

## Instructions for authors

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 provide articles related with ambulatory and general pediatrics in Japanese or English. Authors submitting to the journal must be members of the Society of Ambulatory and General Pediatrics of Japan. Original papers must not have been published elsewhere. Investigations on human subjects should be made clear that they were carried out to a high ethical standard. Fully informed consent should be obtained and noted in the manuscript.

### 1. Manuscript submission

Manuscripts should be submitted in triplicate (including figures and tables) and sent to:  
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All manuscripts should be typed in double spacing on one side of A4 paper. Pages should be numbered consecutively in the top right — hand corner commencing with the title page. Original articles should not exceed 25 typed pages, including references, figures and tables.

#### *Covering letter*

The manuscript should be accompanied by a covering letter, signed by all authors.

The manuscript should include a title page, abstract, main text, references, figures, tables, legends to figures and tables, in this order.

#### *Title*

The title page should include the following:

**Title :** 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 the authors. Departments and institutions in which the work was performed.

The full postal address, telephone and facsimile numbers, and e-mail address of the author who will check the proofs and receive correspondence.

Number of the text pages, reference pages, tables, figures and legends in figures.

#### *Abstract*

The abstract written in both English and Japanese must be concise, and should not exceed 250 words in English and 600 letters in Japanese.

#### *Key words*

No more than five key words

#### *Main text*

The text is usually divided into sections under the headings Method, Results and Discussion. The purpose of the article and the rationale for the study should be summarized in an introductory paragraph.

#### *References*

Cite references in text by using superior Arabic numerals in the order in which they appear in the text. Abbreviate titles of the journals according to *Index Medicus*. Names of the first three authors should be given; indicate omission of other names by using "et al".

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

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In preparing the manuscript, consider one table and figure as equivalent to a single typed page. Tables and figures should be included on a separate page, numbered with Arabic numerals and accompanied by short titles at the top. Each table and figures must be referred to in the text. Figures should be numbered with Arabic numerals. All figures require a legend which includes the title and a detailed explanation. When a full facial photograph is to be reproduced, written permission from the patient or guardian should be attached to the corresponding legend of the figure.

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Original articles are evaluated by at least two expert reviewers assigned by the Editor. The Editor will correspond with the authors and make at the final decision on the manuscript.

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Page proof will be sent to the correspondence author. Alterations should be limited to correction of typographic errors. Authors may order offprints on the appropriate form sent with page proof. Offprints will be provided upon request at the author's expense.

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Authors should enlist the help of colleagues who are proficient in scientific English.

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Authors are required to provide their manuscript on electric devices (a floppy disk, CD-R or USB memory). The operating system (OS; for example: Windows XP, Mac OSX) and the word processing package used are to be specified on the device.