

# INSTRUCTIONS FOR AUTHORS

1. Articles for publication in the Shinshu Medical Journal will be accepted only from members of the Shinshu Medical Society. In the case of collaborative work, all of the authors must be members of the Society.
2. Articles may be scientific reviews or commentaries, original research papers, recent news, brief communications, case reports, CPC reports, or reports on experimental techniques, etc.
3. Articles must not have appeared in another journal, and should be written in as clear and concise a manner as possible.
4. a. In principle authors must state in the text that studies involving human subjects were approved by their institutional review board (or an equivalent committee) or were performed in compliance with the Declaration of Helsinki. The guidelines of the Shinshu Medical Society regarding the protection of patients' privacy (<http://s-igaku.umin.jp>) must be strictly followed. For research using experimental animals, authors must state that the study was carried out in accordance with the regulations for animal experimentation of their institution.

b. Manuscripts should contain a title page, an abstract of less than 250 words of English and a Japanese version of the abstract (except in the case of reviews and commentaries), the main text, references, tables, figure legends, and figures. The original and two copies, or in the case of photographic material three originals, must be submitted. An Authorship Agreement Form signed and stamped by all the authors and a statement regarding Conflict of Interest signed and stamped by the corresponding author must also be submitted. Both of these documents can be downloaded from the website of the Shinshu Medical Society (<http://s-igaku.umin.jp>).

Two storage mediums (CD-R or DVD-R), on which the entire manuscript including title, abstract, main text, references, tables, figure legends and figures are recorded, should be submitted in addition to a paper manuscript and two copies. The manuscript should be made using Microsoft Word and saved as both a .docx and a .txt file. Figures should be saved as .jpg or .tiff files. The color mode for all images should be CMYK and the resolution should be a minimum of 300 dpi. The name of the first author (and the corresponding author if he/she is different from the first author), the title of the article, the date of submission and the type of disk format should be indicated on the label of the disks.

Be sure to have your English proofread before posting, submit an English proofreading certificate (copy accepted).

c. Original research papers and case reports must not exceed 10,000 characters of Japanese or 3,500 words of English excluding legends, and must not contain more than 8 figures or tables. Scientific reviews must not exceed 12,000 characters of Japanese or 6,000 words of English excluding legends, and must not contain more than 10 figures or tables. Articles exceeding the specified length must be accompanied by an explanation for their length in a cover letter to the editor.

d. Manuscripts must be word processed and double spaced on A4 paper. After acceptance, the final version must be submitted on CD-R or DVD-R with the names of the authors and the word processing software used clearly indicated on the label.

e. The title page should contain, in the following order, the title of the article, the names and affiliations of the authors, a list of no more than five keywords for indexing purposes, a short running title, the number of pages of text, the number of figures and tables, the required number of reprints (in red), and the corresponding author's name, contact address, and e-mail address. Any special requests to the editorial committee should be printed on a separately attached sheet.

f. Subdivisions of the main text of an article should take the form I. ..., A. ..., 1. ..., a) ..., 1) ...

g. Generic names should be used for drugs. Binomial nomenclature should be used for animals, plants, and microorganisms, with names in italics. Abbreviations not in common use should be avoided as far as possible; if used, they should be spelled out on the first occurrence with the abbreviated form shown in parentheses.

h. Units of measurement should follow the CGS system and should be used without a period, thus m, mm,  $\mu$ m, nm, l, ml,  $\mu$ l, kg, g, mg,  $\mu$ g, mg/dl, ppm,  $^{\circ}$ C, Bq, Gy, sec, min, hr.

i. Each figure or table must fit within a single printed page, and should preferably be printable in its original size (including any photographs), up to a maximum of 16 cm  $\times$  23 cm. Letters, lines, arrows, etc. should be sized appropriately and placed directly on figures. The place for insertion of each figure or table should be indicated in red in the margin of the main text, following the form Figure 1, Table 1, etc. The magnification should be indicated for photomicrographs. Care should be taken with readability and changes of aspect ratio for figures not of original size.

j. References should be indicated by numbers in the main text and should be listed sequentially after the main text, according to the following example formats:

Up to six authors are allowed in the reference list. For articles with more than 6 authors, only the first 3 authors should be listed, followed by et al.

*Journal article :*

Sheahan DG, Jervis HR : Comparative histochemistry of gastrointestinal mucosubstances. Am J Anat 146 : 130-132, 1976

Maude SL, Frey N, Shaw PA, et al : Chimeric antigen receptor T cells for sustained remissions in leukemia. N Engl J Med 371 : 1507-1517, 2014

*Book :*

Bloom W, Fawcett DW : A textbook of histology. 10<sup>th</sup> ed, pp 179-227, Saunders Co, Philadelphia, 1975

*Book article/chapter :*

Berl S, Nicklas WJ, Clarke DD : Coupling of catecholamines and amino acid metabolism in the nervous system. In : Santini M (ed), Golgi centennial symposium : Perspectives in neurobiology, pp 465-471, Raven Press, New York, 1975

Abbreviations of journal names should follow the Index Medicus.

*Web Page :*

Titte. Publisher, Year. (Accessed Access Date, Access Year, at URL.)

5. The editorial committee will decide whether to accept an article for publication and will decide on the publication schedule. At least two qualified persons as judged appropriate by the editorial committee will review each paper and may provide comments and requests for addition or deletion.

6. Authors will receive only the first proof for correction. Alterations and additions are not permitted.

7. The required number of reprints should be clearly indicated in red on the title page of the manuscript. The authors must bear the full costs of all reprints, except in the case of invited articles.

8. Authors must pay for publication at the rate of 1,000 yen per page, except in the case of invited articles. Abstracts reporting the work of research groups cost 10,000 yen per page. The full costs of photographic reproductions, figures, and tracings, as well as of papers accepted for rapid publication, must be borne by the authors.

9. Articles should be handed in to or sent to the Editorial Office, Shinshu Medical Society, Shinshu University School of Medicine, 3-1-1 Asahi, Matsumoto 390-8621, Japan.

(REVISED APRIL 2019)

## TERMS OF COPYRIGHT

The Shinshu Medical Society shall retain the copyright to and the rights to reproduction and transmission of articles (including the right of making them transmissible) that appear in the Shinshu Medical Journal.

### How to Obtain Permission

The Shinshu Medical Society authorized Japan Academic Association For Copyright Clearance (JAC) to license our reproduction rights of copyrighted works. If you wish to obtain permissions of these rights in the countries or regions outside Japan, please refer to the homepage of JAC (<http://www.jaacc.org/en/>) and confirm appropriate organizations to request permission.