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- ☐ 9. Clinical trials have been registered in a public registry approved by the ICMJE, and the name of the registry and registration number are stated at the end of the abstract.
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Category	Maximum word count for entire paper	Maximum word count for Abstract	Figures/Tables
Photogravure	200	Not applicable	2
Review	4,000	250	12
Original	8,000	250	No limit
Case Report	3,000	250	6
Letter to the Editor*	800	Not applicable	0

*Up to 10 references can be cited.

- ☐ 2. If the manuscript is classified as an Original article, it is arranged as follows: Title page, Abstract (Background, Methods, Results, Conclusions), Key Words, Introduction, Materials and Methods, Results, Discussion, References
- ☐ 3. The abstract is double-spaced and contains no more than 250 words.
- ☐ 4. The running title is no more than 40 characters in length.
- ☐ 5. There are no more than 5 key words (refer to Medical Subject Heading in MeSH).

References:

- ☐ 1. References are listed as shown in Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers. 2nd Edition
- ☐ 2. When a reference has 7 or more authors, the first 3 authors are named, followed by "et al.". When a reference has no more than 6 authors, all authors are named.
- ☐ 3. The references are cited in a proper format consecutively throughout the text.

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- ☐ 1. Each figure or table is on a separate page (A4).
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General

1. *Journal of Nippon Medical School* (JNMS) is the official journal of the Medical Association of Nippon Medical School and aims to introduce achievements in the fields of basic and clinical medicine. Articles contributed are classified into the following categories: originals, reviews, and case reports.

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- (3) Final approval of the version to be published; and
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Each author must clearly describe their individual contribution to the submitted manuscript at the end of the text. Individuals who contribute to the preparation of the manuscript but who do not meet all four authorship criteria may be recognized in the acknowledgments section. If any changes are made to the list of authors after initial submission of the manuscript, the editorial committee must be notified after all authors have agreed to the changes.

3. Articles must be submitted in English of a standard appropriate to an international academic journal. Those submitted by non-native speakers of English must be accompanied by certification that they have been edited either by a professional English-language editor or by a qualified colleague (a native English speaker with expertise and experience in the editing of scientific papers). Certificates must be submitted in PDF format together with the manuscript.

4. The articles must comply with the following rules concerning the Protection of Personal Information:

- (1) No information that would facilitate the identification of a patient (name, initials, date of hospitalization, etc.) should be included;
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- (4) Identifying information such as numbers should be removed from images and from biopsy and autopsy data.

5. Studies reported in contributions to JNMS must be based on humane experimental practices and observe the latest versions of *The Declaration of Helsinki*, *Guide for the Care and Use of Laboratory Animals* or the established guiding principles and standards in the relevant field of research. Papers that describe studies using human or animal subjects must include an Institutional Review Board approval statement in the Methods section. Informed consent should be obtained from all human subjects, and a statement confirming that consent has been obtained must be included in the Methods section.

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10. Authors must disclose all sources of funding they have received in the manuscript at the end of the text.

11. All clinical trials must be registered prospectively, ideally before informed consent is received from the participants, in a public registry approved by the ICMJE. Authors must provide the name of the registry and the registration number at the end of the abstract. (Secondary data analyses need not be registered separately; the registration number for the primary trial can be used.)

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- (1) Copying text from other sources without appropriate referencing
- (2) Paraphrasing a referenced text by using basically the same grammar and structure and changing only a few words, even if citations are provided

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Simply log on to ScholarOne Manuscripts and follow the onscreen instructions for all submissions. You will need to register before your first submission to JNMS. If you have any technical problems or questions related to the electronic submission process, please contact our Editorial Office:

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Types of manuscripts

1. Originals are scientific reports of unpublished clinical or experimental medical research. The maximum length is 8,000 words, including the title page, abstract, references, tables, and figure legends.
2. Reviews consist of a critical assessment of the literature and existing data. The maximum length is 4,000 words, including the title page, abstract, references, tables, and figure legends.
3. Case reports should have a maximum of 3,000 words, including the title page, abstract, references, tables, and figure legends.
4. Photogravures are brief articles intended to present electron micrographs and images that have clinical or research significance. The maximum length is 200 words, including the title page, references, and figure legends.
5. Letters to the Editor should be brief and contain constructive opinions or questions about articles that have

been published in JNMS. Letters should not exceed 800 words and may include a maximum of 10 references.

Arrangement of manuscripts

The entire manuscript, including the whole text, references, legends to figures, tables etc., should be presented as a Microsoft Word file. Manuscripts must be typewritten and double-spaced on paper not exceeding 30×21 cm (standard A4 paper is suitable) with a 3-cm margin.

Manuscripts should be arranged in the following order:

1. 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:

- a. Title of the paper (no abbreviations should be used in the title)
- b. Running title (no more than 40 characters, including spaces)
- c. Full names of the authors
- d. Affiliations of the authors (if the publication originates from several institutes, the affiliations of all authors should be clearly stated)
- e. Correspondence address, including telephone and fax numbers, and e-mail address.

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.

Key words

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

3. Main text

Section headings

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

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

Abbreviations

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.

4. References

References should be listed as shown in Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers. 2nd Edition, published by the United States National Library of Medicine (NLM).

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

When a reference has 7 or more authors, the first 3 authors must be named, followed by "et al.". When a reference has no more than 6 authors, all authors must be named. Authors using EndNote can format references with the output style below.

<https://www.nms.ac.jp/sh/jnms/insttoa.html>

References, including those given in table and figure legends, should be numbered sequentially in the order they appear in

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Please refer to the following examples.

Journal Articles:

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

Yoshida H, Tani ai N, Yoshioka M, et al. The current status of laparoscopic hepatectomy. *J Nippon Med Sch*. 86 (4). Forthcoming 2019 Aug 15.

Journal Articles on the Internet:

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, Tani ai 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. Kyukyui ry o ni okeru shumatsuki iryo [Terminal care in emergency care]. In: Aruga T, Tejima Y, editors. *Kyukyui ry o* [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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All illustrations (line drawings and photographs) are classified as figures. Digital photograph files should have a resolution of at least 300 dpi. Figures and photographs should be numbered in order of appearance with Arabic numerals (for instance Fig. 1, Fig. 2/Photo 1, Photo 2). Each figure must have an accompanying legend, which should be understandable without reference to the text. All of these legends should be collected together on a separate page (typewritten and double-spaced) rather than placed under the figures they refer to. Each figure's position in the text should be clearly indicated.

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-Column headings should be kept as brief as possible and indicate units.

-Footnotes should be labeled a), b), c), etc. and typed on the same page as the table they refer to.

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-The same rules governing the use of materials taken from articles of other authors for use in figures apply to materials used in tables also.

Supplementary Materials

-Supplementary materials can be published in the online version of the journal (J-STAGE). Submissions should be made via ScholarOne Manuscripts, together with the main manuscript. The title and legends should also be submitted in MS Word format.

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(Photogravure and Case Reports)	¥10,000
Online publication (PDF) (yen/page)	¥400
Online publication (HTML) (yen/article)	¥1,000

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