

Instructions for Authors

Editorial Policies

The Shimane Journal of Medical Science, a publication of Shimane University Faculty of Medicine, is a peer-reviewed journal which regularly publishes four issues per year. The journal publishes scientific papers from the field of medicine and related areas.

The Editorial Board of the Shimane Journal of Medical Science accepts papers which are written in English and have not previously been published or submitted for publication except in special cases approved by the board. The board requires all authors to have their manuscripts proofread by native English speakers with extensive knowledge in the related areas. The types of articles accepted include original articles, review articles, case reports, and technical notes.

Ethics of Human Study

Research conducted through the use of human subjects must be in compliance with the Declaration of Helsinki. Authors must indicate, using its approval number, that the research has been approved by the local Ethical Committee Board. In research cases involving human subjects, human genomes, and genetic analysis, authors must indicate

informed consent has been taken. Any information that would enable identification of individual patients should not be written in the article.

Ethics of Animal Experimentation

Research conducted using animals must have been conducted in accordance with NIH standards and institutional guidelines about animal experimentation. Authors must indicate that research has been conducted using appropriate measures to minimize animal pain and discomfort. Authors also must indicate the specific approval number issued by the institutional animal experimentation committee.

Policies on Conflict of Interest

Authors must take responsibility to disclose all information regarding any potential conflict of interest. This may refer to, but is not limited to cases where research was conducted upon the request of companies, government and municipal agencies, NGOs, academic societies, or anywhere the research received financial aid or support. Authors should conduct a self-check on the disclosure form of ICMJE, and include the result on the title page. In the case of there being a conflict of interest, all relevant documentation must be submitted, and the conflict must be mentioned in the paper. The disclosure form can be

downloaded from the following link.

<http://www.icmje.org/conflicts-of-interest>

Copyright

The copyright for all articles and abstracts published in the Shimane Journal of Medical Science, in either printed or digital form, will be retained by the Shimane Journal of Medical Science. Authors should obtain approval from all co-authors about copyright ownership, and submit a statement to that effect.

The copyright lies with Shimane University, Faculty of Medicine upon receipt of the paper(s) by the editorial board. In cases where a paper is not accepted, the copyright is waived and automatically returned to the author.

In every case involving the reprinting of a paper from this journal, the source must be clearly stated. Shimane University Faculty of Medicine may, on approval of the editorial board, have submitted papers published through other media. When a submitted paper is a doctoral thesis, it is possible to publicly release the full document through the Shimane University academic information repository SWAN. All papers published in the Shimane Journal of Medical Science will be publicly released through SWAN, which can be accessed through the homepage of the university library.

The Process for Handling Cases Requiring Corrections, Retractions, and Editorial Expressions of Concern

In cases involving typos or clerical errors, a list of errata must be included. Such errata must only be included on the premise that they do not interfere with the quality of the research.

In cases where the honesty and integrity of the research is called into doubt, an investigation will be conducted by the editorial board. If a research paper is deemed inappropriate, it will be retracted and an expression of concern will be reported.

Manuscript Submission

Manuscripts should be printed using double-spacing on A4 paper. Two copies of the manuscript, including tables and figures, should be submitted. Each manuscript should consist of the following:

Title page, summary page, introduction, materials and methods, results, discussion, acknowledgements, references, table(s), figure legends, figures.

Manuscripts should be submitted together with the submission paper.

Submission paper PDF

Peer Review Process

All papers are subject to review. The editor in charge of the submission will be appointed by the representative chief editor of the journal. At the time of submission, the chief editor or editor in charge will review the paper's summary and contents. The paper will be withdrawn or rejected if it is found that the paper is not in accordance with manuscript submission rules, or if it is in conflict with the journal's purpose. At this time, comments may be offered or suggestions may be made regarding changes to the content. The representative chief editor for the journal or the editor in charge will appoint two or three external reviewers to conduct the review. The editorial board of the Shimane Journal of Medical Science may in some cases appoint an external reviewer from outside the university.

The representative chief editor of the journal or the editor in charge, having learned about the reviewer's decision, will then request the author to reconsider and correct the content. If there is significant difference of opinion among the reviewers, the editorial board of the Shimane Journal of Medical Science will deliberate and, in some cases, request further review. In the case that all of the reviewers decide to reject the paper, the review will be

discontinued, and the editorial board will be notified.

The editorial board of the Shimane Journal of Medical Science will deliberate on the adoption or rejection of papers, and make the final decision.

Revisions

Based on the reviewers' comments, the author must correct the article and resubmit it by the deadline set.

The following documentation must be enclosed:

1. A manuscript of the corrected paper (corrections underlined in red) and its photocopy (including tables and figures)
2. A copy of the reviewer' comments
3. Correspondence to reviewers' comments

After the review procedure is completely finished, authors must submit the final manuscript in a word file. The font needs to be Times New Roman 12 point, the tables and figures need to be submitted in an editable file, and photos need to be submitted in a jpeg file.

Galley Proofs

The first proof is requested from the author once the galley is done. In principle, proofreading should be completed within two days, and at that time, a major correction will not be approved.

Any proofs made after the revised proof are left to the discretion of the editorial board of the Shimane Journal of Medical Science.

Article Processing Charge

1. Extra printing costs: to be borne by the author(s).
2. Publishing costs: some of the printing costs may in some cases be borne by the author(s).
3. Proofreading: In the case where there is a problem with English expression and proofreading is requested from the reviewer, expenses may be borne by the author(s).

Address for Correspondence

Shimane University Medical Library

89-1 Enya-cho, Izumo, 693-8501 Shimane, Japan

Tel: +81-853-20-2090 Fax: +81-853-20-2095

E-mail: tsukiko@lib.shimane-u.ac.jp

Editor-in-chief

Haruo TAKESHITA, MD, Ph.D

Department of Legal Medicine, Shimane University Faculty of Medicine

89-1 Enya-cho, Izumo, 693-8501 Shimane, Japan

Tel: +81-853-20-2156 Fax: +81-853-20-2155

E-mail: htakeshi@med.shimane-u.ac.jp

Manuscript Format

Please follow the format outlined in the document "Submission Guidelines"

[Submission guidelines \(PDF\)](#)