

Instructions for Authors

- 1 **Journal of Medical Safety (JMS)** is accepting online to the Society Office (jms@iarmm.org). Authors will be sent more information about how and where to send their papers after they are accepted. The entire manuscript should be contained in one file. Tables and figures should be excluded from the electronic file and presented only in the accompanying hard copies. The following word processing programs and format files are accepted: Microsoft Word for Windows version, Text files, RTF form files, and PDF form files. An electronic file by languages other than English are not be accepted.
- 2 Manuscripts previously published are not acceptable. Submission of a manuscript to the journal implies that it has not been published elsewhere, that it does not duplicate material already published in any languages elsewhere.
- 3 Human studies should not be conducted in accordance with the recommendations outlined in the Declaration of Helsinki (1964, revised 1975 and 1983).
- 4 The following types of contributions will be published: 1) articles reporting original research; 2) short communications; 3) other articles. All submissions are peer-reviewed and subject to final decision of the Editorial Board.
- 5 Manuscript should be prepared in the following manner:
 - 1) Manuscript should be written in English. Each manuscript should be sent by e-mail to the following Editorial Office. Also, one original and two copies should be submitted.
 - 2) The English abstract (250 words) should be attached to manuscripts.
 - 3) The title page of the manuscript should include name(s) of author(s), affiliated organization(s), address of representative author, type of contribution, running title (not more than 60 letters including spaces) and number of tables and figures.
 - 4) Manuscript should be typed in double-spacing on A4 (ca. 22x28 cm) paper.
 - 5) Original article should be limited to 8 printed pages including tables and figures. This would be equivalent to 20 pages of double-spaced text. Exceeded print page will be charged by 100 USD per page.
 - 6) Short communications and case studies should be limited to 2 printed pages including tables and figures. This would be equivalent to 5 pages of double-spaced text.
 - 7) Key words up to 10 words will be placed after the abstract for reviews, originals, and field studies, but only after the title of the title page for short communications and case studies.
 - 8) Tables and figures should be of adequate quality to withstand reduction in size. Each table and figure should be submitted on a separate A4 sheet. Their location in the text should be indicated in the margin of the text.
 - 9) The following units and symbols should be used for quantities and measurements: km, m, cm, mm, μm , nm, Å, kg, g, mg, μg , ℓ , mL, μL , yr (year), wk (week), d (day), h (hour), min (minute), s (sec), ms, μs .
 - 10) References should be numbered according to the order in which they appear in the text and should be listed at the end of the text according to the following format. The number of the references should be indicated in the text as ...¹⁾, ...²⁾³⁾, ...¹⁾⁻⁵⁾

Examples of references

- ① Papers published in Journals
Adamson J, Hunt K, Ebrahim S. Socioeconomic position, occupational exposures, and gender: the relation with locomotor disability in early old age. *J Epidemiol Community Health* 2003;57: 453-455.
- ② Books and other monographs
Detels R, McEwen J, Beaglehole R, Tanaka H. *Oxford Textbook of Public Health. The Scope of Public Health. Fourth Edition.* Oxford: Oxford University Press, 2002.
- ③ Contributions in Books
Detels R, Breslow. Current scope and concerns in public health. In: Detels R, McEwen J, Beaglehole R, Tanaka H. *Oxford Textbook of Public Health. The Scope of Public Health. Fourth Edition.* Oxford: Oxford University Press, 2002: 3-20.

JMS Editorial Office:

IARMM Information, Publication & Registration Office
(E-mail) jms@iarmm.org (Tel/Fax) +81-3-3817-6770
(Postal Address) 4-7-2-102 Hongo, Bunkyo-ku, Tokyo, 113-0033, Japan