

Instructions for Manuscript Submission

Manuscript

Manuscripts must be prepared using Microsoft Word. Figures should be submitted as separate TIFF or JPEG files. Tables should be submitted as separate Word or Excel files. Manuscripts and figures should be formatted on A4-sized pages in portrait orientation. The text of the manuscript, tables, and abstract should be formatted using a 12-point Times-based font with approximately 25 lines per page. All pages of the manuscript must be consecutively numbered at the bottom and have continuous line numbers in the left margin.

Structure

The first page should include the article title, author names, affiliations, and running head. The second page should contain the English abstract and a list of keywords. The main text should begin on the third page. Figure captions should follow the main text.

Title

Use boldface for the title. Capitalize the initial letters of all major words in the main title, except for conjunctions, articles, and prepositions. For subtitles, capitalize only the first word and any proper nouns. Do not use a period after the title. All other formatting should follow the conventions described in items (3) through (5) under “Text Formatting.”

Author names and affiliations

Capitalize only the first letter of each given name, and all letters of each last name. For two authors, use “and” to connect the names; for three or more authors, use commas to separate their names and insert “and” before the last author.

Include the full name and email address of the corresponding author.

Example (author names):

Gerald F. QUINITIO^{1), 2)}, Akihiro TAKEMURA¹⁾ and Akira GOTO³⁾*

* Corresponding author: Akira GOTO (example@fish.hokudai.ac.jp).

Example (affiliations):

¹⁾ *Laboratory of Aquaculture Biology, Faculty of Fisheries Sciences, Hokkaido University*

(北海道大学大学院水産科学研究院増殖生物学分野)

²⁾ *Present address: Aquaculture Department, Southeast Asian Fisheries Development Center, Tigbauan, Iloilo 5021, Philippines*

³⁾ *Laboratory of Marine Biology and Biodiversity, Faculty of Fisheries Sciences, Hokkaido University*

(北海道大学大学院水産科学研究院海洋生物学分野)

Running head

The running head must not exceed 62 characters, including the authors' names. For two authors, connect the names with an ampersand (&); for three or more authors, use only the first author's last name followed by "*et al.*" Capitalize only the first word and any proper nouns. Do not add a period after the running head.

Example:

Komai & Amaoka: Decapod crustacean from the Okhotsk coast

Abstract and keywords

The abstract should be no more than 200 words. Select three to ten keywords in English, with each keyword consisting of no more than three words. Do not start a keyword with a preposition or article; each keyword must end with a singular noun. Capitalize the first letter of each keyword.

Example (keywords):

World revision, Zoogeography, *Oncorhynchus keta*, *Salvelinus*

Text formatting

- (1) Clearly indicate sections within the main text by using no more than three levels of subheads. Begin the following text on a new line after each subhead.
 - First-level subheads: Centered, boldface, and unnumbered.
 - Second- and third-level subheads: Flush left and boldface. These should be unnumbered. However, if numbering is necessary, use Arabic numerals followed by a period.
- (2) Begin each new paragraph with a first-line indent using either the indentation function in Microsoft word or the TAB key. Do not use the space bar for indentation.
- (3) Use italics for the Latin names of plant and animal species. Do not italicize abbreviations such as "*subsp.*" or "*var.*"
- (4) Use italics for Latin words. However, common Latin abbreviations such as "*i.e.*," "*e.g.*," "*etc.*," "*viz.*," and "*et al.*" should not be italicized.
- (5) Use italics for symbols representing physical quantities. Use bold italics for vector quantities.

Units

Use SI units as the standard for all quantities.

Equations

Number all equations consecutively. Enclose the number in parentheses (e.g. (1), (2)) and place in the right margin.

References to figures and tables

Refer to figures and tables in the text as "Fig. 1," "Table 1," etc.

Citations within text

Cite references in the text by name and year in parentheses.

Examples (single author):

... have been reported (Tanaka, 1992; Yoshida, 1993).

According to Tanaka (1992) and Yoshida (1993), ...

Examples (two authors):

... have been reported (Arai and Inoue, 1992).

According to Arai and Inoue (1992), ...

Examples (three or more authors):

... have been reported (Ueno et al., 1993).

According to Ueno et al. (1993), ...

Footnotes

Use footnotes sparingly and only when necessary. Place footnote numbers in superscript within the main text (e.g., “¹,” “²,” etc.), and provide explanations at the bottom of the same page, separated by a horizontal line.

Figures and photographs

Label figures as “Fig. 1,” “Fig. 2,” etc. Photographs are treated as figures. Indicate the desired position of each figure in the right margin of the manuscript.

Tables

Place each table on a separate page. Assign consecutive numbers to each table (e.g., “Table 1,” “Table 2,” etc.) and provide an English caption that ends with a period. Use minimal horizontal rules. Avoid vertical rules unless necessary. Indicate the desired position of each table in the right margin of the manuscript.

References

A list of all references cited in the manuscript must be provided at the end of the main text. Each entry should be alphabetized by the last name of the first author and then arranged in chronological order. Do not assign numbers to references. Even if the same author appears multiple times, repeat their name for each entry. For references with a DOI (Digital Object Identifier), include the DOI in URL format.

When citing references written in languages other than English in an English manuscript, translate the title of the article into English. Author names, journal titles, and publisher names should be Romanized. Indicate the original language of the source in parentheses, such as “(in Japanese)” or “(in French with English abstract).”

Use the following formats:

(1) Journal articles

Author(s) (Year) Article title. *Journal title (italicized)*, **Volume number** (bold. Omit issue number), Page range. DOI

Examples:

- Iwata, M., Komatsu, S., Collic, N.L., Nishioka, R.S. and Bern, H.A. (1987a) Ocular cataract and incomplete seawater adaptation in salmonids. *Aquaculture*, **66**, 315–317. [https://doi.org/10.1016/0044-8486\(87\)90116-5](https://doi.org/10.1016/0044-8486(87)90116-5)
- Iwata, M., Nishioka, R.S. and Bern, H.A. (1987b) Whole animal transepithelial potential (TEP) of coho salmon during the parr-smolt transformation and effects of thyroxine, prolactin and hypophysectomy. *Fish Physiol. Biochem.*, **3**, 25–38. <https://doi.org/10.1007/BF02183991>
- Amaoka, K. (1974) Studies on the larvae and juveniles of the sinistral flounders–V. *Arnoglossus tenuis*. *Japan. J. Ichthyol.*, **21**, 153–157. <https://doi.org/10.11369/jji1950.21.153>

(2) Journal articles without volume numbers

Author(s) (Year) Article title. *Journal title (italicized)*, (**Issue number**) (Parenthesized and bold), Page range. DOI

Example:

- Maisey, J.G. (1986) Anatomical revision of the fossil shark *Hybodus fraasi* (Chondrichthyes: Elasmobranchii). *Am. Mus. Novit.*, (**2857**), 1–16.

(3) Book chapters

Author(s) (Year) Article title. Page range, Editor(s), *Book title (italicized)*, Publisher name, Place of publication. DOI

Example:

- Eastman, S. and Jones, J. (1993) The deep-sea benthic ichthyofauna from the continental shelf of Japan. pp. 215–219, Westman, T. and Jackson, S. (eds), *Zoogeography of Deepsea Fishes*, Smithsonian Press, Washington, D.C.

(4) Books

Author(s) (Year) *Book title (italicized)*, Publisher name, Place of publication.

Example:

- Maruyama, M. (1994) *Fishes of the North Pacific* (in Japanese). Hokuryukan, Hakodate.

Figure captions

Prepare all figure captions together, in the order of their figure numbers. Each caption must end with a period.

Example:

Figure Captions

- Fig. 1. Map of Funka Bay and offshore, showing localities and contours of depth (m).
- Fig. 2. Distribution of sea bottom sediments in Funka Bay and offshore. ○: data from this study, ●: data from Hydrographic Department, Maritime Safety Agency, Japan (1981).

Supplemental information

Supplemental information may include video or audio files, as well as additional data, figures, or tables that could not be included in the main article. These materials will be made available through the Hokkaido University Collection of Scholarly and Academic Papers (hereinafter referred to as "HUSCAP"). All supplemental information must be cited as "Appendix" in the manuscript text, in the same manner as figures and tables. For example, "The original data are provided in Appendix A."

Videos and audio files should be in a format compatible with commonly used software such as Windows Media Player or QuickTime. Acceptable video formats include MPEG, MOV, AVI, and WMV, and acceptable audio formats include MP3 or WAV. Data, figures, and tables should be saved in file formats that can be viewed with software such as Acrobat Reader, Word, or Excel.

Each file must not exceed 500 MB in size. If a file exceeds this limit, please contact the editorial office in advance.

All supplemental information must be submitted along with the manuscript. Submitted files will generally be made available on HUSCAP in their original format without modification or typesetting.

Names of electronic files

The file names of the manuscript should begin with the last name of the first author and indicate each file as follows.

(author) Manuscript

(author) Fig_1

(author) Table_1

(author) Appendix_A

Files of figures and photographs should be named according to their corresponding figure numbers, and files of tables should be named according to their corresponding table numbers. File names for supplemental information should correspond to their in-text citations and may include descriptive identifiers as needed. Generally, file names for supplemental information will not be altered when made available via HUSCAP.

Submission

Submit the manuscript files and the completed submission form via email or other electronic means to the Library Committee (*Tosho Tanto*, 図書担当. fish@lib.hokudai.ac.jp). The submission form must include all necessary information. You can download the submission form from the website of the Library of the Faculty of Fisheries Sciences, Graduate School of Fisheries Sciences, and School of Fisheries Sciences at Hokkaido University (<https://www.lib.hokudai.ac.jp/fish>).

Proofreading

Authors are responsible for up to two rounds of proofreading. Proofreading is intended solely for the correction of typographical errors. Revisions to wording or content should be avoided.