

Japanese Journal of Disaster Medicine

Instructions for Authors

Partially Revised November 2008
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1. The Japanese Journal of Disaster Medicine (J. J. Disast. Med.) is the official journal of the Japanese Association for Disaster Medicine and aims to pursue and contribute to progress in the scientific basis of disaster medicine and related health care services.

2. To submit a paper, at least one of the authors must be a member of the Japanese Association for Disaster Medicine except in the case of contributions requested by the editorial committee.

3. Submitted manuscripts must be accompanied by written assurance signed and stamped by each author (up to 7 names) indicating that the manuscript does not contain previously published material and is not submitted for publication elsewhere. These provisions may not apply when simultaneous publication or duplicate publication of a Japanese translation of a report in a foreign language accepted by another journal will be of public interest. Such simultaneous or duplicate publication must be notified upon submission, which must include a copy of the published report or a copy of the journal in which the report appeared. The acceptability of the report will be determined by the editorial committee. If accepted, the report will be categorized as "Data" with the name of the journal in which the report appeared.

4. The journal will accept original articles, case reports, firsthand reports, introductory reports, review papers etc. Original articles must not have been published in another publication, and must meet the conditions stated above.

5. Use the following guidelines when preparing manuscripts:

- 1) Manuscripts must be prepared using a word processor application on a Windows or Macintosh computer; Microsoft Word format is preferred. If you use another application, convert the document to text format before submitting it.
- 2) A printed copy of all manuscripts must be submitted on A4 paper containing 30 lines of 40 Japanese characters per page. An electronic copy of the manuscript must also be submitted on a floppy disk, MO disk, or CD-R. The electronic file must have the appropriate extension (.doc, .txt). Clearly label the media with the name of your operating system, and the name and version of the word processing application used to prepare the document.

ment.

- 3) All manuscripts must begin with a title page. The title page should include the title of the manuscript in Japanese and English, 3 to 5 keywords (in Japanese and English), and details of the authors including name (in Japanese and English), affiliation (in Japanese and English), job title, address, telephone number, and e-mail address.
- 4) Japanese language manuscripts must be accompanied by abstracts in both English (up to 600 words) and Japanese (up to 400 characters) summarizing the main points of the paper. English abstracts must be reviewed by a native speaker or someone fluent in English before submission, and signed by the reviewer. The editorial committee is able to put you in contact with an English-speaking reviewer at cost.
- 5) Manuscripts should be no longer than 12,000 characters (up to 10 A4 pages) including references.
- 6) Figures and tables are to be prepared in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or Adobe Illustrator, and each figure and table should be supplied on a separate sheet of paper. The figure and table data must be copied to the same media as the manuscript, and be given the appropriate extension (such as .doc, .xls, .ppt, or .eps).
- 7) Photographs may be supplied in either electronic or printed form. When supplying photographs in electronic form, use a file in JPEG, TIFF, or EPS format with as high a resolution as possible. Each photograph should be supplied as a printout on a separate sheet of paper. Photograph data must be copied to the same media as the manuscript, and be given the appropriate extension (such as .jpg, .tif, or .eps). When supplying in printed form, use L size (3.5"x 5" or 89 mm x 127 mm) paper or larger.
- 8) Titles and descriptions of figures, tables, and photographs must be written in English.
- 9) When citing or reproducing figures, tables, photographs, or other resources for which a third party holds the copyright, the author must obtain the permission of the copyright holder and identify the source clearly.
- 10) Symbols and Notations:
 - (1) Refer to the glossary prepared by the Japanese Association for Disaster Medicine for technological terms.

- (2) Submissions should use modern Japanese usage, and only use Japanese characters designated for everyday use except in the case of specialist medical terminology. The manuscript must be written horizontally.
- (3) Loanwords, scientific names for animals and plants, and non-Japanese names should be written in Katakana script or in their language of origin. Use generic names for chemicals.
- (4) All numbers should be Arabic numerals, and CGS units (such as m, cm, mm, hr, kg, g, mg/dl) should be used for weights and measures.

11) References

- (1) Restrict references to those, which have a direct bearing on the work, and include no more than 20 references.
- (2) Et al. should be used after the names of the first three authors.
- (3) Journal titles should be abbreviated according to the table of abbreviations of *Japana Centra Revuo Medicina* and *Index Medicus*.
- (4) Example references:

<Journal articles>

Reference number) authors' names : title. journal name year of publication; volume number: page numbers.

- (1) Imaizumi H, Kaneko M, Tanno K, et al : Analysis of neuroendocrine stress in tsunami casualties. *J Jpn Assoc Acute Med* 1995;6:689-94.
- (2) Headges JR, Dronen SC, Feero S, et al : Succinyl-choline-assisted intubation in prehospital care. *Ann Emerg Med* 1988;17:469-72.

<Books>

Reference number) authors' names : title of contributing chapter or section. editors' names. book title. (volume). (edition). publisher, place of publication, year of publication, pp page numbers.

- (1) Ukai T : Great Hanshin-Awaji Earthquake Disaster. In: Ukai T ed. *Case Studies in Disaster Medicine*. Nankodo Publishing Inc., Tokyo, 1995, pp 35-48.
- (2) Gunn, SWA : International Cooperation in Disaster Medical Relief : the Role of UNDRO. In: Ohta M, Ukai T, Yamamoto Y, eds. *New As-*

pects of Disaster Medicine. Herusu Publishing Inc., Tokyo, 1989, pp 38-44.

6. Submit an original and four copies of the manuscript, including the title page, main text, references, figures, and tables.

7. The journal welcomes English language submissions. All English language manuscripts must be type-written double spaced on A4 paper in elite type, or prepared in a word processing application. Submissions should not exceed 20 pages including references, figures, and photographs. An English abstract (up to 600 words) and Japanese summary (up to 400 characters) should be submitted with all English language manuscripts.

8. Special caution must be paid to protect the human rights of patients, study participants and specific individuals in clinical study reports. Use of a specific date that may identify individuals should be kept to the minimum required for clinical evaluation to protect the individual's privacy. Animal experiments must be conducted in a thoroughly humane manner. The humane conduct of animal experiments should be described as necessary.

9. The presence/absence of conflict of interests (e.g., financial relationship with manufacturers including research funding and patent application, shareholding and use of public funding) should be described at the end of the text of the clinical study reports of drugs, quasi-drugs, health foods and medical devices. If any conflict of interest is present, provide the names of companies and organizations involved.

Note) Examples of conflict of interest description:

- * This study was funded by XXX.
- * The measurement device for the evaluation of XXX was provided by YYY.
- * There was no conflict of interest.

10. Manuscripts should be submitted to:
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