

INSTRUCTIONS TO AUTHORS

Edaphologia

Originally Established in May 1978

(Final Revision in Japanese in June 12, 2024)

Final Revision in June 12, 2024

Aim and scope

Edaphologia publishes peer reviewed original articles and short communications describing various fields of soil animal science including taxonomy and ecology. The scope of this journal consists of fundamental and applied aspects of soil animal science; points include community dynamics of animals in soil, their interaction with soil processes, and the taxonomic report.

1. The Japanese Society of Soil Zoology (JSSZ) publishes papers in all fields of Soil Zoology as REGULAR ARTICLES, SHORT COMMUNICATIONS, REVIEWS, CORRESPONDENCE, and the JSSZ Official Proceeding Records, and so on. Regular Articles and Short Communications present new and original findings on soil zoology that have not been published or submitted for publication. Regular Articles, Short Communications and Reviews will be reviewed by two or more experts in the field.

It is up to the contributor to decide whether or not to have the paper for the JSSZ Award reviewed. If the paper is peer-reviewed, it will be published as an article of the category of “Reviews”; if not, it will be published as a “Commemorative Paper for the JSSZ Award”.

If it is judged that the content of the received paper does not match the purpose of this journal, or that the format is significantly different from that specified in the submission rules, it may be returned at the discretion of the Editorial Committee. For the detailed submission guidelines for the “Correspondence” section, please refer to the website of the Japanese Society of Soil Zoology.

2. *Edaphologia* is only open to JSSZ members. A JSSZ member can make a submission to the journal as a corresponding author and/or first author with non-members. A non-member invited by the editorial board can submit as a corresponding author and/or a first author.

3. Ethical responsibilities of authors and authorship principles: Authors should follow the guidelines (Section IV: Presenting Research Results) issued by the Japan Society for the Promotion of Science (https://www.jsps.go.jp/j-kousei/data/rinri_e.pdf). In addition, based on the Access and Benefit-Sharing (ABS) of the Convention on Biological Diversity (CBD), the authors are also required to properly comply with the international legislation concerning the use of genetic resources, along with the legislation of the country where the specimens are collected. It is also recommended that, in the manuscript, the authors include proper evidence of the correct compliance of the ABS regulation (*e.g.* code numbers of official documents, names of local institutional contacts, etc.) If necessary, the ABS advisory editor will provide suggestions and recommendations on the correct compliance of the ethical responsibilities conducted by the authors.

4. When the author sends the revised manuscript back to the editorial committee, each reviewer's comment must be answered, indicating which part was modified and how. If the reviewer's comments are partially or completely unacceptable, please provide reasons and explanations in your response. The editors will make a final decision based on the judgments of the reviewers.

5. Manuscripts should be submitted as file attachments via e-mail better or sent by post on a CD-R. The text should be prepared in MS Word file format (.doc, .docx). The tables and figures should be prepared in PDF file format (.pdf). Total files limited to 5 MB Manuscript as attachment files should be submitted to Managing Editor (jssz.edaphologia@gmail.com) by e-mail with official submission form¹⁾. If an irregular format (not as above, PDF) or high-resolution figure is needed for reviewing, please contact the Managing Editor before submission.

If a non-electronic manuscript is prepared for submission, please prepare it as a double (2) photocopy sets with the original manuscript and send to the Managing Editor by Japan Post Co., Ltd. registered mail.

¹⁾ Submission Form can be downloaded from the JSSZ web site (<https://japan->

soilzool.jp/).

6. Regular Article and Review Organization

The organization of an original paper, only in English, should be as follows: (1) Title; (2) Author(s); (3) Affiliation(s) and Address(es); (4) Corresponding author ²⁾ with e-mail address; (5) Abstract (maximum 300 words; references should be avoided); (6) Keywords (maximum in 6 words, in alphabetical order); (7) Text; (8) References; (9) Running Title (maximum 50 letters).

For the Table of contents, author(s) are recommended to provide the Title in Japanese. If not provided, it will be provided in the Journal via Editorial Board translation.

²⁾ Corresponding author takes full responsibility for paper substance and contact information.

7. Country names should be provided using English names (*e.g.* Japan, not Nippon)

8. Short Communications present new and original findings on soil zoology, which includes a preliminary paper or important distribution record, and should not exceed four (4) printed pages.

Submissions for consideration as Short Communications should explain the need for urgent publication using a cover letter. Organization of Short Communications should follow Article 7.

9. References

References should be listed at the end of the manuscript. If the first author is the same, single-authored references should be listed first in order of year of publication, followed by co-authored references. Co-authored references should be listed in alphabetical order of the second author's name and the third author's name, with the least number of co-authors listed first.

References should be cited in the text as follows:

Fukuyama (2008) suggested that ..., Fukuyama and Ishii (2008) suggested that..., Fukuyama *et al.* (2008) reported ..., (Ishii, 2002a, b; Ishii and Kosaku, 2003; Fukuyama,

2007, 2008; Kosaku *et al.*, 2008), (Fukuyama, K., personal communication)

All references cited in the text should be listed in the REFERENCES section in alphabetical order as shown below:

- Yachi, S., Ohtaka, A. and Kaneko, N., 1995. Community structure and seasonal changes in aquatic oligochaetes in an organic paddy field in Japan. *Edaphologia*, 90: 13–24.
- Aoki, J. and Harada, H., 1978. Investigations on soil fauna of the Bonin Islands. I. Soil arthropod communities. *Memoirs of the National Science Museum*, 11: 91–106. [in Japanese with English summary]
- Wallwork, J. A., 1976. *The Distribution and Diversity of Soil Fauna*. Academic Press, London.
- Tamura, H. and Zhao, L., 2000. Collembola of Yunnan, southwest China I. Onychiuridae, Hypogastruridae, Pseudachorutidae and Isotomidae. pp. 163–167, *In: Taxonomical Studies on the Soil Fauna of Yunnan Province in Southwest China* (eds. Aoki, J., Yin, W. and Imadaté, G.), Tokai University Press, Tokyo.
- Subías, L. S., 2018. Listado sistemático, sinonímico y biogeográfico de los ácaros oribátidos (Acariformes, Oribatida) del mundo (except fósils). [Original publishing in 2004. *Graellista*, 60: 3–305.] Online at http://bba.bioucm.es/cont/docs/RO_1.pdf (Accessed 5 Jun. 2018).

References with seven or more authors can list the first six authors, followed by “et al.”

10. Manuscripts should be double-spaced with a white background and 2.5 cm margins on all sides on A4 paper. It is the author's responsibility to make sure that the manuscript is clearly written and grammatically correct. All manuscript lines and pages must be numbered successively. The use of footnotes to the text is not recommended. Handwriting is not permitted.

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STAGE.

21. Changes in this provision shall be at the discretion of the JSSZ Editorial Board.

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