

# Journal of Medical and Dental Sciences

## Information for Contributors

1. Qualifications for Submission: To be eligible to submit manuscripts, the first author should be:
    - 1) Faculty and staff of Tokyo Medical and Dental University;
    - 2) Current student of Tokyo Medical and Dental University who has been recommended by his/her professor;
    - 3) Non-Faculty, non-staff or non-current student of Tokyo Medical and Dental University who has received approval from the Board prior to manuscript submission;
    - 4) A person who has been invited by the Board to submit a manuscript. A person who wishes to contribute a manuscript to the Journal of Medical and Dental Sciences should submit the manuscript to the Editor-in-Chief, Administration Office of the University Library, Tokyo Medical and Dental University, 1-5-45, Yushima, Bunkyo-ku, Tokyo 113-8510, Japan.
  2. The following types of papers will be considered for publication: original articles, reviews, mini reviews, short communications, case reports, technical innovations and statistical investigations.
  3. Authors should confirm in writing that the research contained in the manuscript has not been published, or the manuscript is not under consideration elsewhere.
  4. The Journal of Medical and Dental Sciences is published quarterly in March, June, September and December.
  5. Authors must submit "Application Form for Submission", "Personal History", "Check List" and "Copyright Transfer Agreement" with the manuscript. These forms can be found on the Tokyo Medical and Dental University website.
  6. Manuscripts will be reviewed by three or more professionals, who are members of the Board or have been requested by the Board to serve as guest reviewers. Reviewers may come from either within or outside the University.
  7. Acceptability will be determined by the Board and will basically be reported in order of application.
  8. Manuscripts should be written in English.
  9. The manuscript should be submitted on A4 paper and must comprise one typewritten original and four additional copies (figures should be originals). After final acceptance, an electronic manuscript (floppy disk, MD, CD, or other media) should be submitted. Disks should be labeled with information on the computer model, name of software, manuscript title, and the name and affiliation of the first author.
  10. Pages must be double-spaced and contain approximately 20 lines; one line should contain approximately 65 letters. Each page should have wide margins on both sides. Pages should be numbered consecutively.
  11. The length of the manuscript should be within 20 pages, including tables, figures, and images.
  12. The manuscript should consist of a title page, an abstract, text, acknowledgments, references, and legends for figures and tables.
    - 1) The first page of the manuscript must include the following information:
      - (1) Title
      - (2) Full names of all authors
      - (3) Affiliations
      - (4) Running head (within 50 letters)
      - (5) Address
    - 2) The second page of the manuscript must include the following:
      - (1) An abstract limited to 200 words (An abstract in Japanese should be submitted on a separate sheet)
      - (2) Five or fewer key words
  - 3) The text of the manuscript should be divided as follows:
    - (1) Introduction
    - (2) Materials and Methods
    - (3) Results
    - (4) Discussion
    - (5) Acknowledgments
    - (6) References
    - (7) Legends
13. Scientific names of bacteria, animals and plants should be written in italics, and the first letter should be capitalized.  
[ex.] *Bacillus enteritidis*, *Trombicula pallida*
14. The names of medicine should be presented as chemical or generic terms written in lower case. When a commercial name is used, the first letter should be capitalized.  
[ex.] cyclophosphamide, Endoxan
15. Studies using human subjects require approval from the ethics review committee of the institution and informed consent from each participant. Authors must clearly state that these have been obtained.
16. When reporting experiments on animals, authors must clearly state that approval has been obtained from the institutional animal care and use committee.
17. Conflicts of interest  
If direct or indirect financial support was received from any company in conducting the research or creating documents, the source and nature of the support must be described in the Acknowledgments section.
18. Each time a reference is cited in the text, the citation number should be typed in the text as a superscript number.
19. References should be presented as follows:
  - 1) References should be arranged in numerical order according to the sequence of presentation in the text and listed double-spaced on separate sheets.
  - 2) If there are more than four authors of a manuscript, list the first three names followed by et al.
  - 3) Journal abbreviations should follow the format reported in Index Medicus.
  - 4) References to articles written in Japanese should specify whether an English abstract is available.
  - 5) References cited from the Internet are as follows:
    - (1) Web-only journal (published in electronic form only) may be cited in the references.
    - (2) In principle, Websites should not be included in the reference list. However, if use of such materials is deemed necessary, these sources may be listed in the text or a footnote apart from the reference list, and the authors are required to provide a letter that explains why they must cite a Website in their manuscript.
  - 6) Referencing system is based on the Vancouver style, with some minor modifications. Please refer to "Sample References," which are available in the Administration Office of the University Library.
20. Units should be expressed in accordance with SI (Système Internationale).  
Ex: Length nm,  $\mu\text{m}$ , mm, m, km, etc.  
Mass pg, ng,  $\mu\text{g}$ , mg, g, kg, etc.  
Molecule weight mol, etc.  
Volume  $\text{mm}^3$ ,  $\text{m}^3$ ,  $\mu\text{l}$ , ml, l, etc.  
Concentration mg/l, g/l, etc.  
Temperature  $^{\circ}\text{C}$ , K, etc.  
Time  $\mu\text{s}$ , ms, s, min, h, etc.
21. Tables should be presented as follows:
  - 1) Tables should be arranged in numerical order according to the presentation in the text (ex. Table 1, Table 2). Each table should be presented on a separate sheet with the explanation and authors' names written on the reverse side.
  - 2) The sites where tables are to be inserted in the text should be indicated in the margin.
22. Figures should be presented as follows:
  - 1) Figures should be arranged in numerical order according to the presentation in the text (ex. Fig. 1, Fig. 2). Each figure should be presented on a separate sheet with the explanation and author's name written on the reverse side.
  - 2) Photomicrographs should be submitted with bar scales as appropriate.
  - 3) Figure legends should be typed double-spaced on a separate sheet.
  - 4) The sites where figures are to be inserted in the text should be indicated in the margin.
  - 5) The author or the institute must pay the cost for color printing.
23. Figures and tables should be sized in consideration of the three possible sizes for printing, 8.5cm, 11.5cm, and 17.5cm.
24. If revisions are required, revised manuscripts should be submitted within three months from the date of the committee meeting. Otherwise the revised manuscript will be considered as a newly submitted manuscript. Notification of the deadline for resubmission will accompany the request for revisions.
25. Authors will usually be asked to proofread their articles only once.
26. Papers no longer than six printed pages will be published without page charges. Charges for additional pages will be quoted on request from the author or institute. Additional page charges will not apply to manuscripts requested by the Board.
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