

## Author Checklist for the Journal of Japanese Association of Zoos and Aquariums

Editorial Board of the Journal of Japanese Association of Zoos and Aquariums

This checklist is intended to facilitate the proofreading and editing of the *Journal of Japanese Association of Zoos and Aquariums*, thereby ultimately reducing the workload of authors, reviewers, and editorial board members. When submitting a manuscript, authors are requested to check  each of the following items (mark  if not applicable in the manuscript) and attach this completed checklist to their submission.

<b>1. General Requirements for Submission</b>	
● The author is affiliated with the Japanese Association of Zoos and Aquariums (JAZA) or has been recommended by the director of a JAZA-affiliated zoo or aquarium.	<input type="checkbox"/>
● A letter of recommendation from the director of a JAZA member zoo or aquarium is attached (not required for staff of member institutions).	<input type="checkbox"/>
● The manuscript contains content that is distinct from any work previously published by the author.	<input type="checkbox"/>
● All experiments and observations related to this manuscript were conducted in accordance with the JAZA Animal Welfare Regulations and Animal Welfare Standards.	<input type="checkbox"/>
● The completed “Author Checklist for the Journal of the Japanese Association of Zoos and Aquariums” has been attached to the manuscript.	<input type="checkbox"/>
<b>2. Manuscript Structure</b>	
● On the first page, the type of article (Reviews, Full Papers, Short Reports, Case Reports, Data/Resource Notes, and Special Contributions), the title, author name(s), affiliation(s) and their location(s) (including postal code), and keywords (for Reviews, Full Papers, Short Reports, and Case Reports) are indicated.	<input type="checkbox"/>
● At the end of the first page, the name of the corresponding author, affiliation, address, fax number, and e-mail address are provided.	<input type="checkbox"/>
● From the second page onward, the sections are arranged in the following order: Summary, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Abstract, and References (for Reviews and Full papers).	<input type="checkbox"/>
● Keywords are listed immediately below the Abstract for Reviews, Full Papers, Short Reports, and Case Reports (not required for Data/Resource notes or Special contributions).	<input type="checkbox"/>
<b>3. Notes on Writing</b>	
● From the “Introduction” section onward, the first mention of each species in the main text includes its scientific name, which is written in italics.	<input type="checkbox"/>
● Units should be written in half-width Roman characters and follow the style shown in the following examples: mol, mmol, N, %, m, cm, mm, μm, nm, pm, L, mL, μL, t, kg, g, pg, h, min, sec, rpm, Hz, Bq, mBq, μBq, kBq, cpm, ppm, °C, etc. Environment-dependent characters should not be used.	<input type="checkbox"/>
● The manuscript is formatted with 30-mm margins on all sides, and 22 lines per page.	<input type="checkbox"/>
● The manuscript includes page numbers, and each line is sequentially numbered in the left margin.	<input type="checkbox"/>
<b>4. Ethical Considerations</b>	
● The research was conducted in accordance with the JAZA Animal Welfare Regulations and all applicable laws and regulations.	<input type="checkbox"/>
● For any procedures considered to be invasive to the animals, the following aspects were thoroughly reviewed.	<input type="checkbox"/>

<p>1. The research is necessary for the benefit of both the animals involved and the institution.</p> <p>2. The study is conducted in accordance with the principles of the 3Rs (Replacement, Reduction, and Refinement).</p> <p>3. The research has received approval from the author’s affiliated institution.</p>	
<ul style="list-style-type: none"> <li>● For research involving human subjects, appropriate measures were taken to protect participants’ personal information and privacy. In cases where personal information was collected, participation was entirely voluntary, and individuals were free to decide whether or not to participate.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● The above considerations have been stated in the main text.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● A JAZA member (zoo or aquarium director) has verified that all of the above requirements have been met.</li> </ul>	<input type="checkbox"/>
<b>5. Reference Citations</b>	
<ul style="list-style-type: none"> <li>● In-text citations should follow the style shown in the following examples: “...has been reported (Koga, 1962; Koga and Suzuki, 1962; Ojha et al., 1986)” or “According to Koga (1962), ...; Asakura and Nakagawa (1997) reported that ...; Tashiro et al. (1996) stated that ...”</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● The reference list includes only publications cited in the text, and all citations are listed in full.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● References are listed in alphabetical order by the surname of the first author, followed by those of the co-authors.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● When citing multiple works by the same author in the reference list, single-author works are listed first, followed by works with one co-author, and then works with two or more co-authors. When citing two or more works by the same author published in the same year, the works are arranged in order of publication date, and the letters “a,” “b,” etc. are added after the year.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● The format of the reference list follows the examples provided in the Instructions for Authors.</li> </ul>	<input type="checkbox"/>
<b>6. Figures and Tables</b>	
<ul style="list-style-type: none"> <li>● Figure and table placement is indicated in the right margin of the manuscript.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● All figures (including photographs) are numbered consecutively in the order of their appearance in the text and labeled as Fig. 1, Fig. 2, etc.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● No typographical errors are present in the figures.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● Figures should ideally be prepared to print at a width of approximately 7 cm or 14 cm, with text and lines designed to remain legible after reduction.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● All tables are numbered consecutively in the order of their appearance in the text and labeled as Table 1, Table 2, etc.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● Wherever possible, tables are formatted using horizontal lines only.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● Titles and captions for all figures and tables are provided on a separate sheet.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● Color printing is requested for figures and tables (indicate for each item individually).</li> </ul>	<input type="checkbox"/>
<b>7. Status of English proofreading (check one of the following):</b>	
<ul style="list-style-type: none"> <li>● Edited by a professional English editing service; certificate attached.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● Not edited. <ul style="list-style-type: none"> <li>1. The author will request editing by a professional English editing service.</li> <li>2. The author will request editing by the Editorial Board.</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

Note: Please check the current status of English editing. If the manuscript has not yet been edited, please be advised that formal editing will be required prior to final acceptance.