Instructions for authors

The Japanese Journal of Ambulatory and General Pediatrics
— Submission Guidelines (Revised November 1, 2025)

The Japanese Journal of Ambulatory and General Pediatrics is the official journal of the Society of Ambulatory and General Pediatrics of Japan. The purpose of the journal is to publish scientific and clinical papers that contribute to ambulatory and general pediatrics.

1. Submission Eligibility

Authors must be members of this Society or authors commissioned by this Society (for co-authored papers, at least one member of this Society must be the first author or corresponding author). Co-authors must have made substantial contributions consistent with the roles defined in the latest version of the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals.

2. Content of Manuscripts

Manuscripts must pertain to ambulatory pediatrics or general pediatrics. Manuscripts previously published elsewhere or currently under consideration by another journal will not be accepted. Original Articles must report research or cases presenting new findings or original ideas.

3. Ethical Considerations

Research involving human participants must comply with the Declaration of Helsinki (latest revision) and the most recent national laws and guidelines governing medical research. Animal experiments must conform to the Basic Principles for Animal Experiments in Universities (Science Council of Japan) or equivalent institutional guidelines.

For human studies, while fully protecting patient anonymity, authors must state in the manuscript that written informed consent was obtained from the patient (or their legal representative) or that an opt-out procedure was employed, and that approval was obtained from the ethics committee or institutional review board of the affiliated institution.

For case reports, if there is a high possibility of identifying individuals, state that written informed consent was obtained from the patient (or their legal representative), after presenting the version of the manuscript intended for submission in both paper and electronic formats. If consent could not be obtained, state that approval was obtained from the ethics committee or clinical trial review board of the affiliated institution.

For case series, the number of cases requiring ethics committee/institutional review board approval shall follow the standards of the author's affiliated institution. If no review is required, state this in the cover letter.

For off-label treatments or off-label drug use, state that approval from the ethics committee or institutional review board was obtained separately as required.

Approval from the ethics committee or institutional review board of the affiliated institution is required not only for interventional studies but also for observational studies (including retrospective studies).

Submissions of randomized controlled trials are limited to those where the clinical trial was registered with a public registry beforehand, and submissions must comply with the CONSORT statement. For randomized controlled trials, the registration number must be stated in the abstract.

4. Conflict of Interest

Regarding conflicts of interest, authors must submit the Conflict of Interest Disclosure Form provided following these submission guidelines, in accordance with the regulations established by the Editorial Board of the journal.

5. Manuscript Acceptance

Articles are reviewed by two or more external reviewers as a general rule. Based on the results, the Editorial Board decides on acceptance or rejection. For accepted papers, the date of acceptance is recorded as the date of receipt.

If you have preferences or objections regarding external reviewers, list the reviewer's name and affiliation in a letter addressed to the Editorial Board. However, the final selection of reviewers rests with the Editorial Board.

If a revised manuscript is required following peer review, it should generally be resubmitted within six months. Submissions beyond this deadline will be treated as new submissions.

Resubmission of rejected manuscripts is generally not permitted.

6. Manuscript Format

1) The cover page should include the following:

Title (in Japanese and English): The title should be concise and informative, not exceeding 80 characters and spaces.

Running title: A short running title, no longer than 40 characters and spaces, should be provided.

Full names of all authors (in Japanese and English), along with the departments and institutions where the work was conducted.

Institutional affiliations, contact information: Include the name of the corresponding author, address, phone number, fax number, and e-mail address of the person responsible for proofreading and correspondence.

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Key words: Up to five key words.

2) Following the cover page, organize the manuscript in the following order:
   – English abstract (including purpose, methods, results, and discussion)
   – Japanese abstract
   – Main text
   – References
   – Figure legends
   – Figures and Tables
3) The maximum word count (main text, figures, and tables), reference count, and number of figures/tables are as follows.
   Word count: 8,000 words
   English abstract: 250 words
   Japanese abstract: 600 characters
   References: No limit
   Printed page limit: 10 pages
4) All manuscripts must be paginated consecutively, starting with the cover page as page 1. Continuous line numbering should be applied throughout the main text.
5) All papers will be reviewed by a native English-speaking editor with appropriate scientific expertise, appointed by the Editorial Board. The Japanese abstract in original papers must faithfully reflect the English abstract. If review by the Editorial Board is not desired, a certificate of English proofreading must be attached with the submission.
6) When submitting a paper, clearly state that it is not under consideration elsewhere and submit a Submission Consent Form signed by all authors.
7) When submitting, authors must confirm each item on the Submission Checklist following these guidelines and attach it to the manuscript.

7. Manuscript Preparation Guidelines

1) Manuscripts should be prepared using word-processing software, formatted for A4 paper in portrait orientation.
2) Abbreviations may be used for terms repeated frequently within the paper, but the full formal term must be used upon first mention, followed by (hereinafter abbreviated as XXX).
3) Drug names should be written using their generic names.
4) Figures and tables should be designed for good visibility in black-and-white printing. Indicate figure/table insertion points in red ink in the margins of the manuscript.
5) When using photographs, obtain permission from the patient or their legal guardian and clearly state this permission in the photo caption. If permission cannot be obtained, take measures to prevent patient identification.
6) Use Arabic numerals for all numeric expressions. For integers, insert a comma every three digits and consider significant figures. Use standard SI units such as km, m, cm, mm, μm, L, dL, mL, μL, kg, g, mg, μg, mEq/L, mg/dL, etc.
7) List the roles of all authors before the references, including all of the following author qualifications as shown in the example. This section follows the conflict of interest statement.
   Example: The authors made substantial contributions to the conception and design of the study; acquisition, analysis, and interpretation of data; drafting or revising the manuscript; and final approval of the version to be published.
8) Keep references to the minimum necessary and list them in the order of citation at the end of the text. In the text, cite references by placing the reference number in parentheses as a superscript.
9) When reproducing material from other works, obtain permission from the original publisher and author to protect copyright.

8. Reference Format

1) Journals: Author name. Title. Journal name. Year; Volume: Page range.
2) Edited books: Author name. Title. Edition. Place of publication: Publisher, Year.
3) Chapters in edited books: Author name. Title of chapter. Editor name. Book title. Edition. Place: Publisher, Year: Page range.
4) List all authors up to three; for four or more authors, list the first three followed by et al.
5) Use the journal's official abbreviation if available; otherwise, follow abbreviations listed in Index Medicus.
6) For online sources, include the URL and the date accessed.
   Example:
   1) Berman S. Otitis media in children. N Engl J Med 1995; 332: 1560–1565.
   2) Homer C. Improving quality in your practice. In : Green M, Haggerty R, eds. Ambulatory Pediatrics. 5th ed. Philadelphia: WB Saunders, 1999: 539–544.

9. Duplicate and Secondary Submissions

1) Copyright for articles published in *The Japanese Journal of Ambulatory and General Pediatrics* belongs to the Society. Submission of such articles to another journal requires prior approval from the Editorial Board.
2) Regarding duplicate submissions and secondary submissions, this journal follows the ICMJE Recommendations (section on duplicate publication). Duplicate submissions are prohibited. Secondary submissions may be allowed if both editorial boards consent, the primary submission has priority, and originality is ensured.

10. Other

1) The authority to grant permission for printing, publishing, quoting, and reprinting figures and tables from papers published in *The Japanese Journal of Ambulatory and*

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General Pediatrics resides with the Society of Ambulatory and General Pediatrics of Japan.

2) Authors will be provided with one proofreading opportunity. Substantive changes during proofreading are generally not permitted. The reprint price will be notified during proofreading; please specify the number of copies when returning the proof.
3) Costs for plate-making fees when plates cannot be produced from the original figures attached to the manuscript, as well as costs for color printing or art paper use requested by the author, shall be borne by the author.

11. Submission Method and Address

Manuscripts are accepted via electronic submission. Submit manuscripts as PDF files at the time of submission. Upon acceptance, the final paper must be submitted to the Editorial Committee in the following formats: the main text in Microsoft Word format, and figures, tables, photographs, etc., in their original file formats (Excel, PowerPoint, JPEG, etc.).

Attach the manuscript data to an email and send it to the address below. The Submission Agreement, Submission Checklist, and Conflict of Interest Disclosure Form may be submitted as PDF files or by fax.

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Submission Agreement

(The Japanese Journal of Ambulatory and General Pediatrics)

We hereby submit the following manuscript to *The Japanese Journal of Ambulatory and General Pediatrics*. This manuscript has not been submitted to, published in, or scheduled for publication in any other journal. Furthermore, we agree that, should this manuscript be published, the copyright shall belong to the Society of Ambulatory and General Pediatrics of Japan.

Manuscript Title: _____

Lead Author: _____
Signature: _____
Category or Position: Member / Non-Member (Position: _____)

In submitting the above manuscript to *The Japanese Journal of Ambulatory and General Pediatrics*, I acknowledge that all co-authors, like the lead author, share responsibility for the content of this manuscript.

Corresponding Author: _____
Signature: _____

Category or Occupation: Member / Non-Member (Occupation: _____)
(Not required if same as lead author)
Co-author(s):
1. Signature _____ Category or Occupation: Member / Non-Member (Occupation: _____)
2. Signature _____ Category or Occupation: Member / Non-Member (Occupation: _____)
3. Signature _____ Category or Occupation: Member / Non-Member (Occupation: _____)
4. Signature _____ Category or Occupation: Member / Non-Member (Occupation: _____)
5. Signature _____ Category or Occupation: Member / Non-Member (Occupation: _____)
6. Signature _____ Category or Occupation: Member / Non-Member (Occupation: _____)
7. Signature _____ Category or Occupation: Member / Non-Member (Occupation: _____)

Date of Submission:
Year _____ Month _____ Day _____

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Posting Checklist

(The Japanese Journal of Ambulatory and General Pediatrics)
(Revised May 23, 2025)

□ The manuscript is formatted in A4 portrait orientation.
□ The Submission Agreement form bears the handwritten signatures of all authors.
□ Any financial or personal relationships that could constitute a conflict of interest have been declared and disclosed.
□ The writing style throughout the paper is appropriate and consistent for an academic paper.
□ The cover page (title page) clearly states all information required by the Submission Guidelines.
□ Page numbers are assigned consecutively starting from the cover page as page 1.
□ The paper is structured according to the submission guidelines:
(1) Title page, (2) Keywords (up to 5), (3) English abstract, (4) Japanese abstract, (5) Main text, (6) References, (7) Figure legends, (8) Figures and tables
□ The length and structure of both the English and Japanese abstracts comply with the submission guidelines.
□ When editorial English review is not requested, submission must include an English proofreading certificate.
□ The manuscript's total character count and number of figures/tables are within the limits defined by the submission guidelines.
□ Figures and tables are designed to facilitate reader comprehension, with particular attention to clarity when images are used.
□ The manuscript content complies with the ethical considerations outlined in the submission guidelines. If approval from an ethics committee or registration of a clinical trial was obtained, the name of the reviewing body and approval number are stated.
□ Permission has been obtained from the patient or legal guardian for the use of any identifiable photographs, and this is clearly stated in the caption or within the text.
□ Permission has been obtained from the original publisher and author when reproducing figures or tables from other works.
□ Citations within the text and the reference list are formatted according to the Submission Guidelines.

* Attach this checklist to the submitted manuscript.

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Regulations Established by the Editorial Board of the Journal

Conflict of Interest Disclosure Form

For all manuscripts submitted to the Japanese Journal of Ambulatory and General Pediatrics, each author (including co-authors) is required to disclose any potential conflicts of interest related to the content of the research, covering the past three annual reporting periods counting backward from the date of submission. Please indicate whether or not any conflicts of interest exist among items ①–⑪ listed below. For the purposes of the following items, "annual" shall mean either a consecutive one-year period from April 1 to March 31 of the following year, or a consecutive one-year period from January 1 to December 31, provided that the declarant shall apply the same basis consistently in the disclosure.

Items Requiring Disclosure (as defined by the Editorial Board of the Society of Ambulatory and General Pediatrics of Japan):

① Serving as an officer or advisor of a company, corporation, or profit-oriented organization related to medical research, with annual compensation of 1 million yen or more from any single entity.

② Ownership of stocks in a company, when either (a) the total annual income (dividends and capital gains) from those stocks is 1 million yen or more, or (b) the individual owns 5% or more of all shares of the company.

③ Royalties or license fees received from companies, corporations, or organizations for the use or transfer of intellectual property, when the total annual amount per transaction is 1 million yen or more.

④ Honoraria (lecturer's fees) received from companies or organizations for attending or giving presentations at meetings, when the total annual amount from a single company or organization is 500,000 yen or more.

⑤ Manuscript fees (e.g., payments for writing pamphlets or roundtable articles) paid by companies or organizations, when the total annual amount from a single source is 500,000 yen or more.

⑥ Research funding (clinical trials, commissioned research, or collaborative research) provided by a company or organization, when the total annual amount allocated to the individual or the department to which the author belongs is 1 million yen or more.

⑦ Scholarship donations or educational grants provided by a company or organization, when the total annual amount allocated to the individual or their department is 1 million yen or more.

⑧ Affiliation with a donated course or division established with financial support from a company or organization.

⑨ Travel or gifts unrelated to the research, received from a company or organization, with a total annual value of 50,000 yen or more.

⑩ Receiving services or benefits from a company or organization without a formal research contract (e.g., provision of materials, equipment, or personnel).

⑪ Having a first-degree relative (e.g., parent, child, or spouse) currently employed by any company that falls under items ①–⑩.

Statement in the Manuscript

If there are no conflicts of interest, state at the end of the paper: "The authors have no conflicts of interest to disclose as defined by the Editorial Board of the Society of Ambulatory and General Pediatrics of Japan."

If there are conflicts of interest, state at the end of the paper: "Conflicts of interest are disclosed in accordance with the regulations established by the Editorial Board of the Society of Ambulatory and General Pediatrics of Japan: [Company name], [Amount]."

Each author must provide a handwritten signature in the designated section of the following page. If none of the items ①–⑪ apply, circle "Not applicable." If any apply, specify the company name and the corresponding amount in the appropriate field. If there are multiple co-authors, this form may be copied and completed individually by each author.

Disclosure Table (to be completed by each author):

Item	Company Name	Amount	Item	Company Name	Amount
1			7		
2			8		
3			9		
4			10		
5			11		
6					

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Date: _____

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To the Editor-in-Chief

The Japanese Journal of Ambulatory and General Pediatrics

Date: _____

In accordance with the Conflict of Interest Disclosure Policy established by the Society of Ambulatory and General Pediatrics of Japan, we hereby disclose any financial relationships or interests between the first author, co-authors, and any health-related companies relevant to the content of the submitted manuscript, based on items ① through ⑪ that require disclosure.

Manuscript Title: _____

Signature: _____

Disclosable Conflict of Interest: (□ Not applicable　□ Applicable)

※ If "Applicable" is selected, please specify the details below.

Item	Company Name	Amount	Item	Company Name	Amount
1			7		
2			8		
3			9		
4			10		
5			11		
6					

Signature: _____

Disclosable Conflict of Interest: (□ Not applicable　□ Applicable)

(Repeat as needed for each co-author.)

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