

## INSTRUCTIONS FOR AUTHORS

### About us

*Galaxea, Journal of Coral Reef Studies (Galaxea, J Coral Reef Stud)* is the official publication of the Japanese Coral Reef Society in English. This is an open access electronic journal, which publishes articles related to many aspects of coral reefs (see topics below). Four types of manuscripts are accepted: Review article, Original paper, Note, and Photo-gallery. Submission of manuscripts from non-members of the Society is welcome.

### 1. Submission of manuscript

Manuscripts in PDF or MS-Word format should be submitted to by [galaxea@jcrs.jp](mailto:galaxea@jcrs.jp) e-mail attachment. Please submit your manuscript in one file including tables and figures and use the file name consisting of the surname of the first author and the date of submission (Year/Month/Day/category); e.g., "Yamazato20161205Original". The maximum size of the attachment file should be less than 20MB. When the manuscript is accepted for publication, authors are requested for independent files of Figures in high resolution (tiff, jpeg, pdf) and Tables (Excel or text). Authors are encouraged to suggest 4 possible reviewers with their names, e-mail addresses and institutions in the cover letter. All co-authors are responsible for the manuscript.

Please indicate the type of the manuscript (see point "2. Types of manuscripts") in the cover letter, as well as an e-mail address, and the telephone number of the corresponding author. Please select a topic from (1) Biology, (2) Ecology, (3) Biodiversity, (4) Environment and Conservation, (5) Biogeochemistry, (6) Geology and Physical Geography, and (7) Social Science. The submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication elsewhere; that its publication has been approved by all co-authors. Please prepare manuscripts following the instructions below. Spelling should follow either US or UK standards but must be consistent throughout the manuscript.

Submitted manuscripts will be sent by the Editor-in-Chief to a Topic Editor based on the subject, by the Editor-in-Chief. The Topic Editor will select reviewers and recommend a decision on the manuscript. The Editor-in-Chief, Assistant Editors or Topic Editors will take the final decision on the manuscript.

For manuscripts previously submitted to other journals, if authors include previous editor's and reviewers' comments along with their responses, we may consider them for rapid assessment. In this case, please provide an additional file explaining how the manuscript was revised in response to the comments one by one.

### 2. Types of manuscripts

#### 1) Original paper

Manuscripts normally not exceeding 12 printed pages (approximately 8,000 words). Original papers are organized as follows: (1) Title page, (2) Abstract, (3) Introduction, (4) Materials and Methods, (5) Results, (6) Discussion, (7) Acknowledgments, (8) Compliance, (9) References, (10) Tables, (11) Figure legends, and (12) Figures or Plates.

#### 2) Note

Short communications (2-4 printed pages) combining results and discussion in the same section. Notes are organized as follows: (1) Title page, (2) Abstract, (3) Introduction, (4) Materials and Methods, (5)

Results and Discussion, (6) Acknowledgments, (7) Compliance, (8) References, (9) Tables, (10) Figure legends, and (11) Figures or Plates.

#### 3) Photogallery

Scientifically interesting high quality photographs (one single photograph or one combined photographs, minimum 300 dpi resolution) with a short explanatory text (1 printed page). Due to the space limitation, photogalleries can include up to 4 references.

#### 4) Review article

Manuscripts normally not exceeding 12 printed pages (approximately 8,000 words). Review articles are organized as follows: (1) Title page, (2) Abstract, (3) Introduction, (4) Sections of the main text, (5) Acknowledgments, (6) Compliance, (7) References, (8) Tables, (9) Figure legends, and (10) Figures or Plates.

### 3. Manuscript preparation

The original manuscript should be typed, double-spaced, on one side of A4 sized sheet with margins of at least 2.5 cm. Please use the font Times New Roman 12 point for text. All pages should be numbered starting from the title page.

#### Title page

The title should be concise and informative. The title page should include;

- The names of authors
- The affiliation(s) and address (es) of the author(s)
- The e-mail address, telephone number of the corresponding author.
- A short running title of no more than 50 characters
- 4 to 6 keywords

#### Abstract

Each paper must be preceded by an abstract stating the rationale for the study and presenting the most important results and conclusions in no more than 250 words.

#### Abbreviations

Should be defined when first mentioned in the abstract and again in the main body of the text and used consistently thereafter.

#### Acknowledgments

These should be as brief as possible. Any grant that requires acknowledgments should be mentioned. The names of funding organizations should be written in full.

#### Compliance

Sampling procedures must comply with national and international legal requirements and local regulations, and the number of the permit for sample collection must be properly described. Please include details of all permissions, licences and/or approvals granted to carry out the research.

#### References

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications should only be mentioned in the text. Citations in the text should be as follows:

(Konishi 1985; Eakin and Glynn 1992; Smith et al. 1995)

Konishi (1985), Eakin and Glynn (1992), Smith et al. (1995)

The list of references at the end of the paper should be alphabetized under the first author's name. References by the same author or team of authors should be listed in chronological order. We request authors to use abbreviated journal titles in the reference section. Here are a few examples for the style of references:

Glynn PW, Perez M, Gilchrist SL (1985) Lipid decline in stressed corals and their crustacean symbionts. *Biol Bull* 168: 276-284

Grassle JF (1973) Variety in coral reef communities. In: Jones OA, Endean R (eds) *Biology and geology of coral reefs*, Vol: Biology 1. Academic Press, New York, pp 247-270

#### Figures and Tables

All figures (photographs, drawings, graphs or diagrams) and tables should be cited in the text, and numbered consecutively throughout. The placement of figures and tables should be indicated in the margin. When several figures are grouped into one, capital letters (A, B,...) should be used for indicating the different parts. Figure legends must be brief, self-sufficient explanations of the illustrations. Letters in figures should be typed in Helvetica or Arial. Magnification should be indicated by scale bars.

Tables should have a title and a legend explaining any abbreviation used in that table. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

Electronic versions require no cost for color figures. Small numbers of printed version will be distributed to some libraries and institutes. If the authors wish to print their figures in color, they will be expected to contribute towards the extra costs for printing.

#### Scientific names

For all species studied, the complete scientific name with taxonomic author and date (*Galaxea fascicularis* Linnaeus 1767) should be given either at the first mention in the text of the paper or in the Methods, but not in the title or abstract. Thereafter, use the full binomial (*Galaxea fascicularis*) when first mentioned in each section of the paper, and the abbreviated (*G. fascicularis*).

#### 4. Proofs and reprints

The proofs will be sent to the corresponding author. The first proofreading is the author's responsibility. Reprints are not produced because pdf versions are available on line.

#### 5. Copyright

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