

MANUSCRIPTS PREPARATION

Style: A manuscript should be arranged as follows: (1) Title of paper, authors' full names and affiliations with addresses, (2) Abstract, (3) Keywords (no more than five), (4) Main text, (5) Literature cited, (6) Figures and tables, (7) Messages to Editors.

Typing: Manuscripts should be typewritten, double-spaced on one side of A4 white paper with margins of 3 cm on top, bottom and both sides. The desired location of tables and figures should be indicated in the text with red ink in the right margins.

Text Style: Characters to be printed in *italic* or **bold** should be entered using the features of the word processing software.

Abstract: An abstract is required for any type of papers, and should be no more than 500 words.

Literature Cited: Literature cited should be listed alphabetically by first author's surname (family name). For the style, consult the examples given below. Literature in the text may be cited by author's surname and year of publication in parentheses after the statement concerned. If there are more than two authors, citations should quote the surname of the first author and the words "et al.". All authors' names should be included in the list.

- a. For periodicals: Yamamoto, N. and Sasaki, S. (1976) Electron microscope study on polysome formation during pine seed germination. *J. Jpn. For. Soc.* 58: 65-66
- b. For books: Levitt, J. (1972) Responses of plants to environmental stresses. Academic Press, New York & London, 697pp
- c. For edited books: Gadow, K.V. (2005) Science-based forest design and analysis. In: Naito K. (eds) The role of forests for coming generations. *Jpn. Soc. For. Plan. Press*, Utsunomiya: 1-19
- d. For Internet resources: McGaughey, R.J. (1999) Visualization System. USDA Forest

Service, Pacific Northwest Research Station.

<http://faculty.washington.edu/mcgoy/svs.html> (accessed on Apr. 14, 2013)

Tables: There must be numbered with Arabic numerals according to their sequence in the text (Table 1, Table 2 etc.). Each table should be prepared on a separate sheet. Each table should have a brief and self-explanatory title. Any explanation for tables should be given as a footnote at the bottom of the table.

Figures: Figures must be numbered with Arabic numerals according to their sequence in the text. Each figure should be prepared on a separate sheet. Each figure's legend should be prepared on another separate sheet. Figures should be of publication quality. Color figure can be included for an extra printing charge. A figure for color printing should be indicated by a note, "COLOR", on the margin of the sheet.

Submission Form: The submission form should be filled out and attached to the manuscript on submission. The form can be found at the last page of the *Journal*. Non-member authors can apply for memberships of the *Society* at the time of submitting their paper by enclosing the application form, which can be found on the inside of the back cover of the *Journal*.

Electronic submission: Authors are also required to submit papers in electronic format via CD-ROM. The following files should be contained on CD-ROM;

- 1) Abstract & Keywords: MS Word (doc or docx) file
- 2) Main text & Literature cited: MS Word (doc or docx) file
- 3) Figures: MS PowerPoint (ppt or pptx) file or PDF file or image file (tiff, jpg or png) with high-quality
- 4) Tables: MS Excel (xls or xlsx) file or MS PowerPoint (ppt or pptx) file

The title of the manuscript and authors' name should be noted on the surface of the CD-ROM.

(May, 2001)

(revised September, 2002)

(revised February, 2009)

(revised April, 2013)