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General

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Manuscripts should be arranged in the following order:

- title page, 2. abstract and key words, 3. main text, 4. references, 5. figures and figure legends, 6. tables and footnotes, and 7. any other relevant sections. Each of these items should begin on a separate page.

1. Title page

The title page of the manuscript should contain only the following:

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- Affiliations of the authors (if the publication originates from several institutes, the affiliations of all authors should be clearly stated)
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2. Abstract and key words

The second page of the manuscript should contain only the abstract (maximum 250 words) and key words. The abstract must be fully comprehensible without reference to the text. For original manuscripts, a structured abstract is required with the following headings: Background, Methods, Results, Conclusions. For other types of manuscript, the abstract should not be structured.

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There should be no more than five key words. (Refer to Medical Subject Headings in *MeSH*).

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Manuscripts should be divided into the following sections and presented in this order:

Introduction, Materials and Methods, Results, Discussion, References.

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Define abbreviations upon first appearance in the text. Abbreviations should not be used unless they appear at least three times in the text. Avoid jargon and nonstandard usage.

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<http://www.ncbi.nlm.nih.gov/books/NBK7256/>

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Journal Articles:

Yokota H. Cerebral endothelial damage after severe head injury. *J Nippon Med Sch.* 2007 Oct 15; 74 (5): 332-7.

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Yokota H. Cerebral endothelial damage after severe head injury. *J Nippon Med Sch* [Internet]. 2007 Oct 15 [cited 2019 Jan 5]; 74 (5): 332-7. Available from: https://www.jstage.jst.go.jp/article/jnms/74/5/74_5_332/_pdf-char/en doi: 10.1272/jnms.74.332

Yoshida H, Taniai N, Yoshioka M, et al. The current status of laparoscopic hepatectomy. *J Nippon Med Sch* [Internet]. 2019 Aug 15 [cited 2019 Sep 25]. Available from: https://www.jstage.jst.go.jp/article/jnms/86/4/86_JNMS.2019_86-411/_pdf-char/en Epub ahead of print. doi: 10.1272/jnms.JNMS.2019_86-411

Contributions to Books:

Yokota H. Kyukyuiryo ni okeru shumatsuki iryō [Terminal care in emergency care]. In: Aruga T, Tejima Y, editors. *Kyukyuiryo* [Emergency care]. Tokyo: Maruzen Publishing; 2012. p. 79-100. (Series *seimei rinrigaku* [The Japanese bioethics series]; vol. 10). Japanese.

Websites:

National Comprehensive Cancer Network. NCCN Clinical Practice Guidelines in Oncology: Non-Small Cell Lung Cancer Ver. 2 [Internet]. 2018 Jan 17 [cited 2019 Dec 4]. Available from: https://www2.tri-kobe.org/nccn/guideline/lung/english/non_small.pdf

Databases:

SEER Summary Staging Manual—2000 [Internet]. U.S National Institutes of Health. 2000 [cited 2018 Apr 1]. Available from: <http://seer.cancer.gov/tools/ssm>

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