

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 Otherwise, the manuscript will be processed as being withdrawn from submission.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 (≥ 600 dpi) 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 with 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.

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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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Guidelines for Manuscript Preparation

1. The desirable style for organization of a manuscript is as follows:

a) Review or Original Paper:

Page 1: Abbreviated form of title (50 characters or less, including spaces), title, author(s) information (full name(s), institution(s), and address(es)), and footnotes. Words in the title should not be capitalized unless they are the first word or proper names.

Page 2: ABSTRACT (not to exceed 250 words) and Key words (up to 6).

From Page 3: INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENTS, REFERENCES.

b) Short Communication: The same style applies except for the following: headings in the text and abstract are not necessary.

2. Manuscripts should be typed double-spaced on A4/Letter size paper, with all margins at least 2 cm. Do not use hyphens or dashes at the end of lines. Do not justify the right margin. All lines should be numbered consecutively in the left margin. Manuscripts should be saved as a Word file and submitted through e-mail. Tables and figures submitted as Excel files and drawings and photos as jpg files.

3. Use of scientific names throughout the text is preferable. When common names are used, they should conform to standard usage. Scientific names of genera, species, subspecies and varieties should be in italics. The full scientific name of each species, including plants, must be given together with the authority for its name when first mentioned in the abstract and the main text, and the genus should be abbreviated thereafter with the exception that sentences should begin with the full form of the scientific name.

Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.

Exceptions for abbreviations may be: d (day), h (hour), min (minute), sec (second), y (year), °C, a, ha, t, Da, L (dm³), M (mol/dm³), hPa or Pa, Ci, R, °, ', ''.

4. Name(s), institution(s), and address(es) of the author(s)

Family names should be capitalized. Names, institutions, and addresses of all authors should be included. When multiple authors are from separate institutions, indicate their respective addresses separately with superscript numbers.

Corresponding author should be indicated with a superscript of *, and e-mail address, phone and fax numbers indicated as footnotes. Corresponding author should always be indicated.

Authors with a different present address should be indicated with a footnote, marked as †, ‡, and § in this order.

Example:

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5. References in the text should be indicated by author and year, dual authorship by the use of the name of both authors, and multiple authorships by the name of the first author followed by “et al.”. Cited references in the text should be ordered alphabetically as in the following example: “This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1993).”

References should be arranged alphabetically by name of the first author and year of publication. Journal names should be written out completely, not abbreviated.

References should be indicated as follows;

- a) Reference to periodical literature:

Hoy, M. A. (1975a) Effect of temperature on the induction of diapause in the mite *Metaseiulus occidentalis*. *Journal of Insect Physiology*, 21: 605-611.

Hoy, M. A., Y. Kuwahara, T. Suzuki and K. Kurosa (1975b) Diapause in the mite *Suidasia medanensis* Oudemans, 1924 (Acariformes: Suidasidae): stages sensitive to photoperiodic induction. *Journal of Insect Physiology*, 21: 745-751.

- b) Reference to books:

Lees, A. D. (1955) *The Physiology of Diapause in Arthropods*. 151 p., Cambridge University Press, London.

Houten, Y. M. (1990) Analysis of the photoperiodic induction of diapause in the mite *Amblyseius potentillae*. Ph. D. Thesis, Univ. of Amsterdam, 93 p.

- c) Reference to book sections:

Yamashita, O. and T. Yaginuma (1991) Silkworm Eggs at Low Temperatures. In: *Insects at Low Temperature*. (eds., Lee, R. F. and D. L. Denlinger), pp. 424-445, Chapman and Hall, New York.

6. Legends should be double-spaced on a separate sheet. An indication of the appropriate position for each Figure and Table should be included in the right margin of the text of the final manuscript after acceptance.

Original photographs and original line drawings should be sent at the editor's request, only. The author's name, abbreviated title, and Figure number should be written on the back of the illustrations. Original illustrations will be returned to authors if an envelope with returned postage is provided.

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