



XIV INTERNATIONAL CONGRESS OF

**Kyoto, Japan
14–18 July 2014**

THIRD CIRCULAR

May 1, 2014

We invite you to register and attend the 14th International Congress of Acarology, to be held in Kyoto, Japan, from Monday 14 until Friday 18 July 2014. We look forward to meeting in Kyoto anyone with a keen interest in mites and/or ticks. In this circular, we would like to provide some information on abstract submission and proceedings published after the congress.

Abstract submission

Anyone interested to present his/her work is invited to submit a concise abstract. An abstract should reflect the general content of the presentation, including research question(s) and main results and conclusions in one page. Abstract template and example can be obtained from <http://ica14.acarology-japan.org/registration-2/abstract-template-file>. All abstracts will be edited by the organizers. Abstracts are submitted via the website after registration completed. Please send your abstract as soon as possible, but **not later than 12 May 2014**. Please note that the submission site will be automatically closed at 24:00 of Japanese Standard Time (JST).

Congress proceedings

Authors wishing to have full papers corresponding to their presentations considered for publication in the Proceedings of the Congress should submit their manuscripts **before or on 18 July 2014** to the Editorial Office for ICA14 Proceedings. Guidelines for full paper submission to the Proceedings

of the Congress have been uploaded to the electronic site of the congress (<http://ica14.acarology-japan.org/>).

Preparing a manuscript for ICA 14 Proceedings

Instruction for Authors

1. Authors wishing to have full papers corresponding to their presentations considered for publication in the Proceedings of the Congress should submit their manuscripts before or on 18 July 2014 to the Editorial Office for ICA14 Proceedings (see below).
2. Proceedings of the 14th International Congress of Acarology will be published as a special issue of *[The Journal of the Acarological Society of Japan](#)*.
3. Manuscripts of original research papers, technical notes and reviews are accepted for consideration. No manuscript that has been published elsewhere will be accepted for publication. Technical notes describe a new technique or rearing method, or substantial improvements of existing methods. Two or more articles by the same author may be published in the issue.
4. Each manuscript is critically reviewed by two anonymous scientists. Two proceeding editors decide on the acceptability of the manuscript after taking the reviewer's advice into consideration. When revision of a manuscript is requested, the revised manuscript should be returned within five weeks after notification. Otherwise, the manuscript will be processed as being withdrawn from submission.
5. The manuscript should be submitted as attached files (Word, JPG (≥600dpi) and/or Excel) to the Editorial Office by e-mail (proceedings@ica14.acarology-japan.org). The 'Subject' should be written as 'ICA14 ms with corresponding author's name'. After submission, the editorial office will reply to the corresponding author with confirmation of receiving a manuscript within 48 hours. If the corresponding author does not receive a reply, please contact T. Gotoh by e-mail "gotoh@mx.ibaraki.ac.jp". Manuscripts can also be submitted ON-SITE saved on a CD will all documents as Word, JPG (≥600 dpi) and/or Excel files.

Please note that the proceeding e-mail address below will automatically close at 24:00 Japanese Standard Time (JST) on 18 July 2014.

Editorial Office for ICA 14 Proceedings: proceedings@ica14.acarology-japan.org

6. Authors will receive proofs for correction after their contributions are formatted. Subsequent proofs will be sent at the discretion of the editors. Authors should note that proof corrections must be marked clearly and kept to a minimum. In case of multiple authors, the proof will be sent to the corresponding author unless otherwise indicated.
7. Any funds provided for the study should be cited as a footnote on the first page of the manuscript.
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More detailed information will be announced on the website (<http://ica14.acarology-japan.org/>).

To receive future announcements about the Congress, please register for Mail Magazine at <http://ica14.acarology-japan.org/circular/mail-magazine>.

We are looking forward to your participation and are trying to organize a stimulating congress. As we begin planning sessions for the conference, your ideas are welcome. Please send your suggestions or any questions to the Local Organizing Committee (E-mail: contact-ica14@ica14.acarology-japan.org).

Local Organizing Committee Members

◇ President	Hiroshi Amano
◇ Vice-president	Fujio Kadono (President of the Acarological Society of Japan)
◇ Secretariat-general	Masahiro Osakabe
◇ General affairs department	Norihide Hinomoto (Manager), Shuichi Yano, Gen Takaku, Hidenari Kishimoto, Tomohide Matsuo, Katsura Ito, Shingo Toyoshima, Keiko Oku, Hideo Ohtake, Yasuki Kitashima, Kazumi Tagami, Satoshi Shimano
◇ Treasurers	Naoki Mori, Taro Maeda
◇ Scientific program	Koichi Goka, Kimiko Okabe
◇ Publication	Tetsuo Gotoh, DeMar Taylor
◇ Social communication	Yasuhiro Yano, Fujio Kadono