

Instructions for Contributors

I. General Instructions

1. Sago Palm is a research journal published by the Japanese Society of Sago Palm Studies. We accept original articles, reviews, short reports, information papers and materials for research work concerning sago palm studies. We also accept symposium papers which have been presented in our symposium. Original articles and short reports must be based upon original research, and must not have been submitted elsewhere, with the exception that they may have been previously published in the form of abstracts of oral or poster presentations. Reviews are articles about a current trend and its future prospects in a specific field. Information papers are articles of research information, technical information and other important information for sago palm studies. Materials for research work are papers introducing important and valuable references, statistical data and other materials for developing sago palm studies.
2. One of the contributors must hold membership in the Japanese Society of Sago Palm Studies. Non-members can submit a paper if 5,000 yen or \$50 is paid before submission.
3. Papers must be written in English. Papers must be compiled according to the Manuscript Guidelines, below.
4. The length of an original article should not exceed 5 printed pages. If papers exceed this limit, the contributors will be charged at cost for the extra pages. The maximum length of a short report is 2 printed pages, with 1 additional page allowed at the contributors' expense.
5. Art pages, color prints and other special processing can be made at the contributors' expense.
6. The contributors should send an electronic file of the manuscript with the **manuscript submission form**.
7. The arrival date of materials will be considered the date when the materials are received by the editorial committee.
8. The submitted manuscripts undergo critical reviews by two referees. The final acceptance of the articles is decided by the editorial committee. The editorial committee may request that contributors make corrections to the papers. If the contributors do not reply to the request within three months, the acceptance will be cancelled. A professional editor may be requested to help to correct English usage, if desired. The cost will be charged to the contributors.
9. Manuscripts of symposiums should be submitted within 3 months after the symposium.
10. The order of publication of submitted papers is determined by the editorial committee. "First received-First printed" is the usual manner of publication.
11. The contributors are responsible for reading first galley proofs and will be charged for

any major changes from the original manuscript.

12. The corrected galley proofs must be returned as soon as possible by e-mail or fax.

13. The contributors receive 30 reprints free of charge and may purchase additional reprints.

14. The editorial committee may be notified of misprints in the published issue within 10 days after receiving the issue, according to the following form:

Name of authors

Volume, number and page

Column (left or right) and line number (from top or bottom)

Incorrect items

Correct items

15. The copyright of the manuscripts printed in the journal is reserved by the Japanese Society for Sago Palm Studies.

16. The following charges must be paid by the contributors :

Excess pages: 15,000 yen (\$150) per excess page

Reprints: 25 (\$0.25) yen per page per copy

Color prints and drawing figures: Actual expenses

17. Manuscripts should be addressed as follows:

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II. Manuscript Guidelines

A. Original Articles

1. Manuscripts should be printed on white bond paper (A4) and double-spaced throughout, with wide margins (about 3 cm) on the sides, top and bottom of each page. About 70 characters per line are allowed.

2. Manuscripts should be arranged as follows:

- (i) Title of the article
- (ii) Author's complete names and affiliated institutions
- (iii) Address of the institution
- (iv) Abstract (240 words or less)
- (v) Key words (6 words or less)
- (vi) Japanese abstract (only for Japanese contributors)
- (vii) Text including introduction, materials and methods, results and discussion
- (viii) References
- (ix) Running title (30 letters or less)

3. Japanese abstracts should be arranged as follows:

- (i) Title of article
- (ii) Authors' complete names and affiliated institution
- (iii) Address of the institution
- (iv) Abstract (1,000 letters or less)
- (v) Key words

4. Key words should be 6 words, or less, and be arranged in alphabetical order.

5. Scientific names of animals and plants should be italicized.

6. Personal names should be indicated by family names only.

7. The metric system is required for all measurements. SI units are preferred. Examples of units are:

Length	m, km, dm, cm, mm, μm , nm
Area	m^2 , km^2 , dm^2 , cm^2 , mm^2 , ha, a
Volume	ml, l
Time	day(s), hr, min, sec
Frequency	rpm, Hz
Mass	t, kg, g, mg, μg , ng, pg
Pressure	Pa, bar, mbar, atm, mmHg, Torr, cm H ₂ O, pF
Temperature	K, $^{\circ}\text{C}$
Work, Calory	J, cal, kcal
Electricity	A, mA, V, mV, Ω , S, mS, W, kW
Light	lx, klx, lm, cd
Mass concentration	mol, mmol, $\text{mol} \cdot \text{liter}^{-1}$ (=M), mM, μM , N, $\text{me}^{-1} \cdot \text{liter}$
Radioactivity	Bq, Ci, mCi, Gy, rad, krad, R, kR, dpm

Miscellaneous

Xg, pH, Eh, cpm, %, mg/100g, ppm, ppb, RH(%)

8. Misleading marks, such as o and zero, subtraction sign and dash, multiplication sign and x, should be indicated clearly.

9. Footnotes should be indicated using asterisks, as *, *¹, *².

10. Figures and Tables

- (i) Each figure and table should be drawn on a separate page and titled.
- (ii) Figures should be large enough for phototype processing.
- (iii) Titles should be written above tables, and explanations written below. The titles and explanations of figures should be written below the figures.
- (iv) The scale of figures should be indicated, if necessary.
- (v) The location of figures and tables in the text should be indicated in the margin of the text.

11. References

Text references should be indicated in alphabetical order. For the style of references, consult the following examples and the latest issue of the journal.

- 1. Flach, M. 1993 Problems and prospects of present sago palm development. *Sago Palm* 1: 8-17.
- 2. Kozłowski, T. T. and S. G. Pallardy 1984 Effect of flooding on water, carbohydrate, and mineral relations. *In: Flooding and Plant Growth*. (Kozłowski, T. T. ed.) Academic Press Inc. (New York) 165-193.
- 3. Ohtsuka, R. 1983 Oriomo Papuan. Univ. of Tokyo Press (Tokyo) pp.197.

B. Other Articles

1. Short Reports

The guidelines for Original Articles, above, apply to short reports, with the following exceptions:

- (i) The title should not exceed one line of a printed page.
- (ii) The abstract is to be omitted. Three key words, or less, are to be selected.
- (iii) The titles of papers can be omitted in the reference, although the titles of books are necessary.

2. Information Papers, Reviews, Materials, and Symposium Papers

The guidelines for Original Articles, above, apply to information papers, materials, and symposium papers, with the following exceptions:

- (i) The title should not exceed one line of a printed page.
- (ii) The abstract is to be omitted. Six key words, or less, are to be selected.
- (iii) The manuscripts do not need to include the items of introduction, methods, results, and discussion.

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