

Journal of Japanese Association of Zoos and Aquariums

Submission guidelines

(Revised December 2025)

1. Published Manuscripts. “Journal of Japanese Association of Zoos and Aquariums” publishes six types of papers: Reviews, Full Papers, Short Reports, Case Reports, Data/Resource Notes, and Special Contributions. All submitted papers will be reviewed by the Editorial Board or reviewers commissioned by the Editorial Board, and the Editor-in-Chief will decide on acceptance or rejection after consultation with the Editorial Board members. We do not accept manuscripts that raise ethical concerns regarding the treatment of animals.

2. Classification of Manuscripts. The submission categories and maximum manuscript lengths are generally as follows in principle.

(1) Review: Achievements recognized in the academic field of zoos and aquariums, explaining recent domestic and international research trends, etc. Length should not exceed 8 printed pages.

(2) Full Paper: Papers on the dissemination of academic knowledge, and research. Length should not exceed 6 printed pages.

(3) Short Report: Short papers on the dissemination of academic knowledge, and research. Length should not exceed 4 printed pages.

(4) Case Report: Short papers on case reports and case studies. Length should not exceed 4 printed pages.

(5) Data/Resource Note: Articles providing explanatory introductions to academic information, statistics, etc., related to the dissemination of academic knowledge, and research. Length should not exceed 4 printed pages.

(6) Special Contribution: Article compiled as reports summarizing the outcomes of symposia or other events organized by the Association. No limit is set on manuscript length. The organizer shall act as the corresponding representative, compile all manuscripts, ensure consistency in format, and submit them collectively as a single package.

3. Author. The author must be recommended by officials or members of JAZA.

4. Manuscript Preparation. The manuscript must be written using A4-sized paper with margins set to 30mm on all sides. Each page should consist of 22 lines. Page numbers should be included, and sequential line numbers starting from the first page of the manuscript must be placed in the left margin. Times New Roman font (11 point) should be used for all text and tables.

5. Outline of Manuscript Format.

(1) Title page: At the top of the first page of the manuscript, it is necessary to include the desired publish type (Reviews, Full Papers, Short Reports, Case Reports, Data/Resource Notes and Special Contributions). Following this, the title (a Japanese title must also be provided), author names, affiliations, and their addresses (including postal code) must be provided. In cases where the Editorial Board deems the title to be lengthy, submission of a shortened title may be requested. Lastly, the name, affiliation, address (including postal code), Fax number, and email address of the corresponding author must be included.

(2) Abstract: On the second page, provide a summary not exceeding 300 words for Reviews and Full Papers, and 150 words for Short Reports and Case Reports. For Reviews, Full Papers, Short Reports, and Case Reports (excluding Data/Resource Notes and Special Contributions), include 5 keywords. The abstract must not contain any undefined abbreviations or unspecified references. A Japanese translation of the abstract shall be provided immediately below the English version, and it shall not exceed 600 Japanese characters. For Special Contribution, the inclusion of an abstract shall be at the discretion of the author.

(3) The text of the paper from the third page onwards should be divided into the following sections: Introduction; Materials and methods; Results; Discussion; Acknowledgments; References; Table and Figure legends. For other article types, there is no subdivision from Introduction to Discussion. The text structure of Data/Resource Notes and Special Contributions can be adjusted at the discretion of the authors, but the final decision is determined through consultation with the Editorial Board.

(4) Major headings shall be written in Arial font in all bold uppercase, centered, with one line space above and below. Subheadings and minor headings may be added as necessary. Major and subheadings should not be numbered. Subheadings shall be written in Arial font in bold with only the first letter capitalized, left-aligned, with the main text starting on the next line in Times New Roman font, indented by three characters. Minor headings shall also be written in Arial font with only the first letter capitalized, indented by three characters from the left margin, followed by a period. The text shall begin three characters space after the heading, written in Times New Roman font.

(5) If deemed necessary by the Editorial Board, the author(s) should have the manuscript proofread in English by an expert. The cost of this service shall be borne by the author(s), and a certificate of proofreading must be attached to the manuscript upon submission.

6. Research Ethics.

(1) Consideration for Animal Research Ethics:

All animals must be handled in accordance with the *Animal Welfare Guideline* established by the Japanese Association of Zoos and Aquariums (JAZA). Research must be designed and conducted in compliance with the *Act on Welfare and Management of Animals* and related regulations, and in accordance with the international principle of the “3Rs” in animal experimentation: Replacement—to employ alternatives to animal use whenever scientifically

feasible; Reduction—to minimize the number of animals used to the extent necessary to achieve the scientific purpose; and Refinement—to minimize pain and distress to animals within the limits required for the research. Where applicable, approval from the institution's ethical review committee is desirable, and at minimum, approval from the head of the relevant department must be obtained.

(2) **Compliance with Laws and Regulations:**

The handling of animals (both live specimens and samples) used in research must comply with all relevant laws, regulations, and institutional requirements.

(3) **Research Involving Human Subjects:**

Personal information and privacy of human subjects must be adequately protected. In research involving the collection of personal information, subjects must be given the opportunity to freely decide whether or not to participate in the study.

7. Scientific Name. Scientific names of animals and plants should be written in *italics* in accordance with the rules of biological nomenclature, as stipulated in the *International Code of Zoological Nomenclature*. In the main text, the scientific name must be provided at the first mention of the common name. In the abstract, the scientific name should accompany the first occurrence of each species name. After the first mention, the genus name should be abbreviated to its initial letter.

8. Characters, Numbers, Abbreviations, and Units. The manuscript shall be written in Times New Roman font. When abbreviations are used, the full term must be provided at its first occurrence in the text, followed by the abbreviation in parentheses, e.g., Japanese Association of Zoos and Aquariums (JAZA).

Units of measurement shall conform to the International System of Units (SI). Commonly used units include:

mol, mmol, μmol , N, %, m, cm, mm, μm , nm, pm, cm^2 , m^2 , L, mL, μL , t, kg, g, mg, μg , ng, pg, h, min, sec, rpm, Hz, Bq, mBq, μBq , kBq, cpm, ppm, °C, J, lx

9. Cite References. The citation of quoted references within the text is as follows:

In the case of indirect citation: (Koga, 1962), (Holland and Jennings, 1997; Ojha et al., 1986)

In the case of direct citation: Koga (1962), Holland and Jennings (1997), Ojha et al. (1986)

10. References. Reference entries should be listed alphabetical order by the last name of the first author. When citing multiple papers by the same author, list single-authored papers first, followed by those with one co-author, and then those with two or more co-authors. For multiple papers by the same author published in the same year, distinguish them by adding 'a.', 'b.' after the year of publication in the order of their release. Additionally, the full title of the journal should be written without abbreviation.

Example of reference list formatting:

(1) English journal paper:

Holland, M. and Jennings, D. (1997) Use of electromyography in seven injured wild birds. *Journal of the American Veterinary Medical Association*, 211 (5): 607–609.

(2) Japanese journal papers:

Kishino, T. and Shinomiya, A. (2003) Upstream migration of Ryukyu-ayu *Plecoglossus altivelis ryukyuensis* in the Yakugachi River, Amami-oshima Island, Japan. *Nippon Suisan Gakkaishi* 69: 624–631. (In Japanese)

(3) Book:

Feduccia, A. (1999) *The Origin and Evolution of Birds* (2nd ed.). Yale University Press, London, 466pp.

(4) Single contributions in a book:

Wells, R. S. and Scott, M. D. (1999) Bottlenose dolphin *Tursiops truncatus*. In: Ridgeway, S. H. and Harrison, S. R. (eds) *Handbook of Marine Mammals*, 6, *The Second Book of Dolphins and Porpoises*. Academic press, New York, pp137–182.

(5) Japanese books:

Ikeda, H. and Nakabo, T. (2015) *Fishes of the Pacific coasts of southern Japan*. Tokai University Press, Hadano, 597pp. (In Japanese)

(6) Single contributions in a Japanese book:

Tachihara, K. (2014) *Plecoglossus altivelis ryukyuensis*. In: Ministry of Environment (ed) *Red data book 2014, threatened wildlife of Japan*. Gyosei Corporation, Tokyo, pp52–53. (In Japanese)

Amaoka, K. (1984) *Plectrogenium nanum* Gilbert. In: Masuda, H., Amaoka, K., Araga, C., Ueno, T. and Yoshino, T. (eds). *The fishes of the Japanese Archipelago*. Tokai University Press, Tokyo, pp301–302, pl281. (In Japanese)

(7) Websites:

International Union for Conservation of Nature and Natural Resources (2016) *The IUCN Red List of Threatened Species, Version 2016-1*, available at <https://www.iucnredlist.org/> [Verified 20 July 2016]

Pierce, S. J., Grace, M. K. and Araujo, G. (2021) *Rhincodon typus* (Green Status Assessment). In: *The IUCN Red List of Threatened Species 2021*, e.T19488A1948820213. Available at <http://www.iucnredlist.org/details/19488> [Verified 19 January 2022]

(8) Onlinejournal:

Peterson, M. J., Mueter, F., Criddle, K. and Haynie, A. C. (2014) Killer whale depredation and associated costs to Alaskan sablefish, Pacific halibut and Greenland turbot longliners. *PLOS ONE* 9: e88906

EPBC Act (1999) *Environmental Protection and Biodiversity Conservation Act*. Commonwealth Government of Australia, Canberra.

<https://www.legislation.gov.au/Details/C2014C00506>

(9) Online movies:

The University of Birmingham (2010) The University of Birmingham experience.

<https://www.youtube.com/watch?v=YLxV5L6IaFA> [Verified 18 June 2015]

11. Tables and Figures. Figures should be prepared in JPEG, TIFF, or PowerPoint (PPT/PPTX) format, with a horizontal width of either 7cm or 14cm for publication. For black-and-white figures, the resolution should be at least 1,200dpi, and for grayscale and color figures, at least 300dpi. The intended insertion position of Tables and Figures should be clearly indicated in the right margin of the main text. The preparation of Figures and Tables should follow the instructions below:

- (1) Figures and photographs shall be numbered sequentially as Figure 1, Figure 2, Figure 3, etc.
- (2) As figures cannot be proofread during the production process, author(s) must carefully check for typographical or labeling errors before submission.
- (3) The final size of figures should preferably be approximately 7 cm or 14 cm in width, taking into consideration the reduction scale and adjusting the font and line thickness accordingly.
- (4) Tables shall be numbered sequentially as Table 1, Table 2, Table 3, etc.
- (5) Tables should be created with horizontal lines only, wherever possible.
- (6) Titles and captions for all figures and tables should be provided on a separate sheet.
- (7) Additional charges will apply for color printing of figures and tables. Please indicate clearly if color printing is desired.

12. Footnotes. When footnotes are necessary, mark them with asterisks (*1, *2, *3, etc.) placed at the upper right of the corresponding words or phrases, and provide the corresponding explanations at the bottom of the page.

13. Order of Publication. In principle, articles shall be published in the order of their acceptance.

14. Charges to Be Borne by the Author.

- (1) Actual expenses, such as English proofreading and layout tracing.
- (2) Excess page charges for pages exceeding the limit specified for each article type.
- (3) Printing costs for color figures and tables, as well as for more than six black-and-white figures or tables in total.
- (4) Reprint charges for quantities exceeding 50 copies (please indicate on the Author's Checklist if desired).
- (5) Charges for reprint data (PDF format). Please note that the applicable charges are listed at the end of these submission guidelines.

15. Submission of Manuscript. Manuscripts should be submitted electronically to the Editorial Board in the following formats:

- (1) Main text and Figure legends: Microsoft Word file
- (2) Figures: JPEG, TIFF, or PowerPoint (PPT/PPTX) files
- (3) Tables: Excel or Word files

If hard copy submission is preferred, one original and two copies of the manuscript must be provided, together with three sets of original figures and tables. Submitted materials will not be returned. Upon acceptance, the final version of the manuscript shall be submitted in digital form via CD-ROM, email, or other electronic means.

When submitting, please fill out the Author's Checklist and attach or enclose it with the manuscript. The English version of the checklist can be downloaded from the JAZA official website at <https://www.jaza.jp/publication/magazine> and used as needed.

Submission and Inquiry Contact: Japanese Association of Zoos and Aquariums

Journal of JAZA Editorial Board

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Please note that messages unrelated to manuscripts cannot be handled through this contact address.

16. Copyright. Upon acceptance of the manuscript, Copyright on any article is retained by the Japanese Association of Zoos and Aquariums. Prior permission from the association is required for secondary use of the paper and for reprinting of figures and tables.

17. Personal Information. Only information for which prior permission has been obtained from the author will be published in this journal.

Charges according to Submission Guidelines:

1. English proofreading charge: ¥20 per word
2. Excess page charge (for pages exceeding specified page count for each article type): ¥10,000 per page
3. Separate printing charge (for quantities exceeding 50 copies): ¥10 per copy per page
4. Separate printing data (PDF) charge: ¥5,000
5. Excess figure/table printing charge (for more than 6 items): ¥1,100 per item
6. Printing cost for color figure/table: ¥43,000 per item per page*

*Additional ¥3,000 per additional item on the same page.