

## **Editorial Policy, Submission Requirements, and Style Guidelines**

### **■ Editorial Policy** (Revised and implemented June 1, 1997)

1. The *Japanese Journal of Food Microbiology* is published quarterly (4 issues per volume)
2. The Editorial Committee has the authority to make acceptance decisions, require revisions to submissions, as needed, and to edit papers (authors should have papers edited prior to submission).
3. The Date of Receipt is the date on which the Editorial Committee acknowledges receipt of the complete submission for consideration for publication.
4. Original Articles (Regular papers, short papers) shall in principle be published in order of the Date of Receipt.
5. Submissions deemed by the Editorial Committee as unsuitable for publication will be returned to the corresponding author.
6. Papers published in the journal will not be returned to the corresponding author.
7. Authors shall agree to transfer the copyright of papers accepted for publication to the Japanese Society of Food Microbiology.

### **■ Submission Requirements**

1. Contributions can only be made by full members and honorary members; however, this requirement does not apply to co-authors and to the authors of commissioned papers.
2. This Journal publishes papers on food microbes and that contribute to the improvement of food safety and function. The following submission categories have been established.
  - 1) General Papers: General papers explore food safety or functional foods. In principle, these are commissioned by the Editorial Committee and are no longer than eight printed pages (less than 15 double-spaced pages, including figures and tables).
  - 2) Symposia (educational lectures): The transcripts of symposia and educational lectures hosted by the Japanese Society of Food Microbiology may be requested from the master of ceremonies and speakers. The Symposia shall be no longer than six printed pages (for English manuscripts; less than 11 double-spaced pages, including figures and tables).
  - 3) Original Articles: Reports of original work (research findings and new techniques) regarding food microbes that have not been previously presented or published in another publication may be made in either Japanese or English. Original Articles should be organized into the following sections: Abstract, Introduction, Materials and Methods, Results, Discussion, Summary, Acknowledgements (if any), and References. A Japanese abstract (about 400 characters) should be

included with Original Articles written in English. The Editorial Committee will prepare a Japanese abstract for authors whose native language is not Japanese. Keywords (6 or less) in English should be included after the abstract. In principle, Original Articles shall be no longer than six printed pages (less than 11 double-spaced pages, including figures and tables).

- 4) Brief Reports: This section contains Brief Reports, which are simpler than Original Articles, but which report new findings and have not been previously presented or published in another publication. Brief Reports have the same content and organization as Original Articles, except that the Results and Discussion may be combined, and a Summary is not required. Brief Reports written in English shall include a Japanese abstract (about 300 characters). The Editorial Committee will prepare a Japanese abstract for authors whose native language is not Japanese. Keywords (3 or less) should be included after the Abstract. In principle, Brief Reports shall be no longer than four printed pages (less than 8 double-spaced pages, including figures and tables for English manuscripts).
  - 5) Surveys: Summaries of the results of investigations of food microbes are given in this section. An example submission is the analysis of applying a standard testing method to the investigation of microbes in food products, or in the production or environment of food products. In principle, Surveys shall be no longer than four printed pages (less than 8 double-spaced pages, including figures and tables for English manuscripts).
  - 6) Case Studies: General descriptions and findings for cases including food poisoning, food- and water-borne diseases, and food putrefaction or deterioration are presented as Case Studies. In principle, these shall be no longer than four printed pages (less than 8 double-spaced pages, including figures and tables for English manuscripts).
  - 7) Documents: Information and data that may be useful to members of the Society are published in this section. Examples include summaries of food-borne diseases in foreign countries, and food microbe standards and criteria (testing procedures). In principle, these shall be no longer than six printed pages (for English manuscripts; less than 11 double-spaced pages, including figures and tables).
  - 8) Techniques: Items that analyze and introduce techniques and data regarding new food microbe testing methods. In principle, these shall be no longer than six printed pages (for English manuscripts; less than 11 double-spaced pages, including figures and tables).
  - 9) Others: Lectures, Book Reviews, Society notices and articles, submissions to the Reader's Page, and changes in Society bylaws.
3. Contributors are responsible for the printing costs, including those for pages in excess of the given limits, color photographs, reprints (30 copies are provided for free), and proofreading for papers written in English.

4. Submit your paper with cover page by e-mail. Submit a pdf file. If you cannot create pdf, an MS Word file is also acceptable.

Address for submissions: Bon Kimura, Faculty of Marine Science, Tokyo University of Marine Science and Technology, 4-5-7 Konan, Minato-ku, Tokyo 108-8477, Japan

Tel/Fax: +81-3-5463-0603, e-mail: [kimubo@kaiyodai.ac.jp](mailto:kimubo@kaiyodai.ac.jp)

## ■ Style Guidelines

1. Use internationally recognized symbols for units and abbreviations, such as the following: m cm mm nm L ml  $\mu$ l  $\mu$ m g mg °C M mM hr min sec
2. For the scientific names of bacteria and actinomycetes, observe the International Code of Nomenclature of Bacteria. For molds and yeasts, adhere to the International Code of Botanical Nomenclature. Use italics for these names, but do not use italics for the salmonella serogroup, as in "S. Tryphimurium".
3. Number tables and figures in order of appearance starting with "Table 1" and "Figure 1." Group all tables and figures on separate sheets following the main text, and indicate desired insertion points with a note in the margin of the main text. Print original figures clearly in black and white on white paper.
4. Photographs: Submit glossy high-contrast photos.
5. References: In-text citations should be given using Arabic number(s) followed by a right parenthesis; e.g., "8, 11, 29". In the Reference section, do not separate Japanese literature and English literature. List all references in alphabetical order by lead author name. Include the names of all authors.

### Reference Example

For journals, use the following style:

Author name(s): Title. Journal name (Abbreviated according to "BIOSIS (BIOSIS Serial Sources) "or "CASSI (Chemical Abstracts Service Source Index) ", Volume No., page-page (Year).

- 1) Filtenborg, O., Frisvad, J. C. and Svendsen, J.A.: Simple screening method for molds producing intracellular mycotoxin in pure cultures. *Appl. Environ. Microbiol.*, 54:581-585 (1983).

For books, use the following style:

Author name(s): Title. Book title. Editor name(s), page-page, Publisher, Publisher location (Year).

- 1) Nakanishi, H., Murase, M., Nukina, M., Takizawa, K., Asakawa, Y. and Sakazaki, R.: Present aspects of *Salmonella* contamination of meat in Japan. Control of the microbial contamination of foods and feeds in international trade: Microbial standards and specifications. Kurata, H. and Hesseltine, C. W.(eds.). p.121-132, Saikon Publishing, Tokyo

(1982).

For official notices, bureau/agency chief announcements, etc., follow the example below.

- 1) International Organization for Standardization. EN ISO 16140. Microbiology of food and animal feeding stuffs. Protocol for validation of alternative methods. ISO, Geneva, Switzerland (2003).

For patents, follow the example below.

- 1) Ohashi, M. and Adachi, O.: U.S. Patent 5565329 (1996).

The following should not be cited as references: personal communications, lecture summaries (including those of general lectures and symposia), Internet websites, and unpublished work. However, these sources may be cited in the main text in parentheses when unavoidable.

6. Attach a title page to the submission that includes the title, author name(s), affiliations and addresses.

e.g.

Studies on Behaviors of *Bacillus cereus* in Milk

Haruka Amano<sup>\*1</sup>, Mina Tanaka<sup>\*2</sup> and Sachio Umino<sup>\*3</sup>

(<sup>\*1</sup>Nagoya City Public Health Research Institute, Hagiya-cho, Mizuho-ku, Nagoya 467-8615)

(<sup>\*2</sup>National Institute of Health Sciences, Kamiyoga, Setagaya-ku, Tokyo 158-8501)

(<sup>\*3</sup>Tokyo University of Marine Science and Technology, Kona, Minato-ku, Tokyo 108-8477)

Notes:

- 1) The title page should be limited to one page (No limit to the number of characters per line or the number of lines)
- 2) For the addresses, include the name of city and country.

Addendum (as of April 2000)

1. A fee of 5,000 JPY is charged per submission, and 10,000 JPY per journal page in excess of the given page limits. These are to be paid after the manuscript is accepted.
2. For each published manuscript, 30 free reprints are provided. Additional reprints shall, in principle, be ordered in units of 50 with the pricing based on number of pages and number of units, as shown in the tables below. Note that the reprint fees vary depending on whether a cover sheet is included.

Printed pages (JPY) (Without cover sheet)

number of pages	Number of reprints					
	50	100	150	200	250	300
2	5,500	8,000	10,500	13,000	15,500	18,000
4	6,000	9,000	12,000	15,000	18,000	21,000
6	6,500	10,000	13,500	17,000	20,500	24,000
8	7,000	11,000	15,000	19,000	23,000	27,000
10	7,500	12,000	16,500	21,000	25,500	30,000

Printed pages (JPY) (With cover sheet)

number of pages	Number of reprints					
	50	100	150	200	250	300
2	12,600	15,600	18,600	21,600	24,600	27,600
4	13,100	16,600	20,100	23,600	27,100	30,600
6	13,600	17,600	21,600	25,600	29,600	33,600
8	14,100	18,600	23,100	27,600	32,100	36,600
10	14,600	19,600	24,600	29,600	34,600	39,600