

Instructions for Contributors

Revised on 30 March 2013

1. Policy

Tropical Agriculture and Development (TAD) is an international research journal published by the Japanese Society for Tropical Agriculture. TAD accepts original articles written in English that have not been previously published and that are not under consideration for publication elsewhere.

2. Scope

TAD publishes original research articles on tropical and sub-tropical agriculture, including social and natural science. Articles are expected to offer new insights into tropical agriculture.

3. Types of Articles

TAD accepts

1. Original articles (full paper),
2. Original articles (short report),
3. Review articles,
4. Information articles, and
5. Materials for research work.

Original articles (full paper and short report) must be from original research and must contain substantial new findings that are coherently founded on rigorous scientific and logical approaches. **Short reports** are compact original articles for the quick publication of new findings. **Review articles** are comprehensive surveys of the literature concerning a particular field or subject, and must include the author's original viewpoint. **Information articles** are reports of field surveys designed to increase the understanding of the reality of tropical agriculture, or monographs focusing on a particular issue in tropical agriculture, and providing valuable information. **Materials for research work** are papers introducing important and valuable references, statistical data, and other materials useful for tropical agriculture.

4. Manuscript Preparation - see the latest issue of TAD.

[1] Number of Pages

The length of full papers, review articles, information articles and materials should not exceed six printed pages. If papers exceed this limit, the author will be charged at cost for the extra pages (see 8. Submission Fees and Page Charges). The maximum length of a **short report** is five printed pages, three pages of which are covered by the ordinary page charge. A printed text page is approximately equivalent to two draft pages prepared according to the instructions shown in [2] Page Layout.

[2] Page Layout

Manuscripts should be typewritten on A4 size (210 by 297 mm) or letter size (8.5 by 11 inch) pages. Margins of at least 25 mm on all sides of each page should be included. Times fonts (e.g., Times New Roman) should be used with 11-point type size, giving about 75 letters to a line and 25 lines per page. Line numbers should be given in the left margin every five lines consecutively, starting from the first line of the text. Page numbers are to be placed center-bottom.

[3] Manuscript Arrangement

Manuscripts should be arranged in the following order: Title and Running title, Authors' names, Affiliated Institution and Address, Abstract, Keywords, Main text (including Introduction, Materials and Methods, Results and Discussion, References etc.), Tables/Figures/Photographs and Captions. The main text should be started on a new page.

Title and Running title

Titles should be concise and informative. Titles should be typed in bold font and the initial letters of every word except prepositions and conjunctions should be capitalized. Running titles should not exceed 50 letters, and should not be in bold or capitals. The type of article should be designated at the top of the title page as shown below, on which the title and

Type of article:

Original article (full paper)

Title:

5 **Wild Mangoes in Mainland Southeast Asia:
Their Local Names, Uses, and Growing Environments**

Running Title:

Wild mangoes in mainland Southeast Asia

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Authors:

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running title, authors with affiliated institutions, and e-mail address of the corresponding author should also be set out.

Authors

Authors' complete names should be presented in given-name-first order. The initial letters of names must be capitalized, and the following letters of the surname will be in small capitals. The corresponding author should be indicated by a superscripted asterisk "*" next to the surname.

Affiliation and Address

The institution, address, zip code and country of each author must be indicated, in this order, in italics.

Abstract

Abstracts for original articles (full paper) should be within 240 words. Abstracts can be attached for review articles, information articles, and materials for research works. **Short reports** do not require abstracts.

Keywords

Keywords consist of 6 words or less for original articles (full paper), review articles, information articles, and materials for research works, and 3 words or less for **short reports**. Initial letters should be capitalized, commas used to divide words, and words arranged in alphabetical order. It is recommended that words used in the title are avoided.

Main text

Headlines of the main categories (Introduction, Materials and Methods, etc.) are to be shown in bold and centered. Secondary headlines are to be in italics and left-aligned. The headlines of middle categories, if any, are to be in bold and left-aligned. However, manuscripts do not necessarily have to follow the Introduction, Materials and Methods, Results, and Discussion format. Scientific names of animals and plants are to be indicated in italics according to Latin nomenclature. Non-English terms are also to be written in italics. The full names of chemicals should be spelled out when the words are initially used, followed by abbreviations in parenthesis. Thereafter, abbreviations should be used. SI units must be used in principle.

Acknowledgements and Footnotes

Acknowledgements, if necessary, should be placed after the Discussion. Financial support should be included in the Acknowledgements. Footnotes can be added before the References, listing abbreviations used in the main text in numerical order.

References

Literature citations in the text must be made by name(s) of author(s) and year. For references with two authors, identify both names using "and"; for those with three or more authors use the name of the first author followed by "*et al.*", and when more than two references are cited together the references should be arranged chronologically as in the following examples:

... (Yamada, 2012).

Yamada and Tanaka (2012) ...

...(Williams *et al.*, 1996; Williams and Johnson, 2001; Williams, 2002).

All references must be cited in the reference list according to the examples below. References must be arranged in alphabetical order of the surnames of first authors. References by the same first authors must be arranged in the alphabetical order of second authors. References by the same authors must be arranged chronologically. For the references by the same authors and published in the same year, the letters 'a', 'b', etc. must be added following the year to distinguish these from others in the main text. Non-English literature must have the language specified in parentheses as follows: (in Vietnamese with French summary). Accepted articles that have not yet been published can be cited and must be noted as "in press". References should be listed as follows:

[i] Periodicals

Nguen, T. V. 2009. Effects of paclobutrazol in off-season flower induction of 'Kho qua xanh' durian. Proceedings of the 13th Symposium on Fruit Production in the Mekong Delta. Hue University (Vietnam) Dec. 15-18, 2008. pp.10-12. (in Vietnamese with French summary)

Richter, M., H. George, and G.W. Turner 2012. Effects of summer pruning on winter growth of atemoya cv. Jeffner. *Jpn. J. Trop. Agr.* **5**: 233-238.

Williams, A. L., C. Johnson, and J. Smith 2012. Traditional agriculture in the Philippines: A progress report. *Trop. Agr. Develop.* **45**: . (in press)

Yamada, T., T. Endo, and I. W. Harper 2012a. Yield components of rain-fed paddy fields in Northeast Thailand. *Hawaii Agr. Exp. St. Tech. Bull.* **179**: 1134-1142.

Yamada, T. and H. Tanaka 2011. Useful tropical plants in Okinawa. *Res. Trop. Agr.* **33**: 54-57. (in Japanese with English summary)

Yamada, T., I. Tanaka, and I. W. Harper 2012b. Soybean protein which was isolated from okara and its isolation methods. *Nippon Shokuhin Kogyo Gakkaishi* **40**: 32-33. (in Japanese)

[ii] Books

- Food and Agriculture Organization of the United Nations (FAO). 2009. Production Yearbook. Vol. 45. FAO (Rome) p. 120.
- Martin, J. P., E. L. Bernard and R.T. Dubois 2010. Productivity of root and tuber crops in tropical wetland. In: Plants and People in Asia. (Moreau, W. C. ed.) Lutetia Academic Press (Paris) pp. 225-230.
- Morton, J. F. 1987. Mango. In: Fruits of Warm Climates. Julia F. Morton (Miami) pp. 221-239.
- Williams, A. 2010. Changing Climate Threat against Sustainable Tropical Agriculture. (Yamada, T. and I. Tanaka translated) Kyoto University Press (Kyoto) p. 402.
- Yonamine, K. and T. Ishimine 1931. Toubarunouen no netai shokubutsu. In: Ryukyu Ouchou no Rekishi. [Tropical plants in Toubaru Garden. In: The History of Ryukyu Dynasty] Okinawa Press (Naha) pp. 126-139. (in Japanese)

[iii] Web content

- FAO 2011. Food Production. In: FAOSTAT. [Online] <http://fao.org/20121.en/> (browsed on Jan. 12, 2011).
- Suzuki, T. 2012. Sustainable agricultural practice with minimal irrigation supply in the tropical semi-arid regions. [Online] <http://www.jstajournal.jp/> J. Hort. Trop. doi: 12.3456/abc-123.
- World Health Organization (WHO) 2012. Chapter 1. Guideline for drinking-water quality. In: World Situation for Water Management. pp.5-12. [Online] http://www.who.int/water_sanitation_health.pdf (browsed on May 15, 2012)

For **short reports**, the titles of periodicals should not be written:

- Nguyen, T. V. 2009. Proceedings of the 13th Symposium on Fruit Production in the Mekong Delta. Hue University (Vietnam) Dec. 15-18, 2008. pp.10-12. (in Vietnamese with French summary)
- Richter, M., H. George, and G. W. Turner 2012. Jpn. J. Trop. Agr. **5**: 233-238.
- Williams, A. L., C. Johnson, and J. Smith 2012. Trop. Agr. Develop. **45**: . (in press)
- Yamada, T., T. Endo, and I. W. Harper 2012a. Hawaii Agr. Exp. St. Tech. Bull. **179**: 1134-1142.
- Yamada, T. and H. Tanaka 2011. Res. Trop. Agr. **33**: 54-57. (in Japanese with English summary)
- Yamada, T., I. Tanaka, and I. W. Harper 2012b. Nippon Shokuhin Kogyo Gakkaishi **40**: 32-33. (in Japanese)

Tables, Figures, and Photographs

Each table, figure, photograph, or series of photographs (plate) should be printed on a separate page and numbered consecutively (e.g., Table 1; Fig. 2). The title of a table should be written above the table without a full-stop, and that of a figure should be written under the figure with a full-stop. Supplemental explanations can be continued under tables and figures. Figures and photographs must be prepared ready for photographic printing.

5. Manuscript Submission

Manuscripts saved in PDF format must be sent by e-mail to the Managing Editor. The address is shown below. An invoice card (E-1 form) must accompany the manuscript.

E-mail address: jsta_edi@trop-agri.jp

TAD Editorial Board

Doctoral program in Biosphere Resource Science and Technology, Graduate School of Life and Environmental Sciences, University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572, Japan

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6. Review Process

When the Editorial Board receives a new manuscript, the Managing Editor will check it and send an e-mail to the corresponding author to notify that the review process has started. All articles are reviewed by more than two reviewers who are experts in the subject. The author will receive a review report by e-mail with the decision of the Editor and reviewers' comments within two months. The reviewers may request that authors revise the manuscript. Revised manuscripts must be returned within three months. A manuscript that is not returned within this period will be considered withdrawn. The acceptance of a manuscript is decided by the Editorial Board after the assessment and recommendation of the Editor.

7. Process after Acceptance

When acceptance is given, the Managing Editor will inform the author by e-mail. Even after acceptance, the author may be asked to perform minor revisions of the manuscript. If the Editor considers it necessary, an English editing service will be ordered and this editing fee will be imposed on the author (see 8. Submission Fees and Page Charges). After the acceptance of the manuscript, the Editor will request that the authors send the manuscript as digital data in an editable version (such as MS word or Rich Text format for main text and MS Excel or PowerPoint for tables and figures) with the invoice (E-2 form) for the printing process. Authors will

receive a copy of galley proofs. Authors are responsible for reading the first galley proofs for simple typo corrections. No major changes from the manuscript are allowed at the proof stage.

8. Submission Fees and Page Charges

Authors are requested to pay submission fees and page charges as follows:

Submission fees: 10,000 yen (No submission fee is required when the first author or corresponding author is a member of the Japanese Society for Tropical Agriculture).

Page charges: For original articles (full paper), review articles, information articles, and materials for research works, 20,000 yen per article. For **short reports**, 10,000 yen.

Extra page charges: 20,000 yen per page (see 4-[1] Number of Pages).

Color print charges: Color prints can be used at the authors' expense.

Reprint fees: Authors receive a free PDF file of the article and can purchase reprints (10,000 yen for an initial 10 copies, and an additional 1,000 yen for every 10 further copies).

English editing: At cost (see 7. Process after Acceptance). For manuscripts whose authors are all from, and working in, developing countries, submission fees and page charges are exempted, and half of any extra page charges will be covered by the funds of the Society, when an article is evaluated as exceptionally outstanding by the Editorial Board. The other actual expenses will be charged.

9. Copyright

Full copyright of all manuscripts published in the Journal is reserved by the Japanese Society for Tropical Agriculture.