

INSTRUCTIONS TO AUTHORS

Ningen Dock International

Official Journal of Japan Society of Ningen Dock

Ningen Dock International is the official journal of Japan Society of Ningen Dock, in which original articles, case reports, and review articles in both Japanese and English are published. Ningen Dock accepts only manuscripts that are original work in the field of ningen dock and related areas not previously published or being considered for publication elsewhere, except as abstracts. The manuscripts published in Ningen Dock will appear on the website of our society.

If the manuscript concerns a clinical study, it must be in accordance with the Declaration of Helsinki of 1964 (subsequent revisions included). Therefore, for a manuscript whose content is epidemiological or clinical research, the approval of the facility's Institutional Review Board (IRB) or the Ethics Committee of Japanese Society of Ningen Dock must have been obtained for the study described. Also, in the text, it should be indicated that informed consent has been obtained from subjects. Additionally, for case reports, it should be stated that adequate care has been taken to ensure the privacy of the subject concerned.

Online submission system

Ningen Dock International uses an online submission system called ScholarOne Manuscripts.

Please access <http://mc.manuscriptcentral.com/ningendock>

This site is only in Japanese at this time.

Preparation of manuscript

All manuscripts must be written in English with MS-Word, Excel, PowerPoint and/or a common graphic format. Authors who are not fluent in English must seek the assistance of a colleague who is a native English speaker and is familiar with the field of the manuscript.

The title, abstract, text, acknowledgments, references, tables, and figure legends should begin on separate sheets, with pages numbered, and be typed double-spaced using the 12-point font size in MS-Word.

Files for submission should be prepared in English in a Microsoft Word or other file format that may be uploaded to the online system.

Available formats for files to be uploaded: doc (docx), xls (xlsx) ppt (pptx), jpg, tiff, gif, ai, eps, psd File names must consist of alphanumeric characters and an extension.

Example file names: Manuscript.doc, Fig1.jpg, Table 1.xls, etc.

Please indicate the version of Microsoft Office used in a cover letter accompanying the uploaded files.

All measurements should be expressed in SI units. Less common abbreviations should be spelled out at first usage and the abbreviated form used thereafter.

Title page

Titles should be concise and informative. Include the full names of authors, names and addresses of affiliations, and name and address of a corresponding author to whom proofs are to be sent, including a fax number, telephone number and e-mail address.

Abstract

The abstract should not exceed 250 words, and should be arranged under the following subheadings: Objective, Methods, Results, Conclusions, and have up to 4 keywords.

Types of articles

Original articles: An original article should not exceed 4,000 words, and should be arranged as follows: Abstract, Objective, Methods, Results, Discussion, (Conclusion), (Acknowledgments), and References.

Case reports: A case report should not exceed 3,000 words, and be arranged as follows: Abstract (which should be a brief summary of the content without headings), Introduction, Case report, Discussion, and References.

Review articles: Review articles should not exceed 5,000 words. Review articles are usually by invitation. However, articles submitted without an invitation may also be considered by the Editorial Board.

References

References should be numbered consecutively in order of appearance in the text and cited in the text using superscript numbers. For example, according to the study by Sasamori¹. For journals, the names and initials of the first three authors, followed by “*et al.*” if there are other coauthors, the complete title, abbreviated journal name according to Index Medicus, volume, beginning and end pages, and year should be included. For books, the names and initials of the first three authors, followed by “*et al.*” if there are other coauthors, the complete title, book name, edition number, beginning and end pages, name and city of publisher, and year should be included. Examples of references are given below.

Journal: Ishizaka N, Ishizaka Y, Nagai R, *et al.*: Association between white cell count and carotid arteriosclerosis in Japanese smokers. *Atherosclerosis* 2004; 175: 95-100.

Book: Kaplan NM: Measurement of blood pressure. In: Kaplan NM(ed), *Kaplan's Clinical Hypertension*. 7th ed., Lippincott William & Wilkins, Philadelphia, 2002, 25-55.

Tables

Tables should be cited in the text, and numbered sequentially with Arabic numerals. Each table should be given a number and a brief informative title, and should appear on a separate page. Explain in footnotes all abbreviations used.

Figures

Figures should be cited in the text, and numbered sequentially with Arabic numerals. A brief descriptive legend should be provided for each figure. Legends are part of the text, and should be appended to it on a separate page. Color figures can be reproduced if necessary, but the authors will be expected to contribute towards the cost of publication.

Conflict of Interest (COI)

All authors are required to disclose any conflict of interest (COI) on the form designated by the Japan Society of Ningen Dock.

If no author has any COI, this should be indicated in the manuscript.

Page proofs

The corresponding author will receive PDF proofs, the author should correct only typesetting errors. After correcting, page proofs must be returned promptly.

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Yukito Shinohara

President

Japan Society of Ningen Dock

Check list for submission of papers to Ningen Dock International Official Journal of Japan Society of Ningen Dock

Categories of manuscript:

- Original article (not more than 4,000 words)
- Case report (not more than 3,000 words)
- Review article (not more than 5,000 words)

Typing:

- Manuscript on A4 paper with wide margins
- Type double space using 12-point

Title page:

- Title of paper
- Full names of authors and affiliations without title of MD, PhD, etc
- Full name and address of a corresponding author including fax number, telephone number and e-mail address.
- Running title not more than 50 characters.

Abstract:

- Not more than 250 words.
- Arranged in the order of Background, Methods, Results, and Conclusion.
- Up to four key words.

Text of paper:

- Manuscript is arranged in the order of Objective, Methods, Results, Discussion, (Conclusion), (Acknowledgments), and References.
- Measurements are expressed in SI units.
- Abbreviations are spelled out at first usage.

References:

- References are numbered consecutively in order of appearance in the text and cited in the text using superscript numbers.
- Format is consistent with examples in Instructions for Authors.

Tables:

- Each table is given a number and a brief informative title, and appears on separate page.
- All abbreviations used are explained in footnotes.

Figures:

- Figure legends are appended to the text on a separate page.
- The top of the figure, the first author's name, and the figure number are indicated lightly in soft pencil on the back of the four figures.

Submission:

- Check list, agreement, cover letter, manuscript (title page, abstract, text, acknowledgments, and references), figure legends, tables, figures and/or photos prepared in due form.
- One set of the original manuscript and three sets of the copies (with original photos, if any) are submitted.
- All pages are numbered.

Date: _____

Name (print) _____

Signature _____

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