

Check Sheet for Submissions for the Journal of the Faculty of Agriculture, Kyushu
University

Typical mistakes often seen in submitted manuscripts are explained below. For further information, please refer to the Submission Guidelines for the Journal of Faculty of Agriculture, Kyushu University

Cover Page

- Running head* (*Title and author's name*) must be written in *Italics* (Upper Margin).
If there are two authors, write as *A and B*. If there are more than three authors, write as [*Top author et al.*].
- Capitalize the first letter of each word of the **title in bold**, and the title must be written in the center.
- If authors belong to different universities or faculties, please distinguish by placing a numerical superscript on the authors' names.
- Place an asterisk to indicate the corresponding author.
- You must write the **author's name in bold**, last name in capitalized letters, and must be centered.
- The laboratory name under the authors' names must be the laboratory of the faculty the author belongs to at Kyushu University.
- Write a formal notation for the Graduate Student, Undergraduate Student, and/or Research Student in a footnote.
- Write the e-mail address of the corresponding author in a footnote.

**Example of Cover Page for the Journal of the Faculty of Agriculture, Kyushu
University (Page 1)**

Running head: *Short title, A. KYUDAI et al.*

Title of Manuscript

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Important Notes

- Please submit the submission application form along with one copy of it.
- Please submit a printed (hard-copy) paper and an electronic copy via recorded media (the text and figures/tables must be submitted as separate files).
- Length of the ABSTRACT must be up to 300 words.
- The layout must be double-spaced (27 lines/page)
Please write in this order: ABSTRACT, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENTS, REFERENCES, Table Legends and Figure captions, Tables, Figures (photos as well).
- Chapter titles must be written in all capital letters and centered.
- Paragraph titles** must be written in **bold (no level numbers necessary)**.
- Any clause or other minor section titles* must be written in *Italics* (no level numbers necessary).
- Terms or signs in *Italics*

- *University's Name, et al., ex, ibidem (ibid) , in litteris (in litt.), in vacuo, in vitro, in vivo, per os.*
- *Signs that stand for physical and variable quantities.*
- *Subscripts or superscripts that show physical and variable quantities.*
- *Signs of **vector quantity (bold and Italics)***

- Please use the International System of Units(SI)
- Appended figures and appendix tables must be labeled as **Table 1.,Table 2.,--, Fig.1., Fig.2.,--in bold.**
- Please make detailed instructions on where to put appended figures and appendix tables in the text (in the manuscript paper's margin)
- For citation within the text, you must note the author's surname and the year of publication.

For example: It was reported that--- (Tanaka and Koshiha, 2002). Davidson *et al.* (1995) analyzed ---.

References

- List your references in alphabetic order by the cited authors' last names.
- If references have the same authors, list them in the order they were published, earliest publications coming first. If the years of publications are the same, label them with a, b, or c, following the year.
- Citation for Journals – Author's name, year, title, *journal's name (in Italics)*, **volume (in bold)**, and page numbers.

For example: Smith, J. O., R. L. Lemaster and M. A. Jones 1961 The effect of cortisone on the release and metabolism of thyroid hormone. *J. Invertebr. Phys.*, **10**: 55-90.

- Citation for a Book (*Title must be in Italics*)

For example: Lack, D. 1947 *Darwin's Finches*. Cambridge Univ. Press, Cambridge (England) pp.15-18.

- Citation for a translated Version(*Title must be in Italics*)

For example: Lysenko, T. D. 1946 *Heredity and Its Variability*. Transl. by T. Dobzhansky, King's Crown Press, New York.

- Citation for a paper which is listed in a book or books in series (write “*In*” in *Italics*, and the title must be in brackets “.....”)

For example: Stern, H. 1960 Biological synthesis of deoxyribonucleic acid. *In* “Methods in Biochemistry”, Vol. 4, ed. by G. Hopkins and O. Smith, Academic Press Inc., New York, pp.210-300.