

JIKEIKAI MEDICAL JOURNAL

Instruction to Authors

- I. The Jikeikai Medical Journal is designed primarily to afford an opportunity for the staff of The Jikei University School of Medicine to obtain appropriate distribution for their contribution. However, it is open to papers from researchers in Japan and other countries. Manuscripts are to be written in English.
- II. The Journal will be published quarterly with one volume containing four issues.
- III. The Journal publishes only the papers that have been reviewed and accepted by the Editorial Committee. The Committee does not accept a paper that has already been reported in a publication or has been submitted or accepted for publication elsewhere.
- IV. All experiments and research included in the papers must follow ethical standards. For human subjects, the research must follow the guidelines stated in the "Regulations of The Jikei University School of Medicine Ethics Committee for Biomedical Research". For animal experiments, the research must follow the "Guidelines on Animal Experimentation of The Jikei University School of Medicine". Government and municipal ethics guidelines, if applicable to the research, must be followed as well. Research performed at another institution must follow that institution's ethics regulations. Authors must provide the protocol number that was assigned by the ethics committee.
- V. Authors must declare any financial support or relationship that may pose a conflict of interest.
- VI. Manuscript
 1. The length of a full paper should be limited to 15 printed pages and that of a short communication should not exceed 4 printed pages, including tables and figures.
 2. Type the manuscript on white bond paper, ISO A4 (212×297 mm), with margins of at least 25 mm on all sides. Use double spacing throughout, including title page, abstract, text, acknowledgements, references, tables, and legends for figures. One page of the manuscript should be limited to 25 lines, and two pages are equivalent to about one printed page.
 3. Style of Manuscript

Begin each of the following sections on separate pages: title page, abstract, key words, text and acknowledgements, references, individual tables, individual figures, and legends.

 - 1) Title page

The title page should carry (1) the title of the article, which should be concise but informative, not exceeding 80 characters; (2) a short running head of no more than 40 characters

(count letters and spaces) placed under the title and identified in the parentheses; (3) full name of each author; (4) name of department(s) and institution(s) to which the work should be attributed; (5) name, street address, and email address of author to whom requests for reprints should be addressed.

2) Abstract

The second page should carry an abstract of no more than 200 words (100 words in a short communication).

3) Key words

On the third page, provide and identify as such about 5 key words or short phrases. Use term from the latest edition of the Medical Subject Headings list of Index Medicus, published by the National Library of Medicine, U.S.A.

4) Text

The text is usually divided into sections with headings such as Introduction, Materials and Methods, Results, and Discussion. Long articles may need subheadings followed by the numbering 1, 2, 3,...within some sections to clarify their content.

5) References

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. Use the style of the examples below, which are based on Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals (latest edition), and type those references on a separate sheet in the order appearing in the text. The titles of journals should be abbreviated according to the style used in the MEDLINE database.

<http://www.nlm.nih.gov/tsd/serials/lji.html>

Examples of correct forms of references are given below.

Articles in Journals

- (1) Standard journal article (List all authors, but if the number exceeds six give six followed by et al.)

Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukemia in Europe after Chernobyl: 5 year followup. *Br J Cancer*. 1996; 73: 1006-12.
- (2) Japanese language article (Translate the title into English and add (in Japanese) to it. A Japanese journal title should be Romanized and its English title added if any.)

Kaito K, Kobayashi M, Otsubo H, Ogasawara Y, Sekita T, Sakamoto M, et al. Clinical investigation on treatment and long term follow-up of moderate to severe aplastic anemia: effectiveness of bone marrow transfusion therapy (in Japanese). *Tokyo Jikeikai Ikadaigaku Zasshi (Tokyo Jikeikai Med J)*. 1996; 111: 809-19.

Books and Other Monographs

- (3) Personal author(s)
Sherlock S, Dooley J. Risk factor for hepatic drug injury. *Diseases of the liver and biliary system*. 10th ed. Oxford : Blackwell Science ; 1996. p. 341-2.
- (4) Editor(s), compiler as author
Norman IJ, Redfern SJ, editors. *Mental health care for elderly people*. New York : Churchill Livingstone ; 1996.
- (5) Chapters in a book
Conaway RC, Conaway JW. General transcription factors for RNA polymerase II. In : Cohn WF, Moldavek, editors. *Progress in nucleic acid research and molecular biology*. Sandiego : Academic Press ; 1996. p. 327-46.
- Latest edition
International Committee of Medical Journal Editors. *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals*. URL <http://www.icmje.org/recommendations/>
- 6) Tables and figures
Type clearly each table on a separate sheet ; remember to double space. Number tables consecutively and supply a brief title for each. Cite each table in the text in consecutive order. Figures should be professionally drawn and photographed in glossy black-and-white prints. Titles and detailed explanations belong in the legends for figures, which should be typewritten double spaced, starting on a separate page. Each figure should have a label pasted on its back in-

dicating the number of the figure, the names of the authors, and the top of the figure. Cite each figure in the text in consecutive order. For illustrations in color, supply color negatives or positive transparencies.

VII. Revision and Changes of Manuscript

The Editorial Committee has the right to make small revisions and changes of the manuscript submitted without permission from the author(s).

VIII. Galley Proofs

Galley proofs are provided two times before publication of each manuscript. Alterations are to be kept to a minimum and may be made only on the first galley proof.

IX. Charge

The printing cost for publication will be notified at the time when the galley proofs are sent to the author.

X. Submission of Manuscript

Three complete copies of each manuscript, including tables and figures should be submitted to the address as follows :

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