

Instructions for Authors

General

Aino Journal publishes original research papers, reviews, short communications, case reports, lectures, comments, opinions, etc. The manuscript should be written in English, and the content of the manuscript should not have been previously published. Authors should submit all new manuscripts online to the Central Library of Aino University at the following email address : “m-katsukaga@kanri-u.aino.ac.jp.” The postal-mail address of Aino University: 4-5-4 Higashi-Oda, Ibaraki, Osaka 567-0012, Japan (Phone 072-627-1711, Fax 072-627-1753)

Manuscripts

Manuscripts should be prepared on A4 pages in Microsoft Word, leaving more than 2.5-cm margins at the sides, top, and bottom of the page. Manuscripts should not exceed 40 typed pages including the text, references, and legends of figures and tables. Original research papers should have an Introduction, Materials and Methods, Results, and Discussion sections. On the first page, give the full title of the paper, followed by a running title (less than 45 characters), and the full name(s) and institutional affiliation(s) of the author(s). Please provide an e-mail address and full postal-mail address of the corresponding author. On the second page, provide an **Abstract** (300 words or fewer) of the paper, and **Key words** (5 or fewer). The original research papers should be organized consecutively as follows : **Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References, and Legends.** Such patterns of paper can be modified in other types of papers, including reviews, short communications, case reports, etc.

Manuscripts should be as intelligible as possible. The numbering of pages should be from the title page through to the text, references, and legends of figures and tables.

Units such as seconds (sec), minutes (min), hours(h), m, cm, g, mg, kg, ml, l, cal, kcal, ppm, etc., should be used without punctuation. Otherwise, the International System of Units (SI) should be used whenever possible. Abbreviations should be spelled out at the first appearance. Nomenclature should be written in italics or with underlines.

Individual **figures** (micrographs, graphs, diagrams) and **tables** should be prepared on separate pages, and numbered consecutively with Arabic numbers. Each figure and table should have a concise legend. All **legends** should be provided, following References, at the end of the paper.

Literature citations

References should be cited in the text using parenthesis with the surname(s) of the author(s) followed by the year of publication, e. g., (Takatsuki, 2016) for a single author, (Takatsuki and Osaka, 2016) for two authors, or (Takatsuki et al., 2016) for more than 3 authors.

References

The list of references should be in alphabetical order based on the surname of the first author. All authors should be cited with surnames followed by initials throughout. Do not use “and” in front of the last author. The name(s) of the author(s) is followed by a complete title (do not capitalize nouns, adjectives, etc.), name of publication, volume, pages, and year of publication. Journal abbreviations should follow the Index Medicus style. Examples are as follows :

Journal article

Atwell JD, Spargo PM. The provision of safe surgery for children. *Arch Dis Child* 367 : 345-349, 1992

Book chapter

John SD, Swishuck LE. Pediatric chest. In: Brant WE, Helms CA, eds, *Fundamentals of Diagnostic Radiology*. 2nd ed. Philadelphia. Lippincott Williams & Wilkins, 1111-1156, 1999

Entire book

Hardin RI, Lux SE, Stossel TP. Blood. *Principles and Practice of Hematology*. 2nd ed. Philadelphia, Lippincott Williams & Wilkins, 2002

New supplements or modifications except for minor typing corrections are not permitted at the proofreading stage.

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