

## Information for Authors

**1. Requirements for Authors.** (1) Member of the **Kitasato Igakukai** (北里医学会), (2) Persons who have received an invitation to contribute an article to *The Kitasato Medical Journal* from the KMJ editing committee, or (3) Persons who have received both the approval of a **Kitasato University School of Medicine** teacher or teachers and the KMJ editing committee. The manuscript is not under consideration by another publication, and its essential substance, Tables, and Figures have not been previously published.

**2. Authorship.** There may only be one lead author (i.e., the first author), and all coauthors must have participated actively in the study. The coauthors must have made (1) substantial contributions to the concept and design, or analysis and interpretation of data and/or writing the manuscript or revising it critically for important intellectual content, and (2) must have given approval of its final version for submission. The number of authors of **Original Contributions, Reviews, Case Reports, Brief Communications, and Letters to the Editors is limited to 10**. Other persons, contributing to the work (including participants in collaborative trials) should be thanked in the **Acknowledgments** with mention of their titles, positions, and affiliations.

**3. Conflicts of Interest (COI).** The first or corresponding author must declare any COI on the **Conflicts of Interest Disclosure Form**, torn or copied from the back of the journal, and submit it with the manuscript. List the sources of support and institutional affiliations in the text (after the subheading “**Funding**”: which appears before the **References**) only if there are any COI. If there is none, write, “**Conflicts of Interest: None.**” Date it, and sign it, and submit it with the manuscript.

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**(1) Original Contributions** are limited to 5,000 words and 50 **References**. Include a structured **Abstract**, of 200 words maximum, and 3 to 5 **Keywords** or phrases. If **Tables** and/or **Figures** are used, an equivalent number of words must be deducted from the total (See 7. (2) “**Estimating Length of a Manuscript**”).

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**(4) Letters to the Editors.** The only type of letter that will be considered is one that comments on an article published in the **Kitasato Medical Journal** or the journal **KITASATO MEDICINE** (北里医学). The **Letter** should be brief, directly related to the published article, and submitted ASAP. The **Reference** limit is 4, with the requirement that the related article is 1 of the 4 **References**. **Letters** are to be emailed to the **Editorial Office** as an attached Microsoft Word file. **Letters** are to be double spaced, in 12-point, Times New Roman font and limited to 500 words (excluding the phrase, “**To the Editors,**” the authors’ names and addresses, and the **References**). The editors reserve the right to shorten **Letters** if necessary and to do minor editing without notifying the author. **Letters** may be published together with a **Reply** from the author of the original paper. If the original author does not respond to the **Letter**, the following notation will be published, “**Response declined.**” Because space for letters is limited, only a selection of letters submitted may be published.

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**6. Publication Ethics.** (1) Authors must follow the ethical standards for human experimentation, established by the Declaration of Helsinki (World Medical Association Declaration of Helsinki: recommendations guiding physicians in biomedical research involving human subjects. 2013, 7th revision). Human experimentation requires the authors' institutional approval before the experiment is started. Institutional approval for human and nonhuman experimentation must be stated in the **Materials and Methods** section. Reports of experiments on animals should state, in the **Materials and Methods** section, that the guidelines for the care and use of those animals were followed. The type of animals must be included in the **Materials and Methods** section of the manuscript. (2) Authors must omit from their manuscripts and/or mask in **Figures** any identifying details of patients, subjects, and participants, including: names, initials, or hospital patient numbers. Patient details may be included only if reporting those details is essential for scientific purposes and the authors have obtained written informed consent for publication from the patient or the patient's parent or guardian. Authors must declare that they have obtained such written informed consent in the **Materials and Methods** section of the manuscript.

## 7. Submissions

**(1) Submissions are to be emailed.**

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**(7) Native English Check.** If the author is not a native English speaker, one must check the manuscript before the author submits it, and attach a signed, dated, written certificate stating such to the submission.

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**(9) Reprints.** The corresponding author will receive a price list and order form for Reprints from the publisher at the time of final acceptance.

**(10) ① The Title page** (page 1) must have in sequence: the **Title** (concise and suitable for indexing purposes); the authors list (given name first and family name last); department or division, and institution; city, state or prefecture, and country (if other than Japan); presented line (if applicable, where and when the paper or any part of it was presented); declarations and/or disclaimers; the corresponding author's name, department or division, and institution, address, business and cellphone numbers and email address; and the same information for the author to whom requests for reprints should be addressed if different from the corresponding author. If reprints will not be available, it should be so stated. A **Short Title**: limited to 45 characters with spaces must be provided.

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**Background:** Give only essential information only. (A "**Background**" is not required. Include one only if it is necessary.)

**Objective(s):** Explain the purpose of the study, e.g., the hypothesis being tested.

**Methods:** Include the setting for the study, the patients, subjects, or participants (number and type), and the Methods.

**Results:** Include the outcome of the study (and statistical significance, if appropriate).

**Conclusion(s):** State the significance of the results.

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④ **Abbreviations:** (If there are many, a list of **Abbreviations** follows the **Keywords**.) Use only standard abbreviations. Consult the Scientific Style and Format (<http://www.cbe.org/>) or the AMA's Manual of Style. Abbreviations in the **Title** are not acceptable, other than commonly used terms (e.g., COVID-19, DNA, HIV, etc.), and should be avoided in the **Abstract**. In the text, abbreviations should be kept to a minimum. The full term should precede the first use of the abbreviation, which then appears in parentheses, unless it is a standard unit of measurement.

⑤ **The Text.** Write your manuscript in the first person and active voice if appropriate for a clear and concise explanation of the information. The passive voice is generally more effective for describing techniques or observations because the emphasis is on the "action" rather than on the person performing the action. Although not appropriate for some types of articles, **Original Contributions** are customarily organized into sections and identified with the following headings.

**Introduction.** State concisely the purpose and rationale for the study and cite only the most pertinent references as background.

**Materials and Methods.** Briefly describe (but with sufficient detail to permit others to repeat the study), the plan, the patients, subjects, or participants, experimental animals, materials, and controls, the methods and procedures utilized, and the statistical method(s) employed. The generic, chemical, or trade names of drugs may be used. If the generic or chemical name is used, include the trade name in parentheses after the first mention in the text, along with the name of the manufacturer, city, state, or prefecture, and country (if other than Japan). In describing the statistical analyses, authors must clearly state which tests were used to evaluate a specific data set. When data are presented in tabular form and/or in a **Table**, the statistical test(s) used to evaluate the data should be indicated with a footnote.

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**Acknowledgment(s).** Acknowledge persons who have made substantive contributions. Please write their full name, title, department, and institution. Declare any and all financial support, e.g., Grant-in-Aid and commercial grants.

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**References.** Number references consecutively in the order in which they are mentioned in the text. A reference manager may be used, and please double check it with PubMed for accuracy. Use the KMJ format or that of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Available at: <http://www.icmje.org/>. Journal titles should conform to the abbreviated titles used in the Cumulated Index Medicus.

**Journal examples:** (If 3 or fewer authors, list them separated with a comma. If more than 3 authors, list the first 3, et al.)

1. Hockertz S, Emmendorffer G, Scherer G, et al. Acute effects of smoking and high experimental exposure to environmental tobacco smoke (ETS) on the immune system. *Cell Biol Toxicol* 1994; 10: 177-94.
2. Satoh T, Tollerud DJ, Guevarra L, et al. Chemiluminescence assays for cytokines in serum: Influence of age, smoking, and race in healthy subjects. *Jpn J Allergology* 1995; 44: 661-9 (in Japanese).
3. Falson P. An efficient procedure to dialyze volumes in the range of 10-200 microliters. *Biotechniques* 1992; 118: 20-2.
4. Mosmann TR, Moore KW. The role of IL-10 in cross regulation of Th1 and Th2 responses. *Immunol Today* 1991; 12: A49-53.
5. Okudaira H, Nogami M, Matsuzaki G, et al. T-cell-dependent accumulation of eosinophils in the lung and its inhibition by monoclonal anti-interleukin-5. *Int Arch Allergy Appl Immunol* 1991; 94: 171-3.
6. Health and Welfare Statistics Association in Japan. Annual statistical report of national health condition. *J Health Welfare Stat Suppl* 2003; 50: 392-3 (in Japanese).

7. Mizuno K, Bächinger HP, Imamura Y, et al. Fragility of reconstituted type V collagen fibrils with the chain composition of  $\alpha 1(V)\alpha 2(V)\alpha 3(V)$  respective of the D-periodic banding pattern. *Connect Tissue Res* 2012 Oct 23. [Epub ahead of print] doi:10.3109/03008207.2012.734876.

**Book example:**

8. Antia FP. *Clinical Diabetes and Nutrition*, 2nd edition. London: Oxford University Press; 1973.

**Chapter in BOOK example:**

9. Ledger WJ. Dystocia and prolonged labor. In: Wilson JR, Carrington ER, editors. Volume 8: *Obstetrics and Gynecology*. St. Louis: CV Mosby; 1987; 474-93.

**Internet examples:**

10. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Available at: <http://www.icmje.org/>. Accessed June 7, 2006.
11. Code of Federal Regulations Title 45 (Public Welfare) Part 46 (Protection of Human Subjects). Available at: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm/>. Accessed June 7, 2006.

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**Published abstracts** can be used as a numbered reference. List the reference to the complete published article.

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# The Kitasato Medical Journal

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