

# Submission Guidelines

1. This Journal publishes reviews, original articles, case reports, and short reports by regular members of the Medical Society of Kanazawa Medical University. It may also publish works by non-regular members if the Editorial Board approves them. Conference abstracts, general news, and summaries of Kanazawa Medical University theses are also published in the Journal.
  2. **Ethics Code:** The manuscript in basic and clinical research must follow the relevant bioethical rules. In addition, the authors must protect the privacy of personal information.
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      - a. Do not include any information, such as patients' names, initials, addresses, medical record numbers, and hospitalization numbers that could be used to identify individual patients.
      - b. Do not include any information, such as the patients' occupations or the names of referring institutions or departments that could be used to identify the patients.
      - c. Even if the patient cannot be identified by the date, use month and year instead.
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  3. **Manuscript format:** A title, an abstract, keywords, a running title, the main text, figures, tables, and references are included in the manuscript. The text must be in a file formatted in Microsoft Word or PDF and printed on A4 paper. Figures and tables should be created using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or another software program. Figures and photographs should be in JPEG, TIFF, or PNG format with a resolution of at least 300 dpi. The text should be 11-point font, with 20 lines on a page, which takes approximately 300 words per page. There should be margins on the top, bottom, left, and right sides of the page. Page numbers should be placed in the bottom margin. The manuscript should be no more than 30 pages long, including text, figures, and tables (about 8,000 words).
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  5. **Abstract:** An abstract should be within 300 words. It should be divided into the following sections: Purpose, Materials and Methods, Results, and Conclusions or Background, Cases, Findings, and Conclusions.
  6. **Keywords:** Provide up to five keywords.
  7. **Running title:** Include a running title within 80 characters.
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      - Ferguson B, Matyszak MK, Esiri MM et al: Axonal damage in acute multiple sclerosis. *Brain* 1997; 120: 393-9.
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      - Mostofi FK: Benign hyperplasia of the prostate gland. In Campbell MF, Harrison JH (Eds), *Urology* (3rd ed), Philadelphia, WB Saunders, 1970; 1065-129.
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