

Elytra, New Series Submission Guidelines

1. Individual members are eligible for submitting reports pertaining to beetles and relevant matters, to be featured on the "Elytra, New Series." In the event a report a collaboration of multiple authors, at least one of such authors must be a member.
2. Reports must be written in the English language, as a general rule.
3. The length of reports must be within 20 printed pages per author per issue, with the printing costs for excessive pages paid for by the author (at JPY4,000 per page).
4. Color printing costs shall be paid for by the author (at JPY10,000 per page), although the entire cost for up to 2 pages per paper on the full paper or half the cost for a single page per paper on a short paper subsidized by the Coleopterological Society of Japan. Such subsidies provided by the Society shall be limited to one paper per author per issue.
5. Authors' revisions are granted for the first proof only, as a general rule. No changes or additions to contents of the paper is permitted as revisions. In the event changes or additions become necessary for unavoidable reasons, then associated expenses shall be charged to the relevant author, at cost.
6. Printed offprints shall be provided for a fee, with editions available "with cover page" or "without cover page" and applications are accepted in units of 10 copies (for those requiring shipping: Shipping costs charged separately).
7. A PDF of the paper is provided to the corresponding author for free.

Reviews of manuscripts

Manuscripts must be prepared according to the Manuscript Preparation Guidelines and thoroughly elaborated on by authors and then properly proofed by a third party with suitable knowledge. Submissions of manuscripts that have not been prepared according to the Manuscript Preparation Guidelines may not be accepted. Accepted submissions of manuscripts are reviewed by two reviewers, as a general rule. Authors may recommend candidate reviewers (multiple individuals, if possible) at the time of submitting their manuscripts. Whether or not a manuscript submission is accepted is determined by the Editorial Committee, based on opinions of reviewers. The Editorial Committee may request authors to implement revisions or reconsiderations on the contents of their manuscripts. In the event no major corrections are required, no prior notifications are made to authors regarding locations for changes.

Manuscript Preparation Guidelines

1. Manuscript submissions are accepted by email (with file attachment), as a general rule. Manuscripts must be prepared as Microsoft Word files (either .doc or .docx format) or otherwise prepared in file formats that are readable using the Microsoft Word application and laid out on A4 size pages. The font size shall be 14 point for European typefaces (12 points for Japanese typefaces), with punctuation marks (".", ",", ";", ":" and "·") used. Texts written in European languages must not be expressed using solely capitalized letters, under any circumstances, including titles and headings. For animals and plants, scientific names of genus or lower levels shall be italicized. Family name (surname) of a person shall be entered in blue letters and must not be entered entirely with capitalized letters (blue colored characters are converted into small capitalized English letters during the typesetting process; there is no need for authors to adjust fonts). Bold letters shall be entered using the boldface style. The sample files are available from our website for the manuscript format. In the event of digitizing manuscripts, relevant figures and tables are difficult due to some circumstances, individualized responsive methods are notified to the authors, based on decisions reached by the Editorial Committee on particular individual cases. In the event such tasks as digitization of characters, original drawings and the like, as well as image processing, inserted diagrams and the like are carried out by the Editorial Committee, expenses associated with such tasks shall be invoiced to relevant authors, at cost.
2. Manuscripts of full papers must provide the title, author names and affiliated organizations with locations (or

addresses), together with an abstract (up to 250 words written in English), body text, summary (in Japanese) and references, in that order. In the event there are two or more authors, the author name, affiliated organization and location (or address) shall be described respectively for each author

3. Manuscripts for short papers must provide the title, author names and affiliated organizations with locations (or addresses), together with the body text and references, in that order.
4. The body text must be written in concise and clear manner, with logical and clear sentence structures and points of arguments.
5. In taxonomic papers involving descriptions of new species or new subspecies, photographs or line drawings of the habitus of holotype shall be provided.
6. In the event a research is conducted using specimens that are derived from sources outside Japan, a sufficient verifications must be conducted to ensure that such specimens that are used for the purpose of the manuscript have been acquired legally and are available for use in the research by authors themselves, in view of the Policy on the Access to genetic resources and Benefit Sharing The responsibility to ensure these shall rest on the authors.
7. References shall be described in the manner shown below, by arranging names of authors in the alphabetical order (small capital letters are used for surnames of individuals for convenience, as these guidelines are provided in monochrome printing). The Japanese title of the paper shall be expressed in Romanized letters, or in the event the submission is provided with a translation of such title in English, then such title shall be placed within “[]” brackets. The decision on whether or not descriptions on locations of any published works on journals should be included, shall be entrusted to authors, provided that such descriptions remain uniform throughout the paper. In the event of regional associations, however, authors may be requested to include descriptions on locations of published works as needed, in view of catering for convenience of readers who may wish to acquire such referenced materials. Authors are requested to reference the “Information on Referencing of Literature” available on the website of the Society for details.

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NIISATO, T. & Y. YOKOI, 2015. Additional records of *Merionoeda fusca* GRESSITT et RONDON (Coleoptera, Cerambycidae). *Elytra*, (n. ser.), **5**: 504.

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8. Specimen collection data featured in reports shall be described with abbreviations described below.
(Example) 3 ♂♂, 1 ♀, Iryūda, Odawara-shi, Kanagawa Pref., C. Honshu, Japan, 9.V.2003, M. TAKAKUWA leg.
20 exs., Phu Pan (Mt.), 1,600 m alt., Ban Saleui, Houaphan Prov., Laos, 1.V.2002, H. YOSHITOMI leg.
9. Manuscripts must feature a cover page, which features the title, the running title (simplified title for the report in European characters with a length of up to 50 letters), names of authors, contact details, as well as red colored letters used to describe the number of pages in the manuscript, the number of copies for any excerpts and whether or not such excerpts are to have a cover page (only when printing on paper medium is desired), as well as any other relevant matters for communication.
10. Numbering of figures and tables shall be assigned in serialized manner, with descriptions such as “Fig. 1,” “Figs. 2-4,” “Fig. 5A-C,” “Table 1,” “Tables 2-5” and the like. Titles and descriptions of figures shall be expressed in the manner described below, as a general rule.
(Example) Figs. 1–8. Habitus images of *Caenosilapillus* spp. — 1–4, *C. babai*; 5–8, *C. morimotoi* sp. nov. — 1–2, 5–6, Male; 3–4, 7–8, female. — 1, 3, 5, 7, Dorsal view; 2, 4, 6, 8, lateral view. Scale bars: 0.50 mm.
11. All figures are to be handled as text-figures and should be prepared separately from the text. For digital figure files format, TIFF or EPS format is recommended. Resolutions of 1,200 dpi for line drawings, 600 to 800 dpi for monochrome photographs and 350 dpi for color photographs are desirable. In the event multiple figures are to be used as a combined figure in a layout, a sample figure that depicts the desired layout of the authors must be prepared (or the sample of low-resolution is attached to the end of the manuscript). The maximum width and length of figures shall be 135 mm and 199 mm, respectively. Authors are requested to reference the “Information on Digital Artworks” available on the website of the Society for details. In the event file sizes of figures are large, using online storage or large capacity data transmission service and the like is desirable for the purpose of submitting the manuscript.
12. Captions of tables and figures shall be provided on separate pages respectively, which are attached to the end of the manuscript. It is also desirable to place low-resolution figures of around 100 dpi at the end of the manuscript.
13. The address for the submission of the manuscript is described below.

Takahiro Yoshida, Editor-in-Chief
Email address: ElytraEditor@gmail.com

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