One of the JCGG missions is to publish books or open Web information for promoting glycoscience worldwide. JCGG opened glycoscience protocols named GlycoPOD as a database in Oct, 2010, and is now taking an action to revise and publicly open it as GlycoPODv2. The following is the Editorial Policies and Review Process for GlycoPODv2 and JCGG sincerely acknowledges generous support for this action by the Mizutani Foundation for Glycoscience.

**GlycoPODv2 – Editorial Policies and Review Process**

The goal of this document is to define the scientific and editorial character of GlycoPOD version 2 (hereafter referred to as GlycoPODv2). In brief, the goal of GlycoPODv2 is to provide a collection of protocols for the glycosciences. GlycoPODv2 is an updated version of the original GlycoPOD which is currently available at <https://jcggdb.jp/GlycoPOD/>.

**Editorial Board:**

Content collection and peer-review is managed by the editorial board. Current editorial board members include:

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**Submission types:**

Submissions exclusively consist of experimental protocols, rather than research-based studies. All submissions will take the same format using the provided template. Sections are as follows:

**Title:** Titles should clearly indicate the methodology of the protocol. Subtitles are not preferred, but can be added if needed.

**Keywords:** Five to ten keywords

**Introduction:** Describe the relevance of this protocol to the glycosciences.

**Protocol**

**Materials**

**Instruments**

**Methods**

**Notes**

**References:** NLM citation format. See Citing Medicine, 2nd Edition.

**Conflicts of Interest** (when appropriate) :

**Other notes:**

**Abbreviations:** should be provided at first use.

**Figure Legends:** A brief title and legend (less than 100 words) should be provided.

**Gene names:** Full names (approved Gene Names by the HGNC) should be used in the title, and if an HGNC Approved Gene Symbol is available, it should be specified afterwards in parentheses.  In the main text, full names should be used, and the gene symbol specified in parentheses upon first use.

**Submission and Review Process**

All documents submitted to GlycoPODv2 will be reviewed critically and it is the responsibility of the Editorial Board to determine the suitability for publication. After submission, documents will be assigned an Editorial Board member who will solicit reviewers. Manuscripts will then be assigned to two experts in the field who do not belong to the same institute as the author. The goal of the review is to ensure:

* the accuracy of the scientific content;
* the appropriateness of citations which are expected to be recent reviews in the field;
* the quality of writing and the intelligibility of the text to scientists in other related fields;
* the content follows the provided template.

The Board member will endeavor to collect and collate comments within one month of submission making a recommendation for acceptance, revision, or declination based on the quality of the entry. All referees who review manuscripts will remain unknown to the authors and every manuscript will be treated as privileged communication. Ideally, updated text will be provided within one month. Chapters requiring significant updates will be re-reviewed.

Once finalized, documents will be publicly opened.

There are no publication fees.

**Ethical Policies:**

GlycoPODv2 considers the following a breach of its ethical policies:

Conflict of interest: defined as, not disclosing actual or perceived conflicts that could affect scientific judgment.

Plagiarism: Using another person's text, figures, graphs, or data without citation. We note that reproduction of figures, graphs, or data requires permission from the appropriate journal.

Self-plagiarism: Re-using text and figures from your own previously published or submitted work without appropriate citation. We note that reproduction of figures, graphs, or data requires permission from the appropriate journal.

Falsification or fabrication of data: N/A with reference to review articles.

Author list: The list of authors should match the contributions made.

In terms of human and animal rights, experiments covered by the submitted articles must be performed, if required, under approval by an Institutional Animal Care and Use Committee or Institutional Human Right Committee including care for informed consent.

**Figures**

Please use original art or obtain permissions from the appropriate journal.

All structure figures should use the SNFG nomenclature (https://www.ncbi.nlm.nih.gov/glycans/snfg.html). Structure figures should be accompanied by a title.

Figures should have a >300 dpi resolution.

All figures should be referenced in the main text.

Upon submission, figures in PNG, JPEG, or GIF format as well as TIFF or EPS format embedded in the document are acceptable. Upon acceptance of the manuscript, uncompressed high-resolution TIFF or EPS files are required for all images.

**Sponsorship**

GlycoPODv2 will require that at the time of submission, each author reveal any financial interests or connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications, or opinions stated - including pertinent commercial or other sources of funding for the individual author(s) or for the associated department(s) or organization(s), personal relationships, or direct academic competition.

**Corrections and Retractions**

Authors requiring corrections or retractions are asked to send an e-mail to JCGG office (jcgg-office@jcgg.jp). The office will proceed to a process to the Editorial Board.

Updated on 2022/04/09