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11. 細則の改定は編集委員会の承認を得て行うものとする。

Instructions to Authors

1. Japanese Journal of Palynology is a refereed research journal in all aspects of palynology, a discipline dealing with pollen and spores. The Journal publishes **Research Article**, **Short Communication**, **Scientific data**, **Review**, and **Commentary**, submitted by the members of the Palynological Society of Japan. Nonmembers, however, can co-author the manuscripts with at least one member of the Society.
2. **Research Article** and **Short Communication** report results of completed studies that are previously unpublished elsewhere. **Scientific data** include technological advances, observational findings and research data new and noteworthy to palynologists in general. **Review** and **Commentary** provide comprehensive discussions or synthesis of a specific subject in palynology with references. **Review** should reflect clearly the authors' own views on the subjects and topics covered in the article. **Commentary** should be referred to the subject so that members from other disciplines in palynology would understand it easily. Book reviews, portraits of researchers, and other information appropriate for the Journal will be considered for publication.
3. Before submission, authors should consult "Preparation of Manuscripts," published in the most recent issue of the Journal. Manuscripts, which do not follow the instructions, may be returned to authors without review.
4. Manuscripts submitted for **Research Article** and **Short Communication** will be sent to two reviewers, selected by the Editor-in-Chief, for evaluation and recommendation on the suitability for publication. The Editor-in-Chief is responsible for reviewing manuscripts submitted for **Scientific data**, **Review**, and **Commentary**. The final decision on acceptance or rejection of all the manuscripts is made by the Editor-in-Chief. The Editor-in-Chief may ask authors extra revisions of the manuscripts, in addition to the reviewers' comments and suggestions.
5. Date of acceptance is the date the Editor-in-Chief gives the final decision of acceptance for publication.
6. Normally **Research Articles** should not exceed 12 printed pages. However, in exceptional cases, where the subject matter necessarily requires additional space, 16 printed pages may be allowed at the discretion of the Editorial Committee. **Short Communications** and **Scientific data** 8 printed pages and other miscellaneous articles 4 printed pages. **Review** and **Commentary** are, in principle, not exceeding 12 and 8 printed pages, respectively.
7. Authors cover all costs necessary for publication, such as extra pages and color figures, including shipping fee. Page charges and other miscellaneous costs are

described in the section 8 of "Preparation of Manuscripts."

8. Manuscripts and editorial communications should be submitted directly to the Editor-in-Chief of the Japanese Journal of Palynology.
9. Copyrights of all the materials of Japanese Journal of Palynology belong to the Palynological Society of Japan. No part of the material may be reproduced in any form or medium without the written permission of the Society.
10. The corresponding author is required to confirm whether all authors have any conflicts of interest to declare, and to send the Conflict of Interest Disclosure Form.

Preparation of Manuscripts

1. Manuscript organization - An article written in English should be arranged in the following order: 1) **Title Page**, 2) **Text**, 3) **Figures**, 4) **Tables**, 5) **Captions for Figures and Tables**, and 6) Conflict of Interest (COI) Disclosure Form*.
(*Download the COI Disclosure form from the PSJ Homepage.)
2. **Title Page** - The title page should contain the following: 1) submission date, 2) type of manuscript (**Research Article**, **Short Communication**, **Scientific data**, **Review**, **Commentary**, or others), 3) title, name(s) of author(s), and affiliation and address of each author, 4) running title of the paper (see the Section 3 below), 5) total pages for the text, 6) total number of figures, 7) total number of tables, 8) total pages for **Captions for Figures and Tables**, and 9) address for a galley proof (mailing address, fax number, and e-mail address of the corresponding author). These items have to be numbered as such in the Title Page.
3. The title should be informative and concise, and tell what the article is all about. Running title should not exceed 35 letters.
4. **Text** - For preparation of the text should the following be considered:

1) **Research Article** should include sections in the following order; abstract (250 words at maximum), key words (five at maximum), introduction, method, results, discussion, conclusion, (acknowledgment), and literature cited. **Short Communication**, although not all these sections necessary, should contain abstract, key words, and literature cited. Other articles are free in organization.

2) All parts of the manuscript should be typewritten around 30 lines a page with ca. 3-cm margins.

3) Scientific names of the species should be underlined.

4) Numbers should be Arabic numerals, and use of metric unit and SI unit is preferred.

5) References should be numbered sequentially and marked as they appear in the text. Reference numbers with parentheses should be expressed as superscripts. All publications cited in the text should be presented in a list of references following the text, as examples shown below. **Review**, however, may cite the name of the first author and publication year of the paper in parentheses in the text and list the publications in alphabetical order.

- Example -

(1) Hanazono, T., M. Okuyama and M. Ikebe: Effects of temperature on male gamete differentiation. *Jpn. J. Palynol.* 40, 123-129 (1994) (in Japanese with English summary).

(2) Hanazono, T., M., Okuyama and M. Ikebe: Effects of environmental factors on differentiation of male gamete. *Jpn. J. Palynol.* 45, 65-73 (1994).

(3) Yamakawa, K.: Palynology. Hakubunsha pp. 72-83 (1992).

(4) Orthon Wells: Palynomorphology. Longman pp. 135-137 (1985).

(5) Iiyama, J.: Sex determination and chemical substance. In S. Takaoka (ed.), Genetics and Chemistry. San-yoo-shobo pp. 45-65 (1991) (in Japanese).

(6) Phahler, P. R.: Pollen storage effects on early seedling growth in *Zea mays* L. In O. L. Mulcahy and A. Ottaviano (eds.), Biotechnology of Pollen. Springer-Verlag pp. 147-152 (1987).

(7) Shichi, K., T. Goebel, M. Izuho and K.

Kashiwaya: Climate amelioration, abrupt vegetation recovery, and the dispersal of *Homo sapiens* in Baikal Siberia. *Sci. Adv.* 9, eadi0189 doi: 10.1126/sciadv.adi0189 (2023).

(8) Ministry of Health, Labour and Welfare: Basic act on allergic diseases measures. (2014) (in Japanese). Retrieved May 20, 2020, from https://www.mhlw.go.jp/web/t_doc?dataId=78ab4117&dataType=0&page-No=1.

5. In principle, articles written in English should be checked by native speakers, who also be scientifically literate, before submission.

6. Figures and Tables:

- 1) Each figure and table should be presented on a separate page, and must be identified by the authors' names with the figure number and table number (e.g. Fig. 1 and Table 1) at the margins.

- 2) Authors must specify the locations in the text with red letters at the margins, where individual figure(s) and table(s) are inserted.

- 3) In principle, original illustrations submitted by authors are used for publication; therefore those should be clearly drawn and reproduced in the form of high resolution digital images. Reduction rate for each figure and picture should be specified.

- 4) Concise and clear description of the figures and tables, which is self-explanatory without referring the text, should be written in the section for **Captions for Figures and Tables**.

7. Manuscript submission:

In principle, manuscripts (10MB at maximum) should be submitted to the Editor-in-Chief via e-mail in electronic formats. The preferred formats are MS Word or PDF files for text; PDF, JPG, or TIFF files for figures, and PDF, MS Word or Excel for tables, respectively. Resolution of all figure files is 300 dpi or less, when the manuscripts are submitted. The final version of the figures for publication should be greater than 600 dpi. Whenever, electric media including all files of the manuscripts or hard copies of the manuscripts may be submitted by mail. In these cases, the detailed methods for submission should be confirmed in advance with the Editor-in-Chief.

8. Page charges and offprints:

- 1) Papers longer than the page limits (see the Section 6 of the "Instructions to Authors") will incur a charge of 5,000 Japanese Yen per individual printed page.

- 2) Authors are responsible for printing cost and shipping fee of the offprints charged by the printing company.

- 3) In principle, offprints are prepared only for **Research Article, Short Communication, Scientific data, Review, and Commentary**; by author's request, however, the Journal can provide offprints for other types of articles at author's expense, charged by the printing company.

- 4) Authors are responsible for all costs for color figure(s).

9. Open access

Manuscripts published in the journal will be made freely accessible on J-STAGE approximately 1 year after publication. However, upon the author's request and with approval from the Editorial Committee, manuscripts can be published immediately with free access on J-STAGE.

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- 1) Receipt of each manuscript is acknowledged by e-mail or letter from the Editor-in-Chief to the corresponding author with the date of receipt.

- 2) When the final decision for publication is made, the Editor-in-Chief will contact the corresponding author by e-mail or letter.

- 3) A galley proof will be sent to the author once to correct typesetter's errors. Making extensive corrections and modifications is not allowed in the proof stage.

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In case permission to reproduce the material need to be obtained, the permission request form, inserted in the Journal, should be completed and submitted to the Editor-in-Chief by mail.