

INSTRUCTIONS FOR AUTHORS

(May 2019)

ENDOCRINE JOURNAL (hereinafter referred to as EJ) is an English-language journal issued monthly by the Japan Endocrine Society. This journal is a continuation (from 1993) of **ENDOCRINOLOGIA JAPONICA**, which was first published in 1954. It is the policy of EJ to publish papers that make a contribution either experimentally, theoretically or clinically to knowledge in the field of endocrinology and metabolism, and to the development of endocrinology. Only unpublished original materials, including original studies, notes, reviews and rapid communications describing new observations and techniques will be accepted for publication. Papers in English are accepted from any country and should be written in proper English. The decision to accept/reject submissions is made by the Editor-in-Chief after the editorial process. Manuscripts will be published in order of acceptance. **Authors are requested to pay a page charge of 7,000 JPY/page.**

Manuscript Types and Submission Procedure

1. **Manuscript types:** *Original Articles, Notes, Rapid Communications, Reviews and Letters to the Editor.* *Original Articles* should be novel and original research reports. Brief manuscripts reporting data that are preliminary, negative or confirmatory, but have significant relevance should be published as *Notes*. *Rapid Communications* that are no longer than four printed pages (about 2,000 words for the Body Text) should be of sufficient significance to be published immediately.

For Case Reports, EJ will only accept those of great significance or those with an original point of view as *Original Articles* or *Notes*. EJ will not receive Case Reports as *Letters to the Editor*.

For *Reviews* and *Letters to the Editor*, refer to the following sections on **Review Articles** and **Letters to the Editor**.

2. **Submission Procedure:** EJ will receive Manuscripts submitted via the J-STAGE electronic online submission system: (J-STAGE 3 (<http://mc.manuscriptcentral.com/endocrj>)). At the Initial Submission of the Manuscript, each manuscript must be accompanied by a Cover Letter to the Editor-in-Chief.

The **Cover Letter** to the Editor-in-Chief should state the author's wish that the submission be reviewed for publication in EJ, include the background of the submission, the significance of the investigative report, a declaration of originality, and state that the manuscript has not been submitted to any other journal. When submitting again a manuscript that has been submitted to EJ previously, or when submitting a manuscript that is closely related to a manuscript that has been previously submitted, include the manuscript ID of the previous or related submission and describe the background in the Cover Letter. When submitting again a manuscript that was submitted to EJ previously, its author is requested to upload not only Cover Letter to the Editor-in-Chief, which includes Manuscript ID and History of the previously submitted manuscript, but also a Response Letter to the Editor and Reviewers' comments to the previous manuscript, created in accordance with the procedure of the below **14. Revision of the manuscript and creation of a Response Letter**. In the newly submitted manuscript, revised sentences and paragraphs must be highlighted.

Preparation of the Manuscript (cf. Checklist on page five)

The Manuscript File (Main Document) should include all of the following items (from section 1 Title to section 7 References). The Table File and Figure File should be uploaded as separate individual files. The uploaded Manuscript File, Table File and Figure File will be converted into a PDF file automatically. Author should check the PDF file whereby the manuscript undergoes a peer review process. Prepare the Body Text using Times New Roman font, a font size of 12 and double spacing. To facilitate review process, line numbers should be indicated on all pages.

1. **Titles:** Titles should be concise, specific, informative and clear and should emphasize the main point of the article.
2. **Running Head:** A short form of the Title not exceeding 40 letters including spaces.
3. **Author:** Authors' names should be listed in the following order: given name first and then family name. Include each author's full name, and the address and ZIP code of the institution where the study was performed. Persons who made supplementary contributions may be listed in "Acknowledgements." A complete mailing address and E-mail address for the Corresponding Author should be given on the title page.

Authorship: EJ does not allow online submission by a third party. An automatic email notifying successful

submission is to be sent to Corresponding author and to all co-authors for confirmation of their agreement to submission. Corresponding author is notified and requested to enter all co-authors' names and their correct email addresses if he/she fails to enter them at the initial submission, or if any automatic email has returned to the Office as an undeliverable email. The Office will not receive a manuscript if there is any incorrect entry of email address data. The address should be valid.

4. Abstract: An abstract of 200 to 250 words in one paragraph should be included without sections or section heads such as Aims, Materials & Methods, Results or Conclusions. Please refer to the latest issue of EJ.

5. Key words: Up to five key words that represent key concepts of the paper should be provided at the end of the Abstract. Key words are preferably words or phrases useful for bibliographic search.

6. Body Text: In principle, the description of the paper should be in the following order: Introduction, Materials and Methods, Results, Discussion, Acknowledgments, and Disclosure.

7. References: References should be arranged in numerical order in the text and listed in the same numerical order at the end of the manuscript in accordance with the Vancouver system. In the text, references should be cited by numbers, e.g. [1, 2-5, 7]. Journal names should be in italic. The number of authors listed should be up to five. When listing the page numbers of the references, the first page and the last page should be written with the same number of digits (e.g. 485-492 and 1770-1781, not 485-92 and 1770-81).

The following are examples:

1. Takeuchi T, Tsutsumi O, Ikezuki Y, Kamei Y, Osuga Y, *et al.* (2006) Elevated serum bisphenol levels under hyperandrogenic conditions may be caused by decreased UDP-glucuronosyltransferase activity. *Endocr J* 53: 485-492.

References to chapters in books should be listed as follows:

2. Volpe R (2001) The immune system and its role in endocrine function. In: Becker KL (ed) Principles and Practice of Endocrinology and Metabolism (3rd). Lippincott Williams & Wilkins, Philadelphia: 1770-1781.

Reference to abstracts from meetings should be listed as follows:

3. Takemoto T, Maegawa H, Kimura H, Kashiwagi A (2006) A newly identified RNA-binding motif protein controls transcription of SREBP-1c gene in the liver of high-fructose fed mice. Program of 66th Scientific Sessions of American Diabetes Association, A63 (Abstract).

When listing an article written in any language other than English, include the ascription "(In Japanese/Chinese/Korean, etc.)" at the end and listed as follows:

4. Suzuki J, Yamauchi M, Mizutani N, Shibata T, Suzuki A, *et al.* (2006) A case of type 2 diabetes mellitus associated with cytomegalic colitis. *Tonyobyō (Diabetes)* 49: 535-539 (In Japanese).

8. Illustrations, photographs, and tables:

- Tables and Figures should be uploaded as independent files separate from the Main Document file. Color Figure/Table is recommended.
- Tables and Figures should be numbered consecutively with Arabic numerals.
- Tables and Figures should be arranged in a one-figure (table) per page basis. The Table/Figure number must be indicated on each Table/Figure in the table header or in the blank space of the image itself.
- The title and explanations of Figures or photographs should be included in the Figure Legends section after References.
- Illustrations /photographs should be submitted as image files at a sufficient resolution with clear contrast.
- The number of illustrations, photographs, and tables is unlimited, but the total number of pages should not exceed eight printed pages.

During the publication process, Tables/Figures will usually be reduced to fit a single column, 8.3 cm-wide, or at most, a double column. Please refer to a current issue of EJ on the Web site (<http://www.jstage.jst.go.jp/browse/endocrj/>) for general patterns.

When a table and/or figure first published in a journal, book, newsletter, etc. other than EJ is to be reproduced, it is the author's responsibility to get permission for the reproduction from the copyright holder before submitting the final manuscript. Permission is also necessary even when the author himself/herself is the author or creator of the original figure and/or table. Add an appropriate citation in the legend of the figure and/or table as necessary.

9. Abbreviations, symbols, units, and nomenclature: Abbreviations in the body text should only be used after having been initially explained. When there are numerous abbreviations used, list them in an Appendix.

Commonly recognized abbreviations can be used without definition such as yr, h, sec, iv, ip, IU, mL, mM, µg, EDTA, cAMP, *r*, *p*, SD etc. The abbreviations for the names of laboratory tests should be defined because they are not standardized internationally. Abbreviations for polypeptide hormones other than those listed below must be defined in each article.

| | | | |
|------|---------------------------------|------|---|
| ACTH | Adrenocorticotrophic hormone | LHRH | LH releasing hormone (use GnRH) |
| CG | Chorionic gonadotropin | MSH | Melanocyte stimulating hormone |
| CRH | Corticotropin releasing hormone | PRL | Prolactin |
| CT | Calcitonin | PTH | Parathyroid hormone |
| FSH | Follicle stimulating hormone | SRIF | GH inhibiting factor (Somatostatin) |
| GH | Growth hormone | T3 | Triiodothyronine |
| GnRH | Gonadotropin releasing hormone | T4 | Thyroxine |
| GRH | GH releasing hormone | TSH | Thyrotropin (Thyroid stimulating hormone) |
| LH | Luteinizing hormone | TRH | TSH releasing hormone |

The metric system for weights and measures, and the 24 hour clock to express time (*e.g.* 0500 h or 1900 h) should be used.

Drugs should be designated by their generic names. A trade name may be used after a drug has been identified once by its generic name or by its systemic chemical name. Systemic chemical names should conform to the usages given in the indexes of *Chemical Abstracts*. Nomenclature and symbols, except for polypeptide hormones, should conform to the recommendations of the International Union of Pure and Applied Chemistry (IUPAC) and the International Union of Biochemistry (IUB).

Potency estimates for protein and polypeptide hormones by bioassays, immunoassays, receptor assays, etc., must be expressed in terms of reference preparations such as International Standards, NIDDK preparations, etc., the nature of which should be described in the Materials and Methods section. If a suitable recognized standard is not available, a full description should be given in the section for preparation and standardization of reference materials used. Commercially available reagents, assay kits and instruments should be listed using the commercial name, supplier's name and location (city and country) of the main office, if important to the research.

10. Statistical analyses: Statistical analyses of the data must be performed using appropriate methods. Simultaneous comparisons among multiple estimates should be based on the multiple *t* test, multiple range test or similar techniques that permit these comparisons. Authors should use an appropriate nonparametric test of significance when the data depart substantially from a normal distribution.

For bioassays and competitive protein assays, measures of the precision of the estimates should be given, such as the standard deviation, standard error of the mean, coefficient of variation, or 95% confidence limits.

If a statistical analysis tool was used include the name of the statistical analysis tool, the version and the supplier's name.

11. Photographic consent: Authors must submit signed consent forms for photographs in which patients can be identified. Masking the eyes does not obviate the need for obtaining signed consent forms. Pay attention to removing information identifying the patients, for example, the patient's initials or medical chart number, etc., from imaging data such as CT scans

12. Clinical Trials Registry (CTR), Informed Consent (IC), and Randomized Clinical Trials (RCT):

If the research includes a clinical trial/study, in order to ensure the safety and dignity of human subjects, EJ requires that authors state the following formally in the "Materials and Methods" section of the manuscript:

- 1) an appropriate institutional review board (IRB) approved the experiment,
- 2) the clinical trial/study was registered to an official CTR (UMIN, ClinicalTrials.gov, etc.), with the registry number and name of the CTR, if available
and
- 3) that IC was obtained from each subject or from parents or legal guardians of the minor. State so when it is difficult to obtain IC, and write the reason in the cover letter.

A copy of IRB's approval document should be uploaded with Supplementary file selected as File Designation. (cf. **15. File upload:**). An English translation of IRB's approval document should also be uploaded selecting Supplementary file as File Designation.

If the trial/study was not registered to a CTR, the reason should be stated in the submission system.

If the clinical trial/study was conducted at many institutions, information about all sites may be listed in an Appendix.

If the research includes an animal study, EJ requires that authors state that an appropriate institutional animal review board approved the animal experiment in the “Materials and Methods” section of the manuscript. A copy of approval document and its English translation should be uploaded with Supplementary file selected as File Designation.

As for the randomized clinical trials (RCT), please refer to the CONSORT 2010 guidelines

(<http://www.consort-statement.org/>).

EJ requires that the CONSORT checklist

(<http://www.consort-statement.org/media/default/downloads/consort%202010%20checklist.pdf>)

is submitted with RCT manuscripts. The checklist should be uploaded selecting Supplementary as File Designation.

Clinical trials that fall under the definition of “Specified Clinical Trials”, such as those involving non-approved drugs and medical devices or off-label drugs and those receiving research funds from a manufacturer with marketing approval for pharmaceuticals, have to be performed following the “Clinical Trials Act”.

13. Statement regarding Conflict of Interest (COI): A statement regarding COI and related announcements should be included in the "Disclosure" section. If there is nothing to disclose, a sentence such as “None of the authors have any potential conflicts of interest associated with this research” should be added in the “Disclosure” section.

COI should be reported using the COI Form 2 in the submission system. Form 2 should be converted into a PDF file and uploaded with COI form selected as File Designation. COI Forms will be securely managed in accordance with the procedures of EJ Editorial Office.

14. Revision of the manuscript and creation of a Response Letter

If the Editor-in-Charge does not make a final decision regarding acceptance and decides to re-examine a revised version of the manuscript, he/she will ask the authors to revise the manuscript via e-mail. The e-mail requesting a revision will contain comments from the Editor-in-Charge and Reviewers about the points for improvement of the manuscript.

The authors should consider each comment and revise the manuscript.

- 1) The revised portions should be highlighted in yellow.

Do not use the MS-Word function for tracking changes in the revision. The deletion of important or large portions of the manuscript should be explained in the Response Letter (see below).

- 2) A Response Letter, NOT a Cover Letter, should be created. The letter should contain the authors’ views and responses for each comment listed in the e-mail requesting a revision.
- 3) When submitting again a manuscript that was submitted to EJ previously and decided Reject, its author is requested to upload not only Cover Letter to the Editor-in-Chief, which includes Manuscript ID and History of the rejected manuscript, but also a Response Letter to the Editor and Reviewers’ comments to the rejected manuscript (cf. the above 2)), together with a manuscript with highlighted revised sentences and paragraphs.

If its author does not sincerely respond to the above, the Office will not receive any resubmission of Rejected manuscript.

15. File upload: When uploading the files created in accordance with the above procedure, select as File Designation one of five designations of Main Document, Table, Figure, Response to Comments and Supplementary File.

- 1) The manuscript should be uploaded in the order of ①Main Document, ②Table, ③Figure.
- 2) When submitting a revision, Response Letter to Editor and Reviewers’ comments should be uploaded as Response to Comments file and managed as File Order No.1 so that Response Letter is placed at the head of Main Document.
- 3) Supplementary figures and tables which are referred to as Supplementary Table 1, etc. in the body text, should be uploaded with Table or Figure (not Supplementary File) selected as File Designation.
- 4) Such files as Movie File or Big Data File, a copy of IRB’s approval document, and Review Proposal, which are not printable or not intended to be printed, should be uploaded with Supplementary File selected as File Designation. These files are not combined into a single PDF document and not included in Book form. They are linked on J-STAGE as Supplementary materials when they need to be open to the public as a part of a manuscript based on requests from the authors.
- 5) Figures and tables used for explanation in Response Letter should be uploaded with Response to Comments selected as File Designation.

16. Proofreading: The first proofreading at the time of the “Advance Publication” and proofreading the “Latest Issue Publication” (which is released two or three months after Advance Publication) is the authors’ responsibility. When the authors intend to change important descriptions in the manuscripts such as essential amendment of contents or addition/removal of author(s), the authors should notify it to Editorial Office in advance with the reason for the change.

Review Articles

EJ publishes scholarly *Reviews* in all areas of experimental and clinical endocrinology in each issue. Although Review Articles are solicited by the Editor-in-Chief, Proposed Reviews may be submitted independently by interested individuals.

Prior to submission, proposal documents should be submitted to the Editor-in-Chief (ej-submit@endo-society.or.jp) by email.

The proposal should include:

1. a full outline of the proposed review, listing all topics to be covered,
2. a summarized curriculum vitae for each author,
3. the principal bibliography of the author(s),
4. a completion date for the manuscript.

After a proposal is reviewed by the Editors, the author will be notified of its status. If accepted, the author should submit the manuscript online according to the instructions regarding “Preparation of the Manuscript.”

Although the organization of the body text is left to the authors, it should be logical and readily comprehensible to readers. A brief summary or conclusion at the end of the manuscript would be helpful to readers. The manuscript should present a timely and authoritative review of a topic in endocrinology that is of general interest. Authors should provide sufficient background information to allow both endocrinologists and other scientists to gain both knowledge and perspective on the subject. While a limited amount of new data may be included to support the author’s point of view, manuscripts that deal primarily with new findings should be submitted as *Original Articles*. Manuscripts will be reviewed for scientific accuracy, clarity, and balance of perspective by members of the Editorial Board and other experts in the field.

Proposed reviews no longer than ten printed pages will be published without a page charge. Charges for additional pages will be quoted at 7,000 JPY per printed page. Author will receive 50 complimentary reprints of the *Review*.

Letters to the Editor

EJ will only accept *Letters to the Editor* that comment, review or provide an opinion on recent EJ articles.

These submissions must be received within six weeks after the publication of the EJ article referred, and must not have been published elsewhere in order to be qualified for publication. EJ will not receive Case Reports as *Letters to the Editor*. Please note the following requirements:

1. The letter identifies an EJ article to which the letter relates to at the beginning of the body text
2. The body text (excluding References) of the letter must not exceed 500 words. (Please indicate a word count at the end in parentheses.)
3. The number of authors must be five or less.
4. The number of references must be within five or less. The letter can include one figure or table.

Supplementary Editions

EJ may occasionally publish up to two supplementary editions per volume. One supplementary edition usually consists of 10–20 *Original Articles* and/or *Reviews* under one general title. Manuscripts should conform to instructions regarding “Preparation of the Manuscript” for usual editions. Those who intend to publish papers in supplementary editions should organize a group and select a representative. The representative should apply by email stating ① general title, ② representative name and affiliation, ③ expected time of issue, to the Editorial Office (ej-submit@endo-society.or.jp). The Directors of Publication and the Editor-in-Chief decide and inform the applicant whether the application is approved or not. The representative should bear the entire cost for publishing and circulating the supplementary edition if their application is approved.

Copyright

The copyright for articles which appear in EJ is held by the Japan Endocrine Society.

Page charge

Authors are requested to pay a page charge of 7,000 JPY for each page.

The Editorial Office will arrange for English-language proofreading for a charge if necessary.

Reprints

EJ is published online only. The order form for reprints (color-printed reprints are available) will be sent to the authors when they are asked to proofread before “Advance Publication.”

Contact: Editorial Office of Endocrine Journal (Kyoto, Japan)

ej-submit@endo-society.or.jp

◆Prerequisites◆

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| <input type="checkbox"/> | Authors' full names without any spelling errors. |
| <input type="checkbox"/> | Full ethical consideration of privacy, etc. e.g. Patient's name on an X-ray film |

◆File Format◆

| | |
|--------------------------|---|
| <input type="checkbox"/> | Body (Text): Word, Tables: Word/Excel, Graphs: Excel, Figures/photographs: PowerPoint/Illustrator |
| <input type="checkbox"/> | Use of editable text data in figures and tables for printing process. |

◆Body Text◆

| | |
|--------------------------|--|
| <input type="checkbox"/> | In the Title and Running Head, only the initial letter of the first word should be capitalized (with proper nouns, etc. as exceptions). e.g. New Targets for Old Hormones: Inhibins...→New targets for old hormones: inhibins |
| <input type="checkbox"/> | Uniformity of affiliation of authors: e.g. Affiliation, City (or Prefecture, State, Province etc.), ZIP code, Country |
| <input type="checkbox"/> | Double spacing, Times New Roman font, and a font size of 12. |
| <input type="checkbox"/> | Abstract of up to 250 words in one paragraph without sections such as Background, Results, etc. |
| <input type="checkbox"/> | Full spelling for abbreviations except "commonly recognized abbreviations (See Section 9 of INSTRUCTIONS FOR AUTHORS)." Key words should be fully spelled out. |
| <input type="checkbox"/> | Use of square brackets in the text when listing reference numbers: e.g.: [3,5,7-9] |
| <input type="checkbox"/> | The style of references conforms to Instructions for Authors. e.g. Takeuchi T, Tsutsumi O, Ikezuki Y, Kamei Y, Osuga Y, Fujiwara T, Takai Y, Momoda M, Yano T, Taketani Y (2006) Elevated serum bisphenol levels under hyperandrogenic conditions may be caused by decreased UDP-glucuronosyltransferase activity. (A period is necessary after the Title.) <i>Endocr J</i> (Italic) 53 (Volume only, no month, no number): (A colon is necessary after the Volume number.) 485–492 (not 485-92). (A period is necessary at the end of each reference.) |

◆Font/Style in the tables, figures and legends◆

| | |
|--------------------------|--|
| <input type="checkbox"/> | All words that originated from Latin are in Italics: e.g. <i>in vivo</i> , <i>vs.</i> , <i>et al.</i> |
| <input type="checkbox"/> | All statistical symbols are in Italics: e.g. <i>p</i> = |
| <input type="checkbox"/> | All symbols referring to genes are in Italics and all symbols referring to peptide/proteins are blocks. |
| <input type="checkbox"/> | Appropriate explanation of abbreviated clinical laboratory test items, such as AST, ns. |
| <input type="checkbox"/> | Uniformity of unit abbreviations. Use a capital letter L for liter. e.g. mL , dL |
| <input type="checkbox"/> | Uniformity of superscripts and/or subscripts. No garbled characters. |
| <input type="checkbox"/> | Uniformity of Greek letters (α , β , etc.) and symbols such as \pm , \leq , \geq . No garbled characters or symbols. |
| <input type="checkbox"/> | Uniformity of hyphenation. e.g. No mixture of MEN1, MEN-1, MEN 1, etc. |
| <input type="checkbox"/> | All of the above not only in the text but also in the tables, figures and legends. |

◆Tables/Figures•Photographs◆

Please upload tables and figures in a one-figure (table) per page basis. Do not include a figure (table) and a photograph in one image file.

| | |
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| <input type="checkbox"/> | Appropriate scaling of each table on a page in the PDF format. No out-of-page feeding. |
| <input type="checkbox"/> | Arrangement of tables and figures in a one-figure (table) per page basis. |
| <input type="checkbox"/> | When multiple figures (tables) and photographs are arranged on one page, make sure that their legends can be independently copied and pasted. |