

# General Instructions for Genome Informatics Volume Editor

January 29, 2007

## Abstract

This document describes the tasks of the volume editor (the program committee chair) so that the printed and electronic versions of Genome Informatics can be published correctly on time.

## 1 Who is the Volume Editor?

Genome Informatics is a publication of Japanese Society for Bioinformatics (JSBi, <http://www.jsbi.org/>) and publishes the peer-reviewed articles which are presented at the conferences sponsored by JSBi.

The Program Committee Chair of the conference will serve as the *volume editor*. Even if the program committee is chaired by two co-chairs, we simply call them the volume editor.

In addition to the volume editor, the Genome Informatics volume has the names of *Editors* which will be shown on the cover page of the volume. These *Editors* are

**Program Committee Chair (Co-Chairs)**  
**Conference Chair**

and, some person(s) if necessary and appropriate according to the organization of the conference.

## 2 Contacting the Publisher

Genome Informatics will be published from World Scientific Publishing Company (WSPC) below:

World Scientific Publishing Company Pte Ltd  
5 Toh Tuck Link, SINGAPORE 596224  
Tel: +65 6466 5775 ext 507  
Fax: +65 6467 7667  
Contact Person: Ms. Joy Quek, Senior Editor  
Email: jquek@wspc.com.sg  
Email: sqlow@wspc.com  
Website: <http://www.worldscientific.com>

The volume editor is asked to contact WSPC as early as possible about the publication schedule and the cost for publication. The conference chair should be also involved with the communications with WSPC. Generally, WSPC needs the following information:

- 1) Volume number: Genome Informatics Vol. #
- 2) Names and affiliations of editors:
- 3) Date of conference:
- 4) Place of conference:
- 5) Approximate manuscript submission date:
- 6) Quantity of bulk purchase:

Please also Cc to JSBi ([jimu@jsbi.org](mailto:jimu@jsbi.org)) the communications between the volume editor and WSPC so that JSBi may help. The contact information of JSBi is as follows:

Japanese Society for Bioinformatics Executive Office  
c/o Laboratory of DNA Information Analysis  
Human Genome Center  
Institute of Medical Science, The University of Tokyo  
4-6-1 Shirokanedai, Minato-ku, Tokyo 108-8639, JAPAN  
Contact person: Ms. Asako Suzuki  
Email: [jimu@jsbi.org](mailto:jimu@jsbi.org)  
<http://www.jsbi.org>

### **3 Handling Papers**

The volume editor is expected to handle all contacts with the contributing authors, and to provide all “source files” (defined in the last of this section) of the papers in the correct order together with

1. Preface by the Program Committee Chair (Co-Chairs)
2. Committee Listings (Program Committee, etc.)
3. Table of contents
4. Author index

The authors should use LaTeX2e or MS WORD for preparing their papers by using the template files and style files provided by the publisher. These files can be downloaded from “Instructions for Authors”:

[http://www.jsbi.org/journal/instructions\\_for\\_authors.html](http://www.jsbi.org/journal/instructions_for_authors.html)

The volume editor is asked to encourage the authors explicitly to use LaTeX2e for manuscript preparation.

After peer-review of the submitted papers, the volume editor is asked to send the camera-ready final versions to WSPC by the deadline agreed with WSPC. Please contact WSPC for the method of sending the camera-ready manuscripts.

Please note that basically WSPC will not perform editions of the manuscripts. Typos and grammatical errors will be published as they are in the final versions. Therefore, the volume editor should check the final versions carefully, ask the authors necessary revisions again, and perform necessary editions so that the manuscripts will follow EXACTLY the template style in the “Instructions for Authors”.

Simultaneously, JSBi will ask the volume editor to upload the “source files” of the accepted papers and other documents (Preface, etc.) to

host: <ftp://ftp.jsbi.org>

for electronic publication. Please contact JSBi ([jimu@jsbi.org](mailto:jimu@jsbi.org)) for the userid and password. It is important that the volume editor sends JSBi an email to inform that the volume editor has uploaded the files.

The “source files” of the paper shall mean as follows:

#### **LaTeX2e user**

1. LaTeX2e file(s) for the text prepared by using the template LaTeX2e file and style files provided.
2. PS/EPS file(s) for figure(s)
3. PDF file for camera-ready version.
4. Supplementary materials for electronic version

#### **RTF (WORD) user**

1. RTF (WORD) file prepared by using the template MS WORD file provided.
2. PDF file for camera-ready version.
3. Supplementary materials for electronic version

## 4 Preface, Committee Listings, Table of Contents, and Author Index

The volume editor is asked to edit “Preface”, “Committee Listings”, “Table of Contents”, and “Author Index”. We recommend to use LaTeX2e for creating these documents by using the sample files provided at

[http://www.jsbi.org/journal/instructions\\_for\\_volume\\_editor.html](http://www.jsbi.org/journal/instructions_for_volume_editor.html)

If the volume editor is not familiar with a LaTeX2e environment, JSBi will create these documents on behalf of the volume editor. Allows us two weeks to finish this process. Please send the following information to JSBi (email: [jimu@jsbi.org](mailto:jimu@jsbi.org)).

1. Text for “Preface”.
2. Text for “Committee Listings”
3. List of papers in the correct order with the following information:
  - (a) Title of paper, e.g.  
COMPUTATIONAL STRATEGY FOR DISCOVERING DRUGGABLE  
GENE NETWORKS FROM GENOME-WIDE RNA EXPRESSION  
PROFILES
  - (b) Author list, e.g.  
SEIYA IMOTO, YOSHINORI TAMADA, HIROMITSU ARAKI, KAORI  
YASUDA, CRISTIN G. PRINT, STEPHEN D. CHARNOCK-JONES,  
DEBORAH SANDERS, CHRISTOPHER J. SAVOIE, KOUSUKE  
TASHIRO, SATORU KUHARA, SATORU MIYANO
  - (c) Number of papes, e.g. 10.

Then JSBi will create all necessary PDF files and send them back to the volume editor.

## 5 Call for Papers

In “Call for Papers” and the conference web page, we recommend to create links to the “Instructions for Authors”:

[http://www.jsbi.org/journal/instructions\\_for\\_authors.html](http://www.jsbi.org/journal/instructions_for_authors.html)

## 6 Collecting the Copyright Forms

JSBi will hold the copyright of the articles published in Genome Informatics. The copyright form is available from

[http://www.jsbi.org/journal/copyright\\_form.html](http://www.jsbi.org/journal/copyright_form.html)

The volume editor is asked to collect the signed copyright forms from the authors. These copyright forms can be collected as PDF files or faxed copies of the forms signed by one of the authors, and shall be sent to JSBi before publication. We recommend to send the copyright forms in PDF files by email(s).

## **7 Genome Informatics Online**

The web site of “Genome Informatics Online” is

<http://www.jsbi.org/journal.html>

By using the “source files”, JSBi will create the online version of Genome Informatics.