors who do not qualify for authorship may be included in the Acknowledgments section instead.

## Image integrity

Authors may digitally manipulate or process images, but only if the adjustments are kept to a minimum, are applied to the entire image, meet community standards, and are clearly described in the manuscript. All images in a manuscript must accurately reflect the original data on which they are based. Authors must not move, remove, add or enhance individual parts of an image. The editors reserve the right to request original, unprocessed images from the authors. Failure to provide requested images may result in a manuscript being rejected or retracted.

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## Availability of data and materials

For large-scale experiments, accessibility to raw data is necessary for publication. If public repositories are available, authors are expected to use these repositories. If not, the authors should provide the raw data as Supplementary information.

Authors must disclose the source of publicly available data and materials, such as public repositories or commercial manufacturers, by including accession numbers or company details in their manuscript, as appropriate.

Authors may make their own data and materials available in Supplementary information, or by linking from their manuscript to relevant community-recognized public databases or digital repositories. All data sets must be made available in

full to the editors and reviewers during the peer-review process and must be made publicly available by the date of publication. Authors commit to preserving their data sets for at least 10 years from the date of publication in *GGG*. Please also refer to the relevant sections below in relation to nucleotide sequence and microarray data.

*GGG* encourages authors to grant reasonable requests from colleagues to share any data, materials and experimental protocols described in their manuscript.

Authors describing unique research materials, such as strains, gene clones and computer programs, must agree to provide them to researchers who request them.

## Animal/human experimentation

Authors of manuscripts describing experiments involving humans or materials derived from humans must demonstrate that the work was carried out in accordance with the principles described in the Declaration of Helsinki, its revisions, and any guidelines approved by the authors' institutions. A brief statement identifying the institutional and/or licensing committee that approved the study must be included in the Methods section, including, where relevant, the procedures for obtaining informed consent from participants regarding participation in the undertaking and publication of the research.

Authors describing experiments with animals must indicate that the research was approved by a Review Committee at their institute, or confirm that the experiments were performed in accordance with accepted guidelines. Authors must include in the Methods section a brief statement identifying the institutional and/or licensing committee that approved the experiments.

## Sample collection

Manuscripts describing the collection of plant, soil, water, archaeological, geological, paleontological or wildlife samples or specimens should include detailed information on their provenance and collection methods. Authors must include a statement in their manuscript describing the relevant ethics guidelines, local laws and collection permits under which the research was conducted.

## Conflicts of interest

In the interests of transparency, *GGG* requires all authors to declare any conflicts of interest in relation to their submitted manuscript. A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an author's ability to conduct or report research impartially. Potential conflicts include (but are not limited to) competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity. Authors should list all funding sources for their work in the Acknowledgments section of their manuscript.

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## Confidentiality

*GGG* maintains the confidentiality of all unpublished manuscripts. By submitting their manuscript to *GGG*, the authors warrant that they will keep all correspondence about their manuscript (from the Editorial Office, editors and reviewers) strictly confidential.

## Editor / Publisher Responsibilities

### Editorial and peer-review process

*GGG* employs single-blind peer review. When a manuscript is submitted to *GGG*, it is assigned to the Managing Editor, who performs the initial evaluation. Manuscripts that do

not fit *GGS*'s scope or are not deemed suitable for publication are rejected without review. The Managing Editor allocates each of the remaining manuscript to a Handling Editor, who oversees the peer review process.

The Handling Editor initially evaluates whether or not the manuscript forwarded by the Managing Editor should be sent out for review and may reject it without review at his/her discretion. If the manuscript is sent out for review, the Handling Editor selects two appropriate reviewers to provide their assessment of the manuscript. Reviewers are selected based on their expertise, reputation, and previous experience as peer reviewers. The deadline for submission of the reviewers' reports varies by article type, but it typically two weeks.

Once the reviewers' reports have been received, the Handling Editor determines whether the manuscript requires revision. Authors who are asked to revise their manuscript must do so within 8 weeks, unless authors request postponement of the re-submission and the request is approved by the Editors. Otherwise, it may be treated as a new submission. The Handling Editor may send revised manuscripts to external reviewers for their feedback or may use his or her own judgement to assess the validity and rigor of changes to the original manuscript.

The Handling Editor responsible for the manuscript then makes a final decision on the manuscript's suitability for publication in *GGS*. The Editor-in-Chief, the Managing Editor and Handling Editor discuss the decision on individual manuscripts where it is deemed necessary to do so.

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#### **Reviewer suggestions**

When submitting a manuscript to *GGS*, authors may suggest reviewers that they would like included in or excluded from the peer-review process. The Handling Editor may consider these suggestions but is under no obligation to follow them. The selection, invitation and assignment of peer reviewers is at the Handling Editor's sole discretion.

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It is *GGS* policy to transmit reviewers' comments to the authors in their original form. However, *GGS* reserves the right to edit reviewers' comments, without consulting the reviewers, if they contain offensive language, confidential information or recommendations for publication.

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#### **Appeals**

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are only considered if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by a Managing Editor and the Editor-in-Chief, whose decision is final.

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- disclose a reviewer's identity unless the reviewer makes a request for such disclosure
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#### **Conflicts of interest**

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an editor's ability to act impartially when assessing a manuscript. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, or having a financial stake in the work or its publication.

Members of the *GGS* Editorial Board undertake to declare any conflicts of interest when handling manuscripts. An editor who declares a conflict of interest is replaced by a new editor.

#### **Corrigenda and retractions**

*GGS* recognizes the importance of maintaining the integrity of published literature.

A published article that contains an error may be corrected through the publication of a Corrigendum. Corrigenda describe errors that significantly affect the scientific integrity of a publication, the reputation of the authors, or the journal itself. Authors who wish to correct a published article should contact the Editor-in-Chief or the Editorial Office with full details of the error(s) and their requested changes. In cases where co-authors disagree over a correction, the Editor-in-Chief or the Managing Editor responsible for the manuscript may consult the Editorial Board or external peer reviewers for advice. If a Corrigendum is published, any dissenting authors will be noted in the text.

A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (covering research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the *GGS* Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a Retraction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text.

The decision to publish a Corrigendum or Retraction is made at the sole discretion of the Editor-in-Chief.

#### **Editors' own publications in *GGS***

Any member of the *GGS* Editorial Board who is an author on a submitted manuscript is automatically excluded from the peer-review process within the *GGS* online manuscript submission and tracking system. They are able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

A manuscript authored by an editor of *GGS* will be subjected to the same high standards of peer review and editorial decision making as any manuscript submitted to *GGS*.

#### **Responding to potential ethical breaches**

*GGS* will respond to allegations of ethical breaches by following its own policies and, where possible, the guidelines formulated by the Committee on Publication Ethics (COPE)<sup>3</sup>.

3) <https://publicationethics.org>

### **Long-term digital archiving**

J-STAGE preserves its full digital library, including *GGGS*, with Portico in a dark archive (see <https://www.portico.org/publishers/jstage/>). In the event that the material becomes unavailable at J-STAGE, it will be released and made available by Portico.

### **Reviewer Responsibilities**

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As part of their responsibilities, reviewers agree to maintain the confidentiality of unpublished manuscripts at all times. By accepting the invitation to review a manuscript, reviewers agree not to:

- disclose their role in reviewing the manuscript
- reveal their identity to any of the authors of the manuscript
- discuss the manuscript or its contents with anyone not directly involved in the review process
- involve anyone else in the review (for example, a post-doc or PhD student) without first requesting permission from the Editor
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A conflict of interest exists when there are actual, perceived or potential circumstances that could influence a reviewer's ability to assess a manuscript impartially. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

Editors try to avoid conflicts of interest when inviting reviewers, but it is not always possible to identify potential bias. Reviewers are asked to declare any conflicts of interest to the Editor, who will determine the best course of action.

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#### **Article Processing Charges (APCs)**

The APC for each article for general members of the Genetics Society of Japan is ¥100,000, while the APC for non-members is ¥150,000. The APC for senior members and Education members is ¥50,000. The APCs are waived for invited

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#### **Self-archiving (Green Open Access) policy**

Self-archiving, also known as Green Open Access, enables authors to deposit a copy of their manuscript in an online repository. *GGGS* encourages authors of original research manuscripts to upload their article to an institutional or public repository immediately after publication in *GGGS*, in line with the terms of the relevant license.

#### **Publication Charge Assistance Program**

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Authors must apply for a PCA upon the initial submission of their manuscript via the cover letter. Applicants must provide valid justification (such as details about their financial situation) to qualify for assistance. *GGGS* considers applications on a case-by-case basis and decisions are usually sent to applicants within 10 business days. Requests made during the review process or after acceptance will not be considered. Authors cannot apply for waivers via email or make direct requests to journal editors.

*GGGS* acceptance and publication decisions are based solely on the editorial criteria. Journal editors and reviewers are not involved in the fee-waiver decision-making process.

### **MANUSCRIPT SUBMISSION**

**Initial online submission:** A manuscript and a cover letter should be submitted electronically via the *GGGS* website (<https://www.editorialmanager.com/ggs/>). The original or revised manuscript text may be uploaded as a PDF or Microsoft Word file, but a Word file is required for the final manuscript text. You will receive an ID and a password with which you can monitor the progress of the paper during the review process.

**Final manuscript submission:** After the paper has been accepted for publication, the corresponding author is requested to send a final version of the manuscript to the Editor-in-Chief. The text should be prepared using Microsoft Word (.DOC or .DOCX). Tables should be placed at the end of the text in the same file. Figures should be saved in one of the following formats: Word (.DOC or .DOCX), Power Point (.PPT or .PPTX), JPEG (.JPG), TIFF (.TIFF), EPS (.EPS), or high-resolution PDF (.PDF). The figure legends should be listed on a separate sheet(s).

Supplementary information files should be sent as separate files (PDF format). No file should exceed 20 Mb.

If you encounter any problems with online submission, please contact the Editor-in-Chief or the Office of the Genetic Society of Japan (see the 'Contact us' section for details).

### **MANUSCRIPT PREPARATION**

#### **English standard**

Manuscripts should be written in clear, grammatically correct English. Authors whose native language is not English are strongly encouraged to have their manuscript checked by a

native English speaker or by an editing service prior to submission. If a manuscript is not clear due to poor English, it may be returned to the authors without peer review.

### Style and format

**Full papers** should be arranged in the following order: (i) Title page, (ii) Abstract, (iii) Main body, (iv) References, (v) Tables, (vi) Legends to Figures, and (vii) Figures. The main body should be divided into sections: Introduction, Results, Discussion, and Materials and Methods, in this order. The section titles should be written in a centered, boldface, uppercase heading, such as **INTRODUCTION**. Each section, except for the Introduction, can be divided into subsections. The first paragraph of the subsection should begin with a left-aligned, boldface heading that starts with an uppercase letter and finishes without a period.

The main body of **Short Communications** should not be divided into sections such as Introduction, Results, Discussion and Materials and Methods.

The style of **Methods, Technology, and Resources** should follow either **Full Papers** or **Short Communications**.

There is no specific style for **Reviews, Minireviews** or **Meeting Reports**. Please refer to previously published articles for further guidance.

### Title page

The title page should comprise: (i) the title of the manuscript, (ii) name(s) of the author(s), (iii) academic or professional affiliation(s), (iv) address(es) including city, prefecture/state, zip code, country, (v) any footnotes referring to the above items, (vi) a running title (not exceeding 50 letters including spaces), (vii) up to five keywords (do not capitalize words unless they are proper names), and (viii) the name of the corresponding author, his/her telephone and E-mail address.

### Abbreviations and units

Genus or species names, names of genes, mathematical formulae, and other terms requiring special symbols should be appropriately indicated by the use of italics, boldface letters, superscripts, and subscripts.

### Abstract

The abstract should state the scope of the work and the principal findings in no more than 300 words. References should not be included.

### Introduction

The Introduction should provide sufficient background information to allow the reader to understand the purpose of the study and its relationship with other research in related fields, although it should not include an extensive review of the literature.

### Results

This section includes the results of the experiments. The Results and Discussion sections may be combined if this helps readers to understand and evaluate the study. Tables and figures, including photographs and videos, can be used to present the experimental results (see below). Excessive explanations of the data presented in tables and figures should be avoided.

### Discussion

The Discussion should be concise and should deal with the interpretation of the results. Novel models or hypotheses

may be proposed in this section only if they are suggested by the results obtained in the experiments. Do not repeat the description of the experimental results in this section.

### Materials and Methods

The description of the methods should be brief, but it must include sufficient details to allow the experiments to be repeated. The sources of unusual chemicals, plants, water, soils, microbial strains, animals or equipment should be described, and the location (city, country) of the company should be provided in parentheses. If hazardous materials or dangerous procedures are used in the experiments and the precautions related to their handling are not widely recognized, it is recommended that the authors provide the necessary details.

### Acknowledgments

This section should be brief. All authors should list all funding sources for their work in the Acknowledgments section.

### References

References should be cited in the text by the author(s) and year, and listed at the end of the text with the names of the authors arranged alphabetically. Use of EndNote is highly recommended for the preparation of references (The GGS style for EndNote can be downloaded from the link ([https://gsj3.org/ggs/ggs/GGS\\_1307D.ens](https://gsj3.org/ggs/ggs/GGS_1307D.ens)). Personal communications and unpublished data or reports should be mentioned in parentheses in the text but should not be included in the reference list. list all contributors by initials and last name; do not use *et al.* In the reference list, please adhere to the formats in the following examples. For articles with more than ten authors, list the first ten names and then add "et al."

#### Journal articles

Tajima, F. (1989) Statistical method for testing the neutral mutation hypothesis by DNA polymorphism. *Genetics* **123**, 585–595.  
Saitou, N., and Nei, M. (1987) The neighbor-joining method: a new method for reconstructing phylogenetic trees. *Mol. Biol. Evol.* **4**, 406–425.  
Sarojam, R., Sappl, P. G., Goldshmidt, A., Efroni, I., Floyd, S. K., Eshed, Y., and Bowman, J. L. (2010) Differentiating *Arabidopsis* shoots from leaves by combined YABBY activities. *Plant Cell* **22**, 2113–2130.  
Sasaki, T., Matsumoto, T., Yamamoto, K., Sakata, K., Baba, T., Katayose, Y., Wu, J., Niimura, Y., Cheng, Z., Nagamura, Y., et al. (2002) The genome sequence and structure of rice chromosome 1. *Nature* **420**, 312–316.

#### Books

Steeves, T. A., and Sussex, I. M. (1989) *Patterns in Plant Development*. Cambridge University Press, Cambridge, UK.  
Nakazaki, T., Naito, K., Okumoto, Y., and Tanisaka, T. (2008) Active transposons in rice. *In Rice Biology in the Genomics Era.* (eds.: Hirano, H.-Y., Hirai, A., Sano, Y., and Sasaki, T.), pp. 69–79. Springer, Heidelberg.

### Tables

Tables should be placed after the References. Tables should be provided with their descriptions on the same sheet.

### Figures

Figures should be prepared electronically and saved in one of following formats: MS Word (.DOC or .DOCX), MS Power

Point (.PPT or .PPTX), JPEG (.JPG), TIFF (.TIFF), EPS (.EPS), Illustrator (.ai), or high-resolution PDF (.PDF). Figures should be provided separately at the end of the manuscript. Figure legends should be placed after the Tables.

### Supplementary information

Supplementary information gives authors the opportunity to provide raw data, which would be impossible or impractical to include in the printed version. Supplementary information can include text, tables and figures. The formats of the tables and figures should be the same as those of the manuscript, but figure legends should be placed below the figures they refer to.

Supplementary information files must be submitted in PDF format together with the main manuscript. Authors must indicate the number of Supplementary information files in the cover letter. Supplementary information will be made available online after acceptance of the manuscript.

### Nucleotide sequence deposition

New nucleotide sequence data must be submitted and deposited in the DDBJ/EMBL/GenBank databases, and an accession number must be obtained before the paper can be accepted for publication. Submission to any one of the three collaborating databanks is sufficient to ensure data entry in all. The accession number should be included in the manuscript, e.g., as a footnote on the title page: "Note: Nucleotide sequence data reported are available in the DDBJ/EMBL/GenBank databases under the accession number(s)---." If requested by the author, the database will withhold release of data until publication.

The database URLs are:

DDBJ (<https://www.ddbj.nig.ac.jp/ddbj/submission-e.html>),  
EMBL via WEBIN (<http://www.ebi.ac.uk/embl/Submission/webin.html>),  
GenBank via BankIt (<http://www.ncbi.nlm.nih.gov/BankIt/>),  
or by the stand-alone submission tool Sequin (<http://www.ncbi.nlm.nih.gov/Sequin/>).

For special types of submissions (e.g. genomes and bulk submissions), please use the contact information below to enquire about the availability of alternative submission systems.

#### Database Contact Information

DDBJ: Bioinformatics and DDBJ Center, National Institute of Genetics, Yata, Mishima, Shizuoka 411-8540, JAPAN. Tel: +81(0)-55-981-6853; e-mail: [ddbj@ddbj.nig.ac.jp](mailto:ddbj@ddbj.nig.ac.jp); <https://www.ddbj.nig.ac.jp/contact-e.html>; <https://www.ddbj.nig.ac.jp/index-e.html>

EMBL: EMBL Nucleotide Sequence Submissions, European Bioinformatics Institute, Wellcome Trust Genome Campus, Hinxton, Cambridge CB10 1SD, U.K. Tel: +44 (0)1223 495 000; fax: 44 (0)1223 495 114; e-mail: [datasubs@ebi.ac.uk](mailto:datasubs@ebi.ac.uk); <http://www.ebi.ac.uk/>

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### Microarray data deposition

GGS now requires the submission of microarray data to one of the following International Public Gene Expression Databases: ArrayExpress (<http://www.ebi.ac.uk/arrayexpress/>),

Gene Expression Omnibus (GEO) (<http://www.ncbi.nlm.nih.gov/geo/>), or Genomic Expression Archive (GEA) (<https://www.ddbj.nig.ac.jp/gea/index-e.html>). An accession number for microarray data must be obtained before publication and should be included in the text of the manuscript.

### Footnotes

Footnotes should be avoided whenever possible. If absolutely necessary, they should be numbered and placed at the bottom of the page in question.

### ACCEPTED MANUSCRIPTS

Manuscripts that are accepted for publication are copyedited and typeset by the GGS production team before publication. All communication regarding accepted manuscripts is with the corresponding author.

### Proofs

Proofreading will be limited to the correction of typographical errors. Any additional cost incurred due to authors making changes at the proofreading stage will be charged to the authors.

### Press and Media

Accepted manuscripts are under embargo until 9:00 am (Japan time) two days before the early online publication.

### Journal cover

The cover of each issue features a full-color illustration that is related to an article published in the issue. We invite authors to provide potential cover illustrations after their manuscript has been accepted. Please send the illustration and a short caption (150 words or less) to the Editorial Office (to Dr. Satoko Maki) via email (address is below). Authors must own the copyrights in the illustration and provide this to the journal; GGS will then publish it under a CC BY 4.0 International license. The decision on which illustration is used is the journal's alone, and journal production costs are borne by GGS.

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Manuscripts and correspondence concerning editorial matters should be addressed directly to one of the editors of the discipline of the paper or to:

Dr. Hiroyuki Araki

Editor-in-Chief

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Joint-Support-Center for Data Science Research, ROIS, Tokyo, JAPAN

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