

Journal of the Japan Society for Laser Surgery and Medicine: Guidelines for Authors

1. Introduction

The Journal of the Japan Society for Laser Surgery and Medicine (hereinafter referred to as “the Journal”) is published quarterly as the bulletin of the Japan Society for Laser Surgery and Medicine (JSLSM) (hereinafter referred to as “the Society”), using the electronic journal platform for science and technology information in Japan (J-STAGE) developed by the Japan Science and Technology Agency (JST). The Journal is published in book form as an edition of academic meeting abstracts in one of the four publications yearly.

2. Authors’ Qualifications

The lead author should be a member of the Society. However, this does not apply for an invited manuscript.

3. Submission and Publication

- 1) A submitted manuscript should be categorized as any of an Original Article, Review, Case Report, Brief Article (Rapid Communication), or Letter to the Editor.
- 2) A submitted manuscript should not include information that has already been published or submitted to another journal for publication (domestic or overseas).

4. Ethical Considerations

Investigations with human subjects must state that the research followed guidelines of the Declaration of Helsinki, and was approved by the institutional human experimentation committee or equivalent, and that informed consent was obtained. Any experiments involving animals must be approved by an institutional ethical committee, and this must be declared in the text.

5. Conflict of Interest

When submitting a paper, authors should submit a “COI declaration of authors for submission to the Journal of the Japan Society for Laser Surgery and Medicine” that is signed by all authors.

6. Copyright Management

Copyright should be managed in accordance with the copyright policy of the JSLSM. In addition, authors who plan to submit a paper should read the details of the “letter of copyright transfer and the written declaration of compliance with related laws,” to declare compliance with laws related to the details of their paper. The declaration document should be submitted by the lead author and signed by all authors. When a factual error is found in the declaration, or the accuracy or correctness of a submitted paper is challenged, the Society and editorial committee will take no responsibility.

7. Charges for Publication

- 1) The Society bears the costs for publication and review.
- 2) The authors bear the costs for reprints. The costs are shown in the following table.

Rates for reprints

No. of copies No. of pages	50 copies	100 copies	150 copies	200 copies	250 copies	300 copies
4 pages	¥7,600	¥9,200	¥11,640	¥13,440	¥15,600	¥17,040
5–6 pages	¥9,500	¥11,500	¥14,550	¥16,800	¥19,500	¥21,300
7–8 pages	¥11,400	¥13,800	¥17,460	¥20,160	¥23,400	¥25,560
9–10 pages	¥13,300	¥16,100	¥20,370	¥23,520	¥27,300	¥29,820
11–12 pages	¥15,200	¥18,400	¥23,280	¥26,880	¥31,200	¥34,080
13–14 pages	¥17,100	¥20,700	¥26,190	¥30,240	¥35,100	¥38,340

* Not including tax
* Including charges for cover and color printing

8. Proofreading

Proofreading should be done by the author(s) and returned within the specified time period. In proofreading, changes, deletions, and insertions other than language errors should be avoided.

9. Submission of Manuscript and Inquiries

Manuscripts should be submitted through the online submission system (refer to the following URL). When preparing the manuscript, personal data including name, affiliation, and contact information should not be included in the file with the text because a document for review will be automatically prepared based on the uploaded file.

<Online submission system>
ScholarOne Manuscripts: <https://mc.manuscriptcentral.com/jjslsm>
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10. Review, Acceptance and Publication

The editorial committee selects reviewers based on the details of a submitted paper to request a review of the paper, and determines whether the paper should be published or needs corrections based on the reviewers’ reports. When corrections are requested by the editorial committee, the authors should resubmit their manuscript before the deadline indicated by the committee. If the manuscript is not resubmitted by 3 months after this deadline, it is regarded to have been withdrawn.

Guidelines

1. Manuscript Style

- 1) The manuscript should be written in Japanese or English. A manuscript in English should be double spaced.
- 2) The manuscript should include the cover page, text, references, legends for tables and figures, tables and figures, and information on authors (see below), in this order.
- 3) The cover page should include the title, names and affiliations of all authors, written in Japanese and English, and the name, contact information, telephone and fax numbers, and e-mail address of the lead author (Corresponding Author). When authors belong to different organizations, a superscript number should be added after the name of each author.
- 4) The submitted file should include the title (Japanese and English), abstract (Japanese and English), keywords (Japanese and English), text, and references, in this order. Since a document for review will be automatically prepared based on the uploaded file by the online submission system, **do not include personal information, such as name and affiliation of authors, in the uploaded file.**
- 5) An Original Article should include the following sections: 1. Introduction (or Background), 2. Objectives, 3. Subjects and Methods, 4. Results, 5. Discussion, and 6. Conclusion, in this order.
- 6) Regardless of whether the text is written in Japanese or English, the abstract should be written in Japanese (approx. 200 characters) and English, with about 5 keywords (Japanese and English). The English abstract should be proofread by an English native speaker before submission.
- 7) Legends to figures and tables should be written in English.
- 8) Figures and tables should be numbered as (Fig.1, Fig.2 ..., Table 1, Table 2 ...) in order of appearance in the text. Photographs are regarded as figures. Online publication of color figures is free of charge. Figures and tables can be included in the uploaded file. Appropriate consideration should be made for materials with personal information, in which an individual can be identified, such as use of blinders for photographs of a patient’s face to be used for introduction of a case.
- 9) It is desirable (but not required) to submit a face photograph and a biography for each author, as the information on authors.
- 10) The documents “COI declaration of authors for submission to the Journal of the Japan Society for Laser Surgery and Medicine,” and “the letter of copyright transfer and the written declaration of compliance with related laws,” should be scanned with signatures and uploaded on the online submission system.

2. Length of Manuscripts

The maximum number of printed pages (including text and figures/tables) is given for each article type below. One page is equivalent to 2,750 Japanese characters, and 1,000 English words. Six figures and tables are regarded as 1 printed page.

- a. Original Article.....10 pages (printed)
- b. Review10 pages (printed)
- c. Case Report 5 pages (printed)
- d. Brief Paper (Rapid Communication) 2 pages (printed)
- e. Letter to the Editor 2 pages (printed)

3. Terms and Units

- 1) Academic terms in the Medical Terminological Dictionary of the Japanese Association of Medical Sciences (edited by the Japanese Medical Term Management Committee) and those of other specialized societies should be used.
- 2) For scales and measurements, the International System of Units (SI) should be used (mm, cm, mL, dL, mg, kg, etc.).

4. Disclosure of Conflict of Interest

A section titled “Conflict of Interest” should be included after the text and before the References, regardless of the presence of a conflict of interest. Include information as shown below. If there is a conflict of interest, the name of the related company/organization and details (research expenses, other grants, competitive relations, etc.) should be given.

- 1) If there is no conflict of interest to be disclosed, this section should state “No conflict of interest”.
- 2) If there is a conflict of interest to be disclosed, an example disclosure is: “There is a conflict of interest. XX Company provided funding for the study”.

5. References

References should be cited using a superscript Arabic number in the text, according to the order of the citation, and listed after the text in numerical order (Vancouver referencing system). References should be formatted as shown below. The List of Journals Indexed for MEDLINE (<http://www.nlm.nih.gov/archive/20130415/tsd/serials/lji.html>) should be used to determine abbreviations for journal names. Names of journals that are not included in this list should not be abbreviated.

1. Original article

Name of author. title. name of journal. year of publication; volume: starting page-finish page. All authors should be included in the author list.

- 1) Ozawa T, Morimoto K, Tsuruta D, Awazu K. Photodynamic therapy for methicillin resistant *Staphylococcus aureus*. JJSLSM. 2014; 35: 403-407.

2. Book

- 1) Kushibiki T. Laser-tissue interaction. Awazu K. (ed.) Laser Technology for Medical Applications. The Netherlands: Elsevier Science; 2007. p. 377-384.

3. Online material and information

Source of release, name of material, reference date (date of final access), URL.

- 1) Ozawa T. Department of Dermatology, Osaka City University Graduate School of Medicine, Research on photodynamic therapy (PDT) for infection. (Accessed January 10, 2018), <http://www.med.osaka-cu.ac.jp/Derma/report/reports-04.shtm>.

Supplementary Rules

1. Detailed rules required to implement this provision should be determined for individual related rules.
2. This document was revised after obtaining approval from the editorial committee of the Society.
3. This document was approved and established in the board meeting held on November 14, 2008.
4. March 1, 2009: The rate table for reprints was revised.
5. April 3, 2012: “10. Guidelines for submission of papers” was revised.
6. November 9, 2012: “7. Manuscript preparation, Writing Guidelines, Disclosure of conflict of interest” was revised.
7. January 1, 2015: “7. Manuscript preparation, Writing Guidelines, Guidelines for preparation of figures, tables, and references” was revised.
8. April 1, 2016: “3. Research ethics, and 8. Manuscript preparation, Writing Guidelines, Figures and tables” were revised.
9. December 8, 2017: revised.

Copyright Rules for the Japan Society for Laser Surgery and Medicine

Purpose

Article 1 These rules have been decided upon in connection with dealing with copyright to a manuscript carried in the Journal for the Japan Society for Laser Surgery and Medicine published by the Japan Society for Laser Surgery and Medicine (JSLSM).

Terms

Article 2 The definitions of the terms used in these rules shall be as follows:

1. Copyright: means copyright provided for in Chapter 17 of the Copyright Law of Japan (reproduction rights, performing rights and performance rights, public transmission rights, oral rights, exhibition rights, distribution rights, transfer rights, rental rights, translation rights and adaptation rights, rights of the original author(s) in connection with use of secondary works) and further, publishing rights in reproduction rights, and electronic media rights (including rights of public transmission)
2. A work: means a work provided for in Chapter 2, Section 1, Subsection 1 of the Copyright Law of Japan
3. Author(s): means the person(s) who creates a work stipulated in Chapter 2, Section 1, subsection 2 of the Copyright Law of Japan

Attributing Copyright

Article 3. The copyright to a manuscript carried in the Journal shall, as a general rule, belong to the JSLSM, regardless of whether [the manuscript is] domestic or foreign.

Transfer of Copyright

Article 4 With respect to transfers of copyright from author(s) to the JSLSM, at the time of submission of a manuscript by author(s) to the JSLSM, the copyright rules will be accepted, and they shall come into force upon submission of the Copyright Transfer Form and Declaration of Compliance with Related Laws and Regulations.

2) In the event that it is determined that the manuscript in question is not to be carried in the Journal, the JSLSM will return all copyright in the manuscript in question to the author(s).

Use of Copyright

Article 5 The consent of the JSLSM is not required when the author(s) on his/her/their own uses the work for private purposes within the meaning of Chapter 30 of the Copyright Law of Japan.

2) In the event consent for use of the copyright to a manuscript carried in the Journal is requested by third parties, the editing committee of the Journal shall discuss same, and so long as it is deemed appropriate, grant such consent.

3) In the event that by means of the preceding paragraph, payments are received from a third party, such payments will be transferred to the JSLSM account and used effectively for academic activities.

Responsibilities of Author(s)

Article 6 With respect to the content of a manuscript carried in the Journal, the author(s) shall be responsible on his/her/their own for the part which the author(s) created and participated in.

2) In the event that a manuscript carried in the Journal causes a violation of copyright or other rights and profits of a third party, the part of the manuscript in question which the author(s) created and participated in shall be entirely the responsibility of the author(s) of the manuscript in question.

Dealing with Copyright Infringement

Article 7 In the event of copyright infringement by a third party pertaining to a manuscript carried in the Journal, the JSLSM and the author(s) shall discuss how to deal with it, and find a solution.

Exception to Management [by the Rules]

Article 8 In the event that the manuscript of the manuscript is requested when the JSLSM and other associations hold business activities in cooperation [with one another] and a particular decision is made between JSLSM and the other associations, the decision in question shall apply and take priority over these rules.

Treatment of Previously Published Works

Article 9 These rules shall apply mutatis mutandis to the copyright held by the JSLSM in the work prior to the enforcement of these rules, except where there is a separate request from the author(s) and the JSLSM has appropriate reasons to accept the subject request.

Date of Coming into Force

Article 10 These rules came into force on November 14, 2008.

Supplementary Provisions

1. Matters not provided for in these rules with respect to copyright shall be determined in accordance with the Copyright Law of Japan.
2. A work published by the JSLSM means a manuscript carried in the Journal, as well as other abstract collections and quasi-publications published for recitals carried out in cooperation with other associations. Also, the media for same shall mean printed sales material, free distribution materials, CD-ROMs and other media created by the electronic media, as well as home pages and other means offered by electronic submissions.
3. Particulars required for enforcing these rules shall be stipulated respectively in related rules.
4. Revisions to these rules must be approved by the editing committee of the JSLSM.
5. These rules were enacted and approved by the editing committee on November 14, 2008.

Copyright Transfer Form and Declaration of Compliance with Related Laws and Regulations

(Please submit this transfer form when you submit your manuscript)

Title of manuscript: _____

Name of author(s) (all members): _____

Affiliated organizations (all members): _____

1. All of the authors understand the statements in the “Copyright Rules for the Journal of Japan Society for Laser Surgery and Medicine”, and agree to the transfer of copyright to the “Japan Society for Laser Surgery and Medicine” (hereinafter referred to as the “JSLSM”).
2. The author(s) indicated above confirm that the manuscript indicated above meets all of the items described below.
- ☐The submitted manuscript and theses with a substantial resemblance thereto have not been made public in the past. Further, the author(s) declares that he/she/they is/are not planning to make the manuscript available to publications other than the JSLSM Journal (however, information regarding a manuscript disclosed in summaries of JSLSM general meetings and related JSLSM sponsored public meetings are excluded).
- ☐The manuscript complies with the Copyright Law and does not violate the copyright of other publications. The author(s) has obtained written consents for reproductions requiring consents.
- ☐With respect to content involving humans, the manuscript complies with the Helsinki Declaration and has been “carried out ethically” and “with informed consent” within the spirit of such declaration.
- ☐Investigations with human subjects must state that the research followed guidelines of the Declaration of Helsinki, and was approved by the institutional human experimentation committee or equivalent, and that informed consent was obtained.
- ☐With respect to content involving animals, it is clearly indicated [in the manuscript] that [such content] has been carried out ethically pursuant to the “Policies concerning experiments on animals of the to which the author(s) is affiliated”
- ☐The manuscript is in compliance with the “Ethical guidelines concerning clinical research”, “Ethical guidelines concerning epidemiology studies”, “Ethical guidelines concerning analysis and research on human genomes and genes”, “Existing research guides used for the composition of human tissues extracted in surgery”, “Guidelines regarding the protection of private information” and other recently related laws and policies of related government ministries, agencies and organizations.
3. The copyright transfer form will become invalid in the event of non-compliance.

We hereby certify that paragraphs 1–3 above are true.

Authorized Signature	Date
Authorized Signature	Date
Authorized Signature	Date
Authorized Signature	Date
Authorized Signature	Date
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Authorized Signature	Date
Authorized Signature	Date
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Signatures of all members are required

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