

GUIDE FOR AUTHORS

Scientific Reports of Cetacean Research will be published annually. Manuscripts must be written in English, and submitted to;

Editorial Board
Scientific Reports of Cetacean Research
The Institute of Cetacean Research
Tokyo Suisan Build., 4-18, Toyomi-cho
Chuo-ku, Tokyo, 104 Japan

All manuscripts must be accompanied by a cover letter containing the name and address of the person responsible for future contact, and stating that the submitted manuscript has not been previously published and is not under consideration for publication elsewhere.

The manuscript should be typed, double-spaced, on paper preferably 21.5 cm × 28.0 cm (8.5 × 11 inch), with margins of at least 2.5 cm on either side.

No charge will be made for the publication.

TITLE AND RUNNING HEAD

A running head (not exceeding 30 letters) should be typed at the top of the first page of the manuscript. The title of the manuscript should be typed below the running head. The title must be simple and illustrative of the contents.

AUTHOR'S NAME AND ADDRESS

The author's name should appear immediately below the title. The first and last names should be spelled out, and any middle names indicated by initials. The name of each author should be written with a bracketed number in superscript at the right corner of the last name.

The address (plus current address if different) of each author should be written at the bottom of the first page following the bracketed number of the author.

ABSTRACT AND KEY WORD

An abstract, preferably no longer than 150 words, should reflect the purpose, materials, methods, results and conclusions of the study. Below the abstract, 3-5 key words or short phrases should be given to facilitate cross-indexing of the article.

TEXT

The titles of books, ship's names and words from languages other than English (e.g. Latin) should be written in italics or underlined. Footnote indications in the main text should be bracketed and in superscript. The footnotes themselves should be entered at the bottom of the relevant page or given on a

separate sheet at the end of the manuscript.

Authors may wish to refer to published manuscripts in the most recent copy of the *Scientific Reports of Cetacean Research* for guidance on other matters of style and presentation.

REFERENCES

References should be cited in the text in the following manner: "Ohsumi (1980, 1982) and Ohsumi, Fujino and Omura (1983) interpreted....., but it was questioned by the subsequent studies (Kato, 1990, 1992; Kasuya, 1993)". The first time a reference with more than two authors appears in the text it must be written as "Ohsumi, Kasuya and Kato (1990)", but subsequently it must be written as "Ohsumi *et al.* (1990)". If an author (or authors) has published more than one paper in the same year, these should be identified as 1980a, 1980b, etc., with the letters determined according to the order in which they are cited in the text. Personal communication should be abbreviated as "pers. comm."

The reference list should be double-spaced and in alphabetical order under the heading of "REFERENCES". An example is shown below:

- Beddington, J.R., Reverton, R.J.H. and Lavigne, D.M. (eds) 1985. Marine Mammals and Fisheries. George Allen and Unwin, London. i-xxi + 354pp.
- Best, P.B. 1985. External characters of southern minke whales and the existence of a diminutive form. Sci. Rep. Whales Res. Inst., Tokyo 36: 1-33.
- Gaskin, D.E. 1972. Whales, Dolphins and Seals. Heinemann, Auckland. 200pp.
- International Whaling Commission. 1983. Report of the Scientific Committee. Rep. int. Whal. Commn 36: 30-140.
- Kasuya, T., Miyashita, T. and Kasamatsu, F. 1988. Segregation of two forms of short-finned pilot whales off the Pacific coast of Japan. Sci. Rep. Whales Res. Inst., Tokyo 39: 77-90.
- Ohsumi, S. 1975. Review of Japanese small-type whaling. J. Fish. Res. Bd Can. 32(7): 1111-1121.
- Rice, D.W. 1974. Whales and whale research in the eastern North Pacific. pp. 170-195. In: W.E. Schevill (ed.) The Whale Problem. A Status Report. Harvard Univ. Press, Cambridge, Mass. 419pp.

TABLES, FIGURES AND PHOTOGRAPHS

Tables should be placed on page(s) immediately after the list of references. Legends to text-figures should be placed on page(s) following the tables.

Drawings should be done on paper, preferably up to 21.5 cm × 28.0 cm, and professionally designed. Drawings and photographs should be of such quality that they can be reduced to about 50-75% of their original size without sacrificing legibility. Photocopies of drawings and photographs can be included when the manuscript is submitted, and original material can then be submitted on request by the Secretariat at the completion of reviewing.

Photographs will be reproduced in color only upon the request of the author, and on condition that the author agrees to bear the extra cost.

PROCEDURE AFTER SUBMISSION

Submitted manuscript will be reviewed first by the Editorial Board, and then by at least two anonymous referees. Authors are requested to amend manuscripts to accommodate recommendations of the referees or the Editorial Board, or to explain their position if the suggestions are not accepted. The final decision to publish rests with the Editorial Board. Manuscripts which the Editorial Board considers inappropriate for publication will be returned.

The author has an opportunity to see the first proof. Original figures and photographs will be returned to the author after the printing.

Once a manuscript has been accepted for publication, the copyright passes to the Institute of Cetacean Research. However, the Institute will not refuse any reasonable request by the author for permission to reproduce the article elsewhere.

REPRINTS

For each contribution, 50 reprints will be sent to the author free of charge. Any additional reprints, if required, will be supplied at cost.

