

Instructions for authors

I. General Information

(1) Submission of Manuscript: Manuscripts for papers should be submitted in duplicate (one original and one clear copy) plus an electronic version to: The press editor of KANAGAWA DENTAL UNIVERSITY, Kanagawa Dental University, 82 Inaoka-cho, Yokosuka, Kanagawa 238-8580, Japan. Submitted manuscripts will be reviewed by two or more referees, whose opinions will be sent to the authors. Revised manuscripts (with two copies) should be accompanied by a copy of the unrevised version and by a brief letter including the changes that have been made. All revisions should be approved by all of the authors. Final decisions concerning acceptance of manuscripts are made by the Editorial Committee.

(2) Ethical Approval and Informed Consent:

- a. Work on human beings that is submitted to the Kanagawashigaku should conform to the principles laid down in the World Medical Association Declaration of Helsinki and the additional requirements, if any, of the country where the research has been carried out. Experimentation involving human subjects will only be published if such research has been conducted in full accordance with ethical principles.
- b. Animal experiments should be carried out in accordance with the guidelines laid down by the the ARRIVE guidelines and should be carried out in accordance with the Guidelines for Proper Conduct of Animal Experiments (Science Council of Japan) and in accordance with local laws and regulations. Authors associated guidelines and the authors should clearly indicate in the manuscript that such guidelines have been followed.
- c. All studies using human or animal subjects should include an explicit statement in the Material and Methods section that the study has been independently reviewed and approved by an Ethical Board, identifying the review and ethics committee for each study.
- d. Manuscripts must be accompanied by a statement that the experiments were undertaken with the understanding and written consent of each participant and according to the above mentioned principles.
- e. Editors reserve the right to reject papers if there is doubt as to whether appropriate procedures have been used.

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Manuscripts should be typed on white paper (21 x 30 cm, A4 size; 8.5 x 11 inches) with double spacing throughout. Each sheet should have 60-65 strokes x 25-28 lines with wide margins, including references and legends to figures. All pages must be numbered at the bottom center. The pages should be numbered consecutively starting with the title page as 1. An electronic copy of the paper should accompany the final version of the manuscript including figures. USB flash drive or CD will not be returned to authors.

(1) Full papers: Full papers should include the following sections in the order listed:

- a. *Cover letter* – All submissions must be accompanied by a cover letter and list of suggested reviewers. Cover letters should certify the research is original, not under publication consideration elsewhere, and conflict of interest disclosure.
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- c. *Abstract* – 300 words presented in a concise form and including the purpose general methods, findings and conclusions of the research described in the paper. A list of 5 words or short phrases suitable for indexing should be typed at the bottom of the abstract page.
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- e. *Materials and Methods* – should include explicit, concise descriptions of all new methods or procedures employed. Commonly used methods require only a

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- g. *Discussion* – should be pertinent to the results. Speculation is to be based on data only; be concise and clear. Lengthy discussions will necessarily mean a delay in accepting manuscripts for publication. The text should be written with a logical connection between the introduction and conclusions.
- h. *Acknowledgement* – acknowledgement only person who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions. Sources of financial support may be acknowledged.
- i. *References* – the format should be as described in the Special instructions. The following are not a necessary part of all submissions. If included, they follow the preceding parts in the following order.
- j. *Charts, figures and tables.*
- k. *Figure legends.*

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Examples:

- a. *Standard journal article*
(List all authors up to 6; for 7 or more list the first 3 and add “*et al.*”) Fatt P and Ginsborg B.L: The ionic requirements for the production of action potentials in crustacean muscle fiber. *J. Physiol.* **142**(1): 516-543, 1958.
Thomas Y, Sosman J, Yrigoyen O *et al.*: Functional analysis of human T-cell subsets defined by monoclonal antibodies. I. Collaborative T-T interactions in the immunoregulation of B-cell differentiation. *J. Immunol.* **125**(1): 2402-2405, 1980.
- b. *Journal supplement*
Frumin A.M, Nussbaum J and Esposito M: Functional asplenia: demonstration of splenic activity by bone marrow scan. *Blood.* 54 (suppl. 1): 26-28, 1979.
- c. *Chapter in a book*
Hess M.L, Warner M and Okabe E: Hemorrhagic shock. In: Handbook of Shock and Trauma, Altura, B.M. Lefer, A.M. & Schumer, W (Eds.), New York, Raven Press, pp. 393-412, 1983.
- d. *Personal author(s)*
Cameron G.R: Pathology of the Cell. 2nd ed., Edinburgh, Oliver and Boyd, pp. 207-209, 1952.
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DePont B: Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In Proceedings of 3rd annual meeting of the International Society for Experimental Hematology, While, H.J. & Smith, R. (Eds.), Houston: International Society for Experimental Hematology, pp. 44-50, 1974.
- f. *Online reference (website information, not journal related)*

Williams A, Lea A, Allen D Kidneys and Cartwheels: Available at: <http://www.science.com>. Accessed November 10, 2001.

(2) Table and Illustrations: Each table or figure (scheme, diagram, phot, etc.) should be given on a separate sheet numbered with Arabic numerals (Table 1, Fig. 3, Scheme 1, Photo 2, etc.). Each table or figure should have an explanatory title and legends, but the title or the legend for figure should not be included to the figure itself. All figures and photographs should be mounted on sheet of paper with the same size as the text. They should be identified in the upper margin with the figure or photo number the author’s name.

(3) Abbreviations: The following are to be used throughout: unpunctuated (µg, mg, g, kg, µl, ml, l, mm, cm, m, msec, sec, min, hr, %, °C, µM, mM, M) and punctuated (i.v., i.p., s.c., i.m., p.o., Vol., Fig., approx., temp., wt., etc.).

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