Instructions to Authors

Revised: August 31, 2025
Revised: December 01, 2025

Neurosonology, the official journal of the Japanese Society for Neurosonography and Embolus, papers contributing to the diagnosis and development of neurosonology and thrombosis/embolus.

Requirement for submission

The first author should be a member of the Japan Academy of Neurosonology and Embolus.

Ethical considerations

1) In conducting a research with the aim of submitting a paper, it is required that the medical research guidelines of the Ministry of Health, Labor and Welfare as well as Helsinki Declaration be complied with and given sufficient consideration. The authors must demonstrate that the ethics committee explicitly approved the study in the author's institution or equivalent. However, if the ethics committee determines that ethical review is not required, this point will be noted in the paper.

The criteria for when approval is required are as follows;

- Original Articles
- Studies with invasions or interventions
- Observational studies with analysis
- Efficacy evaluation or comparative study reports
- Interviews and questionnaires to protected research subjects

Approval is not required for case reports that do not involve human subjects or do not qualify as "research".
In case reports that do not fall under the category of "research", it should be clearly stated in the paper that the approval of the subject (or surrogate) has been obtained.

Approval is not required if only statements cited from published papers or generally available materials are used.

The above is just an example, and proper procedures should be followed depending on the content.

2) It is required that informed consent be obtained from patients (or proxies) prior to a research and its publication, and that the details be recorded at the affiliated institution and be clearly stated in the paper. In some cases, the Chairman of the Editorial Committee may request the submission of the records.

3) Personally identifiable information (including information that can be easily checked against other information and is thereby sufficient to identify the patients) of patients must not be used in the paper. In the case that it is necessary to use it from the academic point of view, the researcher shall obtain written consents from the patients (or proxies), and clearly state the fact in the paper. A copy of the consents needs to be attached to the paper.

4) In the case that it is not possible to explain items 2 and 3 above to the patients or the proxies, the publication of the paper needs to be approved by the ethics committee of the affiliated institution or an institution equivalent to it, and this fact must be clearly stated in the paper.

Conflict of interest

Regarding contents of a paper to be submitted, all authors shall declare presence/absence of any item with a conflict of interest based on "Guidelines for Conflict of Interest in Medical Research of The Japan Academy of Neurosonology and Embolus" and "Detailed regulations for Conflict of Interest in Medical Research of The Japan Academy of Neurosonology and Embolus" using a submission application form and describe accordingly at the end of the paper before references. In a case that any conflict of interest presents, names of the author(s), company or organization involved as well as the content shall be described. The

Presented by Medical*Online

submitted "Submission application form" should be handled as prescribed in the "Guidelines for Conflict of Interest in Medical Research".

Manuscript classifications

Neruosonology publishes Original Articles, Reviews, Case Reports, Technical Notes, Brief Communications and Letters to the Editor. Other submissions may be accepted at the discretion of the Editorial Committee, and not been published or published in other journals. Letters to the editor for the paper published in this journal should be posted as soon as possible (within two months).

Manuscript Preparation

Manuscripts should be written in English and should not exceed the following limits unless prior approval is obtained by the Editorial Committee:

Reviews: 5 print pages (4500 words)
Original Articles: 4 print pages (3600 words)
Case Reports and **Technical Notes**: 3 print pages (2700 words)
Brief Communications: 2 print pages (1800 words)
Letters to the Editor: 1 print page (900 words)

Word limits include the main text, references, tables and figures. Each table and figure counts as 225 words. Manuscripts exceeding the above limits could be subject to additional fees. Letters to the editor should include within one figure or table.

Manuscripts should be divided into the following sections: Introduction, Materials and Methods, Results, Discussion, Disclosure of conflict of interest, and References.

The items required under "Ethical Considerations" should be clearly stated in the paper.

1) Title page
- Title: If the title exceeds 15 words, add running heads within 12 words.
- Author's full names: If there are multiple institutions, the name and the institution should be numbered so that they can be distinguished.
- Institutional affiliations
- Corresponding author contact: full name, full address, telephone and fax numbers, and e-mail address.

2) Abstract (No abstract in "Letters to the editor")
Within 200 words

3) Keywords (Not in Japanese, Excludes "Letters to the editor")
2 to 5 keywords
※ Follow MeSH(Medical Subject Headings).

4) Use of Generative AI:
Generative AIs are not considered authors or co-authors because they are not accountable for the paper.
If a generative AI is used, the tool used and its purpose should be clearly stated in the paper to clarify the contribution and responsibility of the author(s) and co-author(s).
If manuscripts, figures, tables, etc. created using generative AI are used in a paper without modification, and the paper closely resembles existing works in whole or in part, it may be considered plagiarism.

5) References
The author's name should be listed from the leading author to the third author, and when four or more, list the first three followed by "et al." Number references in the text in consecutive order with superscript Arabic numbers in unpaired parentheses and list references in order of citation in the text. If the manuscript includes any previously published figures, etc., authors should obtain written permission to reproduce the

Presented by Medical*Online

material from the copyright owner and original authors.

Letters to the editor shall be provide within three volumes of the references.

The style of citation is as follows:

Journal articles:

von Reutern GM, Goertler MW, Bornstein NM, et al.: Grading carotid stenosis using ultrasonic methods. Stroke 2012; 43: 916-921.

Books:

Zwiebel WJ, Pellerito JS: Introduction to vascular ultrasonography, Philadelphia, PA: Elsevier Science, 2004, 496 p.

Sections or Chapters in Books:

Saver JL, Feldmann E: Basic transcranial Doppler examination: Technique and anatomy, in: Babikian VL, Wechsler LR (Eds.), Transcranial Doppler Ultrasonography, St. Louis, Mosby Publishing Co., 1993, p11–28.

Annual meeting abstracts:

Matthias Reinhard: Cerebral autoregulation: from concepts to clinical application. Neurosonology 2015; 28 (Suupl): PES-1, 65-66.

Electronic book, electronic paper:

Sugawara R, Horinaka S, Yagi H, et al.: Central blood pressure estimation by using N-point moving average method in the brachial pulse wave [internet]. Hypertens Res 2015; 38, 336–341; doi:10.1038/hr.2015.5.

Web site:

U.S. National Library of Medicine: Structured Abstracts. Information for Publishers [internet]. [updated 2014 Oct 01, accessed 2015 Jul 23], http://www.nlm.nih.gov/bsd/policy/structured_abstracts.html.

Indicating is unnecessary if an updating date is unknown.

The name of a website will be omitted when it is the same as an author name.

6) Figures, photographs and tables

All figures and tables must be in English. Figures and photographs must be print quality and must be submitted as Microsoft PowerPoint files. Black and white figures and photographs are printed free of charge. If you wish to have your figures or photographs printed in color, this must be clearly stated, in the cover letter. Color printing is subject to a fee of 20,000 yen (tax inclusive) per page. Insert each table on a separate page after the reference list along with a brief title and footnotes. Figure titles and legends can be inserted after the tables or provided with the figures themselves in the separate figure files. Letters to the editor should include within one figure or table.

7) Terminology

Terminology shall comply with the "Terminology of Neurosonology" of the Japan Academy of Neurosonology and Embolus. Units for numerical quantity to be used shall be unified to those of International System of Units (SI) in principle including m, mm, μm, kg, g, mg, m^2, l, ml, h (hour), min (minute), s (second) and ℃ (cm may be used conventionally). Arabic numbers shall be used for expressing figures.

8) Abbreviations

When an abbreviation must be used, it should be defined at first appearance. Avoid abbreviations in the title and abstract.

Electronic file submission

All manuscript files, including the title page, abstract, text, references, tables, figures and legends must be submitted as electronic files. As for the references not registered in PubMed, you shall attach the scanned PDF file or copy in which the bibliographic information (author's name, title, title of journal, year, volume, page, etc.) is provided. Specify the necessary information on the Submission application. The submission application can be downloaded on the Japan Academy and Embolus of Neuro-

Presented by Medical*Online

sonology homepage. Please note that the submitted electronic files will not be returned.

Judgment of adoption of the paper

Whether a paper is adopted or not shall be determined by the Editorial Committee based on the results of the peer review. The Editorial Committee may ask for partial modification of the manuscript when it is published on our journal. Further, the Editorial Committee may make a modification under a responsibility of the Editorial Committee as the case may be.

In a case that a paper was adopted, the manuscript shall not be returned in principle.

In a case that any suspicion of inappropriate activities in a research arises such as illegal, multi- and unauthorized submission and violation of ethical guideline procedure, determination of acceptance or adoption of the paper may be withdrawn unless a legitimate reason is suggested to the chairman of the Editorial Committee. If it was proved after its publication, public notice shall be given accordingly on our journals.

Proofs

Authors shall be required to correct a galley proof once. Including additional information or significantly revising the text or data at this time is not permitted.

Copyright

Copyright of articles printed in *Neurosonology* lies with the Japan Academy of Neurosonology and Embolus.

Publication fees

Publishing a paper in *Nerurosonology* is generally free of charge; however, additional fees are charged if papers exceed the predefined limits.

Reprints

Publication will be exclusively on J-STAGE; no reprints will be produced. If reprints are required, consult with the editorial office to determine production. Reprints will be charged (cost varies by quantity).

Supplementary material

Electronic appendices (figures, tables, videos, audio, etc.) may be included as supplementary materials to the submitted paper if necessary. However, electronic appendices are only supplementary materials, and the paper must stand alone.

Electronic appendices will not be published in the printed version.

The files will be made available on the "J-STAGE" version of the electronic journal site.

The title and description of the electronic appendix should be written in English as in the main text of the paper.

Electronic appendices are supplementary materials for peer review, however, the Editorial Board will make the decision on whether or not to publish them. Files that have not been reviewed at the time of peer review cannot be published as electronic appendices.

Electronic appendices are also not subject to author proofreading and should be reviewed in English, if necessary, to ensure that they are free of errors and do not contain personal information, which is the responsibility of the author(s).

Even if a paper with an electronic appendix is accepted for publication, the Editorial Board may, at its discretion, disallow publication of the electronic appendix.

In the body of the paper, the figure legends should be followed by the contents of the electronic appendix, and if there are references to it in the body of the paper, the number of the appendix should be given in the appropriate section in the text (e.g., "00 was 00 (Supplementary Figure 1)").

Presented by Medical*Online

The recommended file formats for electronic appendices are MP3 and MP4, which can be played on Windows, Mac, Android, and iOS.
The maximum file size is limited to 5 files per article, and the maximum file size is approximately 10 MB per article, taking into consideration the viewing environment and other factors. For details on file size and file format, please refer to the "J-STAGE" rules.

The copyright of the published papers and electronic appendices belongs to the Society.

Manuscript submission

All manuscript files must be submitted as electronic files.
We can accept 10 MB or less of digital data by e-mail. When the capacity is over 10MB, digital data should be divided into separated files or be sent as a written CDR. The submission application must be submitted along with the manuscript.
Attach all relevant files and send them to:

Hidehiro TAKEKAWA, MD
Neurosonology Edition Office
Stroke Center, Dokkyo Medical University Hospital,
880, Kitakobayashi, Mibu, Shimotsuga-gun, Tochigi 321-0293, Japan
Tel: +81-282-86-1111 (ex.5688); Fax: +81-282-86-5884
E-mail: neurosonology@dokkyomed.ac.jp

Presented by Medical*Online

Journal of the official journal of the Japanese Society for Neurosonography and Embolus “Neurosonology”

Receipt Number_____Received Date_____

Contact form

- Please fill out all the information clearly and attach it to your manuscript.
- Please be sure to attach or mail the contact form to your manuscript.

Title of manuscript	
Name of first author	
Affiliation	
Address	

Request for publication (check appropriate box)	Enter the quantity	
☐Reviews ☐Original Articles ☐Case Reports ☐Technical Notes ☐Brief Communications ☐Letters to the editor ☐Other（ ）	Contact form: 1 sheet	Manuscript Submission Form:_____sheet(s)
	Figure(s):_____sheet(s)	Table(s):_____sheet(s)

Corresponding author

Name			Affiliation/Address (if different from first author's information) Postal code
E-mail			
Tel		(Extension)	
Fax			

Declaration Based on Ethics Guidelines (Confirm Instructions to Authors, check applicable boxes, and state within the manuscript)

☐Approved from the Ethics Committee → Approval number:_____

☐Determined by the Ethics Committee as not requiring → Number, determination record, etc.:_____

☐Research not requiring the Ethics Committee approval → State reason:

(※Even for case reports, any invasive procedures, interventions, analyses, or comparative studies require approval regardless of the number of cases.)

Reason:_____

_____

Patient Privacy Protection Declaration (Confirm Instructions to Authors, check applicable boxes, and state within the manuscript)

☐Patient consent obtained for research and manuscript publication

☐No personally identifiable information of patients included in the manuscript

※If personally identifiable information included, attach a copy of the patient consent form (format optional) to the manuscript.

COI	☐COI status and details described in the manuscript, and COI self-declaration forms attached for all authors.

Other Check Items

☐The manuscript includes the title, author names, affiliations, addresses, and corresponding author information in both Japanese and English.

☐The manuscript includes declarations regarding research ethics, patient privacy, and COI.

☐Figures, tables, and their descriptions are prepared in English.

☐Figure and table numbers are shown within the figure/table files.

☐References are listed according to the submission guidelines.

Neurosonology Editorial Office, the official journal of the Japanese Society for Neurosonography and Embolus.
neurosonology@dokkyomed.ac.jp

Presented by Medical*Online

Manuscript Submission Form

- All authors must sign the signature field and convert the form to PDF. Please attach the PDF file to your manuscript or mail it separately to the editorial office.
- The contact form must also be attached to your manuscript.

We hereby submit the following manuscript to Neurosonology, the official journal of the Japan Academy of Neurosonology and Embolus.
We confirm that no similar manuscript has been submitted to any other journal.
All authors agree to and pledge compliance with the above.

Date (Day/Month/Year): _____

Title of manuscript

	Affiliation	Signature
Name of first author		
Name of Co-author		

Neurosonology Editorial Office, the official journal of the Japanese Society for Neurosonography and Embolus.
neurosonology@dokkyomed.ac.jp
Stroke Center, Dokkyo Medical University Hospital,
880, Kitakobayashi, Mibu, Shimotsuga-gun, Tochigi 321- 0293, Japan

Presented by Medical*Online