

THE TOKAI JOURNAL of EXPERIMENTAL and CLINICAL MEDICINE

AUTHOR GUIDELINES

Scope

The *Tokai Journal of Experimental and Clinical Medicine*, also referred to as *Tokai Journal*, is an official quarterly publication of the Tokai Medical Association. *Tokai Journal* publishes original articles that deal with issues of clinical, experimental, socioeconomic, cultural and/or historical importance to medical science and related fields. Manuscripts may be submitted as full-length Original Articles or Brief Communications. *Tokai Journal* also publishes reviews and symposium proceedings.

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Instruction for Authors

Preparation of manuscripts (Original Articles and Brief Communications)

Manuscripts should be organized as follows: Title page (the first page), Abstract (the second page), and the main body of the manuscript consisting of "Introduction," "Materials and Methods," "Results," "Discussion," "Acknowledgements," "References," "Tables," and "Figure Legends." Font size should be 12-point throughout the manuscript. For preparing the text, the current or previous version of Microsoft Word is recommended. Otherwise, the text may be submitted in the text file format. A covering letter should also accompany the manuscript. Figures should be prepared as a separate file. **Authors for whom English is not his or her first language are required to submit their manuscript with an accompanying letter certifying that the manuscript has been edited by an English-speaking editor.**

Authors are encouraged to use generic names for drugs and chemicals.

(1) Title page

As the first page of the manuscript submission file, The title page should provide (a) title of the manuscript (120 characters maximum), (b) full name of all authors, (c) full addresses of the departments and institutions where the work was performed, (d) a running head (80 characters maximum including spaces), and (e) name, address, telephone and fax numbers, and e-mail address of the corresponding author, who serves as contact.

(2) Abstract

Repeat names of the authors and the title of the manuscript at the top of the page. The body of the abstract should not exceed 200 words, and should be structured into the sub-sections "Objective," "Methods," "Results," and "Conclusion(s)." Following the abstract, a maximum of five (5) keywords should be selected and indicated. For submission, the abstract should be submitted as its own file.

(3) Text

The main body of the manuscript should consist of "Introduction," "Materials and Methods" or "Patients and Methods," "Results," "Discussion," "Acknowledgments," "References," "Tables," and "Figure Legends."

1. Introduction

This section should position the study with regard to objective, rationale, and preceding works of other authors.

2. Materials and Methods

This section should contain a statement that "The investigation conforms with *The Guide for the Care and Use of Laboratory Animals* published by the U.S. National Institutes of Health (NIH Publication No. 85-23, revised 1996)" for studies involving experimental animals, or that "The investigation conforms with the principles outlined in the Declaration of Helsinki" (*Cardiovascular Research* 1997; 35: 2-4) when human subjects were used. The methods section should be sufficiently detailed for repetition of the study by other scientists.

3. Results

If pertinent, the section may be divided into headed sub-sections. For presentation of data, figures are preferred to tables. Also, extensive numerical data should appear in Figure Legends rather than in the main body of the text. SI units should be used.

4. Discussion

This section should not contain paragraphs dealing with topics that are beyond the scope of the study.

5. Acknowledgments

6. References

References should be numbered in the order of appearance, with reference numbers given in the text in parentheses. If the bibliography contains more than six authors, “*et al.*” should be added following the sixth author. Abbreviations for journal titles should follow *The Journal Indexes in Index Medicus*. Bibliography style is as follows:

Regular papers

Suzuki Y, Tokuda Y, Saito Y, Umemura S, Osamura RY. Clinicopathological correlation between expression of PTHrP receptor and various prognostic factors in breast cancer without axillary lymph node metastasis. *Tokai J Exp Clin Med* 2005; 30:127-32.

Books

Wit AL, Janse MJ. The Ventricular Arrhythmias of Ischemia and Infarction. Electrophysiological Mechanisms. Mount Kisco, NY: Futura Publishing Company, Inc, 1992.

Chapter in book

Weber KT. Cardiac Interstitium: Extracellular Space of the Myocardium. In: Fozzard HA, Haber E, Jennings RB, Katz AM, Morgan HE, eds. *The Heart and Cardiovascular System*. Scientific Foundations, 2nd ed. New York: Raven Press, 1991: 1465-1480.

7. Figure Legends

8. Figures/Tables

These should be attached as separate files (entitled “Figure 1” or “Table 2” for example). Figures should be of high resolution (300 dpi or greater) and in one of the following formats: TIFF, BMP, JPG, PDF, or EPS. Any lettering and mark in the figures should be large enough to withstand photographic reduction. Note that due to the capacity of electronic transfer, the size of figure files is limited to 10 MB per manuscript. For figure files exceeding 10 MB, submit the files on CD-R.

Preparation of Review Articles

Review articles should be divided into the following sections: a short, unstructured abstract followed by various sub-sections that may include an introduction and may also be further subdivided, and a summary or similar concluding section. For other details, refer to the above **Preparation of manuscripts (Original Articles and Brief Communications)**.

Submission

Manuscripts should be submitted electronically by the corresponding author at tokai-j@tokai-u.jp. The submission is required to be uploaded as three files: 1) the abstract, 2) the manuscript (with title page; not as a PDF file), and 3) a covering letter including the following declarations: i) that “the manuscript, or part of it, neither has been published (except in form of abstract or thesis) nor is currently under consideration for publication by any other journal,” and, ii) that the co-author(s) has read the manuscript and approved its submission to *Tokai Journal*. The covering letter should also indicate the classification of the manuscript as either “Original Article,” “Brief Communication,” “Review,” or other.

Statement of Conflict

Tokai Journal requires all authors of submitted manuscripts to disclose in the covering letter significant financial arrangements with commercial companies that produce, distribute, or sell products that are the subjects of studies reported in the manuscript or with competitors of such companies. Any research support must also be acknowledged in the Acknowledgments section.

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