

Instructions for Authors

Coralogy, Journal of Coral Reef Sciences is **Multi-language journal** related to all aspects of coral reef sciences (ecosystems, biology, climate and human society around coral reefs) in past, the present and future. This journal is an open access electric journal and has four categories as follows,

(A) Double Open Peer Review (DOPR) paper

Unpublished paper in any journal is suitable for submission on this form.

(B) Letter

Short manuscript can be submitted on this form that will be reviewed/edited by Editorial board.

(C) Data

Unpublished/published data related to coral reef sciences are storage.

(D) Pre-Print

Unpublished manuscript (pre-print) can be submitted on our server. Pre-print manuscripts are freely accessed on the server.

1. Submission/upload of manuscript

The manuscript should follow the template uploaded in Coralogy website. The manuscript should be submitted in MS-Word format to the email address below. When submitting, the author(s) should indicate the category and sub-category of manuscript.

Address: Kikai institute for coral reef sciences, Shiomichi 1508, Kikai town,

Oshimagun, Kagoshima prefecture, Japan, 891-6151

TEL: (+81) 997-66-0200

E-mail: coralogy@kikaireefs.org

(A) DOPR paper

DOPR paper has two sub-categories

A-1 Original article publishes manuscripts with discussion and unpublished data

A-2 Review publishes review paper with introductions of previous studies and data

DOPR paper uses Double Open Peer Review (DOPR) system. In DOPR system, authors, reviewers and review process are open on the published manuscript. After the 1st screening format by the editorial board, the manuscript will proceed to the review process. Author(s) can select more than two reviewers who are leading scientists in the research field. Author(s) will directly contact the reviewers and will facilitate the review process.

After the review process, author(s) will submit the revised manuscript including reviewers' comments. Final-decision of the manuscript will be made by editorial board in consideration of the

result of the review process. In principle, the reviewers should be selected more than two persons for DOPR paper.

(B) Letter

Letter paper has two sub-categories

B-1 Discussions and communications publishes timely short-report about new data, research plans and reviews.

B-2 Methods and technology publishes new method and technology.

Acceptance of Letter paper will be decided by Editorial board. If necessary, the editorial board will require the author/s to make relevant revisions on the manuscript.

(C) Data

Data has two sub-categories

C-1 Scientific data archives observational or analytical data related to coral reefs.

C-2 Arts introduces new scientific arts, memorable coral reefs and phenomenon (e.g. photograph, figure, map, sound and movie) related to coral reefs.

Published/unpublished data related to coral reef sciences will be introduced on short report and archives on website. Archived data are open for all. Acceptance of Data paper will be decided by Editorial board. If necessary, the editorial board will require the author/s to make relevant revisions on the manuscript.

(D) Pre-print

Pre-print server of Coralogy is a free online archive service for unpublished manuscripts. The authors should upload a manuscript that is not intended to be published on a journal prohibiting prior distribution on a pre-print server (see [SHERPA/RoMEO](#)). Pre-print will NOT be published on a journal and be uploaded on Pre-print server without peer-review and editing by editors. However, all articles undergo a basic screening process by editors to prevent offensive, non-scientific contents and checking for plagiarism.

Accepted manuscript in other journals should not be uploaded. The authors may submit a revised manuscript any time (prior to the manuscript's acceptance for publication). Once the manuscript is uploaded on the server, they are citable and cannot be removed.

Members and non-members of KIKAI institute for Coral Reef Sciences can freely access the server, post-comments and discussions about the uploaded manuscript. The author(s) can re-upload revised manuscript considering the comments and discussions in the Pre-print server. Moreover, the

author(s) can submit the revised manuscript on DOPR paper or other journals. After the uploaded manuscript is accepted in another journal, a link to the published version will be notified in the server.

2. Manuscript preparation

The length of the manuscript is as follows. The manuscripts should follow the prescribed MS Word format.

Category	Sub-Category	Max. length (pages*)	Total figs & tables	Review process
DOPR paper	Original article	20	10	DOPR
	Review	10	10	
Letter	Discussions and communications	3	4	Editorial check
	Methods and technology	3	4	
Data	Scientific data	2	2	Editorial check
	Arts	2	2	
Pre-print	-	-	-	-

***1 page: 1000 words, without figure**

***Pre-print has no limitation for the length of the manuscript**

Title page: title page should be included on the title, name(s), affiliation(s) of all author(s), address and e-mail address of the corresponding author. Title page should be written in English. The maximum length of title is 30 words. Titles, abstracts and figure abstract should be written in language that is understandable and widely used by many scientists.

Abstract: The aims, relevant results and conclusion are simply introduced within 10 lines.

Figure abstract: The figure with corresponding caption should summarize the relevant result of the paper. Only English can be used for the figure abstract.

Keywords: Author(s) write down 4-6 keywords in English below the abstract.

Acknowledgements: These should be as brief as possible. Any grant that requires acknowledgement should be mentioned. The names of funding organization/s should be written.

References: The list of references only include articles (or book, website) that are cited in the manuscript and that have been published or accepted for publication. Personal communications are only mentioned in text. Citation in the manuscript should follow the format below:

(Dunbar and Wellington 1981; Klein et al.1992; Cole et al. 1993)

[Dunbar and Wellington 1981], [Klein et al., 1992], [Cole et al., 1993]

The list of references at the end of the manuscript should be alphabetized under the first author's family name. References by the same author are listed in chronological order.

Authors should be listed with family name first, followed by a comma and initials of given name. All authors should be listed on the reference list. Titles of all referenced articles are required. Title of the article should not be italicized, and the first word is capitalized. Title names of books and journal should be italicized. Title of the journal should not be abbreviated and digital object identifier (DOI) is also required. References from web-journal should include authors, title and article title followed by full URL and the year of publication.

Dunbar, R. B., and G. M. Wellington (1981), Stable isotopes in a branching coral monitor seasonal temperature variation, *Nature*, 293(5832), 453–455, doi:10.1038/293453a0.

Klein R., J. Pätzold, G. Wefer, and Y. Loya (1992), Seasonal variations in the stable isotopic composition and the skeletal density pattern of the coral *Porites lobata* (Gulf of Eilat, Red Sea), *Marine Biology*, 112(2), 259–263, doi:10.1007/BF00702470.

Figures and tables: all figures (photographs, graphs and drawings) and tables should be cited in the text and numbered accordingly. Figures are recommended to have 300 dpi resolution in either jpeg, tiff, eps formats. Characters in figures and tables should be written in English. Recommended font in figures and tables is Helvetica. Size of samples (*magnification*) is indicated by scale bars. Tables are prepared using Microsoft Excel or Microsoft Word tool. Legends of figures and tables are written in only English or both English and another language.

Serif fonts are used for main text, title page without article title, table, figure legend and references. San-serif fonts are used for heading on main text, title on title page and words embedded on figures and figure abstract.

3. Copyright

(A)DOPR paper, (B) Reports and (C) Data

Accepted manuscript is a permanent property of the KIKAI institute for Coral Reef Sciences and author(s). Accepted manuscript may not be reproduced in whole or in part, without the written consent of KIKAI institute for Coral Reef Sciences and the author(s) of the article. The author(s) guarantee that the manuscript will not be published elsewhere in any language without the consent of the copyright holders. If the author(s) will use published figures or text that have already published elsewhere, they required to obtain permission from the copyright holder(s).

(D) Pre-print

Uploaded manuscript does not become the property of the KIKAI institute for Coral Reef Sciences. Author(s) have the copyright of uploaded manuscript until the time of publication in another journal. After publication in another journal, we remove the uploaded manuscript and replace a link to published manuscript.

4. Instructions for review process

Reviewers conduct a review process to submitted articles. Author(s) can select more than two reviewers who are leading scientists in the research field. Author(s) will directly contact the reviewers and will facilitate the review process. Review results and response letters are prepared in Japanese or English. Coralogy do not have a deadline for review process, and author(s) can decide completing review process. Review process is completed when author(s) send to editorial board the revised manuscript and review results. Editorial board consider decisions of publication based on the revised manuscript and review results.

Anonymity of DOPR systems.

Coralogy basically opens names of reviewers in publications. If reviewers hope, articles can be published on the web-site without revealing names of reviewers.