

The Journal of Poultry Science

Instructions for Authors

(Revised in December 1, 2020)



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Aims and Scope

The *Journal of Poultry Science* (JPS) publishes important original research and invited reviews on all aspects of poultry science. An official publication of the Japan Poultry Science Association, JPS is an international, peer reviewed, Open Access journal. Articles report on fundamental and applied research in the areas of breeding and genetics, reproduction, nutrition and feed, anatomy and histology, general physiology, environment and hygiene, and processing and products. Articles typically investigate domestic fowl, but the journal welcomes research on wild birds that addresses fundamental questions in the field of poultry science.

JPS is published quarterly in print and continuously online. The journal is read and used by a large global audience of researchers, policy makers, and applied practitioners.

Manuscript Types

The journal welcomes three manuscript types, all of which are subject to peer review.

Full Papers

Full Papers present the most common form of articles published in the journal. They describe novel results of experiments undertaken in order to examine a novel hypothesis. The relevant background, experimental designs and methods, results and discussion should be cogently presented and structured.

Research Notes

Research Notes are brief articles describing novel, often unexpected or unexplained experimental results that deserve immediate publication. The relevant background, experimental designs and methods, results and discussion should be cogently presented and structured in compact. The length of Research Notes should not exceed 3500 words with 1-2 figures or tables.

Reviews

The contributors of review articles are invited based on the recommendations of the Editorial Board. Reviews present novel or unique overviews of recent or important developments in the field and must be insightful and must address the question(s) of interest using appropriate and fully presented evidence. The journal also welcomes proposals from interested authors, who should contact the Editor-in-Chief.

Journal & Ethics Policies

The journal supports and adheres to the guidelines and best practices including the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals by the International Committee of Medical Journals Editors (ICMJE), as well as the Principles of Transparency and Best Practice in Scholarly Publishing (<http://doaj.org/bestpractice>). For further guidance on ethical practices and procedures guidelines, refer to the ICMJE Recommendations linked to above.

Before submitting a manuscript to the journal, authors must ensure that they have read and complied with the journal's policies. The journal reserves the right to reject without review, or retract, any manuscript that the Editor believes may not comply with these policies.

The responsibilities of the journal's authors, editors, reviewers and publisher regarding research and publication ethics are described in full below.

Submission to the journal implies that the manuscript has not been previously published (in part or in whole, in any language), is not in press, and is not under consideration for publication elsewhere.

Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere. The availability of a manuscript on a publicly accessible preprint server does not constitute prior publication (see 'Preprints').

If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in JPS, they should first withdraw it from the journal.

Submission

JPS welcomes manuscript submissions from authors based anywhere in the world.

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To support the wide dissemination of research, the journal encourages authors to post their research manuscripts on community-recognized preprint servers, either before or alongside submission to the journal. This policy applies only to the original version of a manuscript that describes primary research. Any version of a manuscript that has been revised in response to reviewers' comments, accepted for publication or published in the journal should not be posted on a preprint server. Instead, forward links to the published manuscript may be posted on the preprint server.

Authors should retain copyright in their work when posting to a preprint server.

Scooping

When assessing the novelty of a manuscript submitted to the journal, the editors will not be influenced by other manuscripts that are posted on community-recognized preprint servers after the date of submission to JPS (or after the date of posting on a preprint server, if the manuscript is submitted to the journal within 4 months).

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Submission to the journal implies that all authors have seen and approved the author list. Changes to the author list after manuscript submission – such as the insertion or removal of author names, or a rearrangement of author order – must be approved by all authors and the editor.

Authors are encouraged to consider the International Committee of Medical Journal Editors (ICMJE) Recommendations on ‘Defining the Role of Authors and Contributors’. The ICMJE recommends that authorship is based on four criteria: making a substantial contribution to the conception or design of the work, or the acquisition, analysis or interpretation of data for the work; drafting the manuscript or revising it critically for important intellectual content; approving the final version of the manuscript for publication; and agreeing to be held accountable for all aspects of the work. Any contributor who has met all four criteria should be an author on the manuscript. Contributors who do not meet all four criteria should not be authors of the manuscript but may be included in the Acknowledgements section instead.

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the peer review process, and must be made publicly available by the date of publication. Authors commit to preserving their data sets for at least three years from the date of publication in the journal.

The journal encourages authors to grant reasonable requests from colleagues to share any data, materials and experimental protocols described in their manuscript.

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Any study or report on human subjects or materials of human origin, must comply with the provisions of the Declaration of Helsinki and its revisions.

Authors must make it clear that experiments were conducted in a manner that avoided unnecessary discomfort to the animals through the use of proper management and laboratory techniques. Experiments shall be conducted in accordance with the principles and specific guidelines presented in Guide for the Care and Use of Agricultural Animals in Japan, or Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd edition, 2010.

Authors must also include in the manuscript text the ethical approval number provided by the Animal Experiment Committee of affiliated institution. In describing surgical procedures, the type and dosage of the anesthetic agent must be specified. Intra-abdominal and intrathoracic invasive surgery requires anesthesia (this includes caponization). The Editor-in-Chief of JPS may refuse to publish manuscripts that have not complied with these guidelines.

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Manuscripts describing the collection of wildlife specimens or samples should include detailed information on their provenance and collection methods. Authors must include a statement in their manuscript describing the relevant ethics guidelines, local laws and collection permits under which the research was conducted.

Author competing interests and conflicts of interest

In the interests of transparency, the journal requires all authors to declare any competing or conflicts of interest in relation to their submitted manuscript (in a “Conflicts of Interest” section in the manuscript, as described below. A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an author’s ability to conduct or report research impartially. Potential conflicts include (but are not limited to) competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity.

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Peer Review Process

Editorial and peer review process

The journal undertakes single-blind peer review. All submissions to the journal are initially reviewed by the Editor-in-Chief and then an appropriate section editor to assess the quality of the paper and suitability for the journal. This is based on the originality, validity, and significance of the work. Manuscripts can be rejected without full peer review if there is agreement between the responsible section editor and the Editor-in-Chief. Manuscripts judged as potentially suitable for the journal are sent out for peer review by two experts in the field. The reviewers' comments are evaluated by the section editor, who sends a recommendation to the Editor-in-Chief, who makes the final decision.

The authors of manuscripts that receive "major revision" or "minor revision" decisions should revise their manuscript according to the reviewers' and editors' comments, so as to attend to the critical intent of the comments. A response letter must be included with the revised manuscript, which explains the specific changes in the revised manuscript in a point-by-point format. Authors should submit the revised manuscript within 6 weeks from the date of the decision. Unless otherwise arranged, failure to return the manuscript within 6 weeks will be considered to be withdrawn from the Journal, however authors who decide not to submit a revision are asked to send a written request for withdrawal to the Editorial Office.

Editor-in-Chief may send the revised manuscript to section editors and reviewers who handled the manuscript at initial submission to check if the manuscript is appropriately revised as suggested by the reviewers.

Reviewer selection, timing and suggestions

Reviewers are selected without regard to geography and need not belong to the journal's Editorial Board. Reviewers are selected based on their expertise in the field, reputation, recommendation by others, and/or previous experience as peer reviewers for the journal. Reviewers are invited within 1 weeks of an article being submitted. Reviewers are asked to submit their first review within 2 weeks of accepting the invitation to review. Reviewers who anticipate any delays should inform the Editorial Office as soon as possible.

When submitting a manuscript to the journal, authors are requested to suggest at least 2 reviewers. The Editor may consider these suggestions but is under no obligation to follow them. The selection, invitation and assignment of peer reviewers is at the Editor's sole discretion.

Reviewer reports

It is the journal's policy to transmit reviewers' comments to the authors in their original form. However, the journal reserves the right to edit reviewers' comments, without consulting the reviewers, if they contain offensive language, confidential information or recommendations for publication.

Acceptance criteria

If a manuscript satisfies the journal's requirements and represents a significant contribution to the published literature, the Editor may recommend acceptance for publication in the journal.

Articles in JPS must be:

- within the subject area of the journal's scope
- novel and original
- descriptions of technically rigorous research
- of high interest to the journal's readers
- important additions to the field
- ethically undertaken in line with the journal's guidelines on animal experimentation

If a manuscript does not meet the journal's requirements for acceptance or revision, the Editor may recommend rejection.

Editorial independence

As the journal owner, the Japan Poultry Science Association (JPSA) has granted the journal's Editorial Board complete and sole responsibility for all editorial decisions. The JPSA will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests. The authors' ability to pay any publication charges has no bearing on whether a manuscript is accepted for publication in the journal.

Appeals

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are only considered if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final. The guidelines of the Committee on Publication Ethics (COPE) are followed where and when relevant.

Confidentiality in peer review

The journal maintains the confidentiality of all unpublished manuscripts. Editors will not:

- disclose a reviewer's identity unless the reviewer makes a reasonable request for such disclosure
- discuss the manuscript or its contents with anyone not directly involved with the manuscript or its peer review
- use any data or information from the manuscript in their own work or publications
- use information obtained from the peer review process to provide an advantage to themselves or anyone else, or to disadvantage any individual or organization.

Conflicts of interest in peer review

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an editor's ability to act impartially when assessing a manuscript. Such circumstances might include having a personal or professional relationship with an author,

working on the same topic or in direct competition with an author, or having a financial stake in the work or its publication.

Members of the journal's Editorial Board undertake to declare any conflicts of interest when handling manuscripts. An editor who declares a conflict of interest is unassigned from the manuscript in question and is replaced by a new editor.

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JPS publishes corrections, retractions, and expressions of concern as appropriate, and as quickly as possible.

Corrections

If an error appears in a published article that affects scientific meanings but does not affect the overall results and conclusions of the paper, a notice of correction will be issued by JPS.

Authors who wish to correct a published article should contact the editor who handled their manuscript or the Editorial Office with full details of the error(s) and their requested changes.

If an error is introduced by the authors, a correction is published and the author is required to pay all costs associated with the correction. All corrections will be published in the journal on numbered pages in print and online. The text will explain the changes being made and/or the reasons for action being taken.

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If a published paper contains one or more significant errors or inaccuracies that change the overall results and conclusions of the paper, the entire paper will be retracted. Any individual who believes that a published article has significant errors is encouraged to contact the journal's Editorial Office with full details of their concerns. JPS will assess the information and, if necessary, request a response from the authors and/or the author's employers. All retractions will be published in the journal on numbered pages in print and online. Notices of retraction will mention the reasons and basis for the retraction.

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When scientific misconduct such as data fabrication, deceptive manipulation of images, or plagiarism is alleged, JPS may publish an Editorial Expression of Concern relating to the paper in print and online.

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Any member of the journal's Editorial Board, including the Editor-in-Chief who is an author on a submitted manuscript is excluded from the peer review process. Within the journal's online manuscript submission and tracking system, they will be able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

A manuscript authored by an editor of JPS is subject to the same high standards of peer review and editorial decision making as any manuscript considered by the journal.

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A conflict of interest exists when there are actual, perceived or potential circumstances that could influence a reviewer's ability to assess a manuscript impartially. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

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Manuscript Submission

All manuscripts must be submitted via the journal's online submission system, ScholarOne: <https://mc.manuscriptcentral.com/jpsa>. The original or revised manuscript text may be uploaded as a PDF or Microsoft Word file, but a Word file is required for the final manuscript text. Figures may be submitted separately in JPEG, TIFF, PDF or EPS formats.

If you encounter any problems with online submission, please contact the Editorial Office via the details in the Contact section below.

Manuscript Preparation

Cover Letter

Authors should prepare and upload a cover letter upon first submission. Authors must declare any previously published manuscripts or data related to the submission. Any application for an APC waiver should be included in the cover letter.

Format and Style

Articles must be written using a 12-point font (preferably Times or Times New Roman) in A4 (210×297mm) format with 24 to 26 lines per page. The lines should be numbered along the left margin and the margins should be 30 mm on all sides. Pages should be numbered consecutively in the bottom center.

Full Papers and Research Notes should consist of the following contents: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Legends to Figures, Tables, and Figures (graphs, photographs and illustrations). The Results and Discussion sections can be appropriately combined under specific conditions.

Review articles should consist of a Title page, Abstract, Introduction, main contents, Acknowledgments, References, Legends to Figures, Tables, and Figures.

The first page should include the title of the article, name of author(s) and their affiliation and address, running title (6 words or less), and corresponding author including name, affiliation address and e-mail address. The first and last names of the authors should be written in full, and the middle names should be abbreviated to initials.

English standards

Manuscripts should be written in clear, grammatically correct English. Authors whose native language is not English are strongly encouraged to have their manuscript checked by a native English speaker or by an editing service prior to submission. If a manuscript is not clear due to poor English, it may be rejected without undergoing peer review or English editing will be required.

Title

The title should describe the content of the article briefly but clearly and is important for search purposes by third-party services. Do not use the same main title with numbered minor titles, even for a series of papers by the same authors. Do not use abbreviations in the title, except those used generally in the field.

Footnotes

Footnotes, if any, should be typed in a separate sheet (the second page of the manuscript). Abbreviations should also be listed on this page.

Abbreviations and Units

Each abbreviation should be defined in parentheses together with its non-abbreviated term when it first appears in the text (except in the Title and Abstract). Common abbreviations that may be used without any explanation include [list common abbreviations in the field].

The SI unit system should be used (<http://physics.nist.gov/cuu/Units/index.html>).

Genus and species names, and other words normally italicized, should be typed in italics or underlined (example: *Gallus gallus*, *in vitro*).

Abstract

The Abstract should clearly express the basic content of the paper in a single paragraph and should include the purpose, experimental approach, main results, and conclusions. Abstracts must not exceed 300 words for all article types. Avoid using specific abbreviations. If it is essential to refer to a previous publication, omit the article title (e.g. Maekawa, S., Endo, S., and Sakai, H. (2015). *Sci. Journal.*, **14**: 10–15).

Key words

Three to six key words should be listed in alphabetical order below the Abstract.

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Results

This section includes the results of the experiments. Tables and figures, including photographs, can be used to present the experimental results (see below). Excessive explanations of the data presented in tables and figures should be avoided.

Discussion

The Discussion should be concise and should deal with the interpretation of the results. Novel models or hypotheses may be proposed in this section only if they are suggested by the results obtained in the experiments. Do not repeat the description of the experimental results in this section.

Acknowledgments

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Authors must include a section which details any conflicts of interest and must identify and disclose any financial and personal relationships with other people or organizations that could inappropriately influence their work. If there is no conflict of interest, please state “The authors declare no conflict of interest.”

References

Within the text, references should be given by the name of the authors and the year of publication, such as ‘Simkiss and Taylor (1971)’. Two or more references cited at the same site in the text should be arranged chronologically and separated by semicolons. If a reference cites a publication written by two authors, the name of both authors should be used. If the cited publication is written by three or more authors, only the first author should be named, followed by ‘*et al.*’. Articles in non-peer reviewed journals, meeting abstracts, personal communications based on unpublished work should not be cited.

For the References section, the list of references should first be arranged in alphabetical order of first author’s name, and then chronologically. If more than one article is cited for the same first author and same year, the order of the articles should be arranged alphabetically by the second and subsequent authors’ name. Publications by the same author(s) or by the same first author with the abbreviated coauthors in the text as ‘*et al.*’ in the same year should be listed as 2010a, 2010b. Individual entries should be formatted as follows based on the type of materials cited.

Journal article

Hernandez AG and Bahr JM. Culture of chicken granulosa cells from small yellow follicles: A suitable culture system. *Journal of Poultry Science*, 39: 14-21. 2002.

Book

Nalbandov AV. *Advances in Neuroendocrinology*. 2nd ed. University of Illinois Press. Urbana. 1963.

Chapter in a book

Simkiss K and Taylor TG. Shell formation. In: Physiology and Biochemistry of the Domestic Fowl (Bell DJ and Freeman BM eds.). Vol. 3. pp. 1331-1343. Academic Press. London. 1971.

Web page

Tanaka M. J-Poultry Web. <http://www.j-poult.com/topic20.htm>. Accessed on September 10, 2009.

Patent

Suzuki M. Method of *in vitro* fertilization. Japan Patent No. 674562, 2008.

Figures and Tables

Figures (graphs, photographs and illustrations) should be prepared in final printed size in more than 300dpi. Figures should not exceed 80 mm (single-column) or 165 mm (double-column) horizontally and 190mm vertically. Lettering must be sufficiently large and clear (Century font in 8-point or more). The size of lines in illustrations should be 0.2 mm or more. Authors will be charged a color fee for the inclusion of color figures, but the expense can be reduced if color figures are submitted for the online version, and black and white figures for printed version.

Figure legends should be prepared on separate pages and placed at the end of the manuscript. Note that 'figures' includes line drawings and photographs, as well as charts. Magnifications of photographs should be indicated in the legends and/or by scales included in the photographs. Illustrations must be self-explanatory and they should be numbered consecutively with Arabic numerals (i.e., Fig. 1, Fig. 2, etc.).

Number tables consecutively using Arabic numerals (Table 1, Table 2, etc.). Vertical lines should not be used. A title should be given to each table and it must use capital letters. Explanatory material and footnotes should be typed below the table and should be designated with superscript letters, such as a) or b). Units of measurement should be included with numerical values at the top of columns. Avoid detailed explanations of the experimental conditions used to obtain the data shown in tables (which should be included in other sections as relevant).

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If you include Supplementary Material, please provide a one-sentence title and a short legend for each video/audio file at the end of the manuscript. The legend should be less than 100 words and not included any references. Please ensure that file sizes are small enough to download quickly. Images should be a maximum size of 640×480 pixels with 72 pixels per inch. A maximum of ten files can be included. Any single file should not exceed 30 MB, where the maximum limit of all the cumulative files is 100MB. Please note that these limits are an absolute maximum, and cannot be exceeded under any circumstances. Files in the following formats are acceptable:

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Based on the assessment and suggestion of editor(s), authors can replace some data from the text to the Supplemental Data section. Please supply a title and descriptive caption for each

supplemental data. Supplemental data must be described in the manuscript text (e.g., “see Table S1”), and the files should be labeled accordingly (e.g., Table S1, Figure S1, Figure S2, etc.).

Submission within Japan

For articles submitted by at least one author resident in Japan, a summary in Japanese (800 characters or less) is required at the end of the manuscript. The summary in Japanese should include the title, name of author(s) and their affiliation and address, and key words (3 to 6). Authors not resident in Japan do not need to supply a Japanese summary. Japanese summaries are published on the JPSA website.

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