

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.
 - 1) For experiments involving human subjects, the authors must understand the Declaration of Helsinki principles and adhere to the Clinical Trials Act, the Ethical Guidelines for Medical and Biological Research Involving Human Subjects, and the guidelines for medical research involving human subjects at Kanazawa Medical University or other institutes. The authors must state that the research was carried out with the approval of the related committee(s) of Kanazawa Medical University or other institutes. In particular, the authors must follow the rules outlined below, to protect the rights and privacy of the patients.
 - 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.
 - d. Put black lines on the eyes of the patients' photographs to prevent identification of the patient.
 - e. When the patient can be identified despite the completion of all of the preceding procedures, obtain the patient's consent for publication. The consent can be granted by bereaved family, deputies, or the child patient's guardians. At the time of submission, include a copy of the consent with the manuscript.
 - 2) For the animal experiments, the authors must follow the Guidelines for Proper Conduct of Animal Experiments and Related Activities in Academic Research Institutions issued by the Ministry of Education, Culture, Sports, Science and Technology or the Basic Guidelines for the Conduct of Animal Experiments in Research Institutes by the Ministry of Health, Labour and Welfare. The authors must state that the research was carried out after approval by the animal experiment committee of Kanazawa Medical University or other institutes. The authors must state that the animal experiments with genetic recombination were carried out after approval by the safety committee for recombinant DNA experiments at Kanazawa Medical University or other institutes.
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 - 4) For gene therapy clinical research, the authors must conform to the Guideline for Gene Therapy Clinical Study.
 - 5) For research that corresponds to the ethical guidelines by the Japanese government, the authors must state that the research was carried out properly according to the relevant guidelines.
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).
4. **Title:** The title should be printed on the first page of the manuscript in the following order: title, author(s) name(s), and affiliation(s). The publication category should be located in the upper left corner. To the right of the corresponding author's name, an asterisk (*) should be added. The corresponding author's affiliation, name, address, and e-mail address must be included.
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.
8. **Main text:** The following sections should be included in the research, including experiments: Introduction, Methods, Results, and Discussion.

Introduction, Case, and Observations should be included in clinical reports (invention). The approval by Kanazawa Medical University's or other institutions' ethical review committees should be stated in the text by the authors. It should be noted that the manuscript might be rejected regardless of peer review results when the Editorial Board determines that the authors have violated the ethics. The authors should provide a brief explanation for any units, symbols, abbreviations, and other expressions that are unique or used only in particular fields. Heading codes in the text are as numbers in the following order: 1, 1), (1), and i). These numberings do not apply to section titles such as Introduction, Methods, and so on. For frequently repeated terms, abbreviations may be used. To accomplish this, the term's name should be fully spelled out on its first appearance, with the statement that it will be abbreviated in the future. The method of statistical processing should be stated when it is used.

9. **Disclosure of conflicts of interest:** At the end of the text, all authors should declare whether or not they have any conflicts of interest related to the manuscript. Individual authors must attach the self-report form of conflict of interest prescribed by the Journal.

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 - Ferguson B, Matyszak MK, Esiri MM et al: Axonal damage in acute multiple sclerosis. *Brain* 1997; 120: 393-9.
- 2) For books, include the following information: author, title, editor, book title, editorial version, publisher's address and name, year of publication, and page numbers (start-end pages).
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11. **Figures:** Select the size for publication, 8 cm or 17 cm in width.

12. The Editorial Board decides acceptance or rejection of the manuscript, as well as the order of publication of manuscripts.

13. The manuscripts were proofread by the authors in both the first proof and the reprint. Significant changes are not permitted during the proofreading. The authors must keep the deadlines of the proofreading.

14. Any contents of the manuscript must not have been published in any other journals. It is also forbidden to make two or more submissions at the same time. The following is an exception. Only when a paper was originally published in Japanese in this Journal does the Editorial Board expressly approve secondary publication in English in other journals.

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16. **Submission:** To the address below, send one paper copy of the manuscript, the manuscript's electronic data, the application form for submission, the checklist, the written oath, and the self-report of conflict of interest. Once the manuscript has been accepted, the final electronic data (including figures, tables, and photographs) must be submitted.

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