

## Information for authors in English manuscripts

(November 21, 2016 updated)

Journal of Japanese Society for Breastfeeding Research is the official journal of the Japanese Society for Breastfeeding Research, publishing articles of scientific excellence in breastfeeding and human milk.

### REVIEW AND SELECTION OF PAPERS

Original articles are evaluated by at least two expert reviewers assigned by the Editor.

### COPYRIGHT

Authors publishing in the Journal will be asked to sign an Exclusive License Form. In signing the form it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form has been received. Manuscripts submitted under the category of Original Article should not have been published elsewhere or be under consideration for publication by any other journal.

### ETHICS

Investigations on human subjects should conform to accepted ethical standards. Fully informed consent should be obtained and noted in the manuscript. Patient anonymity should be preserved. Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the Institution.

### STYLE OF MANUSCRIPTS

All contributions should be written in Japanese or English. Spelling should be American (current English usage). Manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication', as presented at <http://www.ICMJE.org>.

The Editor reserves the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision. The revised manuscript should be submitted to the editorial within 6 months, otherwise the manuscript is considered as newly submitted one. Manuscripts should be as concise and clear as possible. Manuscripts not following the Instructions for Authors shall be returned to the authors.

### MANUSCRIPT CATEGORIES

Authors are invited to submit articles in the following categories:

#### Original Articles

Clinical Investigations: Human studies, especially in clinical settings, as well as field works of breastfeeding.

Laboratory Investigations: Experimental animal studies and studies in vitro.

Patient Reports: Case reports of significance.

Letters to the Editor and Replies: All letters should offer objective and constructive criticism of published articles in Journal of Japanese Society for Breastfeeding Research.

#### Features

Invited Papers: Papers by experts on progress in major areas of breastfeeding and milk.

### CONFLICT OF INTEREST

You must submit an attached sheet to disclose presence or absence of items to declare in terms of conflicts of interests at the time of submission for a research paper.

If you have no item to disclose, add a sentence at the end of your paper that you do not have any item to disclose which the Japanese Society for Breastfeeding Research defines. If you have, add a sentence at the end of the paper that you have the items to disclose, for example, amounts (Japanese yen) from (name of commercial entity).

About the following items (No.1 to 4) to disclose which the Japanese Society for Breastfeeding Research defines, you must circle "Yes" or "No". In case of "Yes", fill in the names of commercial entities and the amounts.

A completed form of declaration must be signed by all authors.

#### Items to declare as conflict of interests in Japanese Society for Breastfeeding Research

1. When payment related to clinical research from a single commercial entity exceeds 2,000,000 yen per year (including overhead expenses deducted by own institution).
2. When personal profit for consultancy, education and lectures, or compensations from a single commercial entity exceeds 1,000,000 yen per year (including tax and withholding).
3. When personal profit related to clinical research (stock ownership or options, executive compensation, patent royalties, etc) from a single commercial entity exceeds 1,000,000 yen per year (excluding investment trust fund or fund management by multiple funds which cannot be controlled by the person concerned).
4. When first-degree relatives of researchers work in commercial entities falling under any of 1 to 3 of the above items.

\* Personal profits: From January 1st to December 31th in the previous year

\* Payment related to clinical research: From January 1st to December 31th in the previous year, or from April 1st in the previous years to March 31th in the present year

### SUBMISSION OF MANUSCRIPTS

The printed manuscripts and the covering letter should be sent to the address below by postal mail. In addition, the manuscript and the

covering letter should be e-mailed to  
jjsbr@med.showa-u.ac.jp

Journal of Japanese Society for Breastfeeding Research  
Department of Pediatrics, Showa University School of Medicine  
1-5-8, Hatanodai, Shinagawa-ku, Tokyo 142-8666, JAPAN

Authors must supply an e-mail address as all correspondence will be by email. Two files should be supplied: the covering letter and the manuscript (in Word or rich text format (.rtf)). All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

- Submissions should be double-spaced.
- All margins should be at least 30 mm.
- All pages should be numbered consecutively in the top right-hand corner, beginning with the title page.
- Do not use Enter at the end of lines within a paragraph.
- Turn the hyphenation option off; include only those hyphens that are essential to the meaning.
- Specify any special characters used to represent non-keyboard characters.
- Take care not to use l (ell) for 1 (one), O (capital o) for 0 (zero) or ß (German esszett) for b (Greek beta).
- Use a tab, not spaces, to separate data points in tables. If you use a table editor function, ensure that each data point is contained within a unique cell (i.e. do not use Enter within cells).

Figures should be supplied as separate files, with the figure number incorporated in the file name. Upon acceptance of the article, high resolution figures (at least 300 d.p.i.) saved as .eps or .tif files should be sent as attachment files. Digital images supplied only as low-resolution files cannot be used.

**Review articles** should not exceed 6000 words, including references, figures, tables and Photos.

**Clinical and Laboratory Investigations** should not exceed 5000 words, including references, figures, tables and Photos.

**Patient Reports** should not exceed five typed text pages, with no more than three figures and/or tables and 10 references. An abstract is not necessary. The size of figures and tables should be no more than one final printed page.

## INSTRUCTIONS FOR AUTHORS

### Conventional Manuscript

The manuscript should be arranged as follows, with each section beginning on a separate page.

#### Covering letter

The covering letter should state that the manuscript is being submitted to Journal of Japanese Society for Breastfeeding Research only, that it has not been, and will not be submitted elsewhere, and that should it be published in Journal of Japanese Society for Breastfeeding Research (J Jpn Soc Breastfeed Res), it will not be published elsewhere without permission of the Editors. Authors must also declare any financial support or relationships that may pose conflict of interest.

#### Title page

The title page should include the following, in this order:

- (1) Category of manuscript: The category of manuscripts (as listed above) should appear on the title page.
- (2) Title: The title should be concise and informative, not exceeding 80 characters and spaces. The main title should, where possible, contain the major key words used in the body of the paper. If a subtitle is necessary, it should be linked to the main title with a colon.
- (3) Full names and academic degrees of the authors.
- (4) Departments and institutions in which the work was performed.
- (5) Name(s) and address(es) of the author(s): The full postal address, telephone and facsimile numbers, and e-mail address of the author who will check the proofs and receive correspondence should be included (in English and Japanese for local authors), as well as the present address of any author if different from where the work was carried out.
- (6) Number of text pages, reference pages, tables, figures and legends to figures.

#### Abstract

This should be a concise, structured abstract of no more than 300 words, consisting of four paragraphs labeled as Background, Methods, Results and Conclusions. They should briefly describe, respectively, the purpose, basic procedures, main findings and the principal conclusions of the investigation. New and important information should be emphasized.

When the manuscript is accepted for publication, the authors will be asked to prepare Japanese abstract of no more than 400 words.

#### Key words

Five key words, for the purposes of indexing, should be supplied below the abstract, in alphabetical order, and should be taken from those recommended by the US National Library of Medicine's Medical Subject Headings (MeSH) browser list at <http://www.nlm.nih.gov/mesh/meshhome.html>.

#### Main text

The text of observational and experimental articles is usually divided into sections with headings Methods, Results and Discussion. Long articles may need subheadings within some sections.

The purpose of the article and the rationale for the study or observation should be summarized in an introductory paragraph.

*Methods* should be described in sufficient detail to leave the reader in no doubt as to how the results were obtained.

*Results* should be presented in a logical sequence in the text. Tables and figures should not include material appropriate to the discussion.

*Discussion* The new and important aspects of the study and the conclusions should be emphasized, without repeating data in detail. This section should consider the implications of the findings and their limitations. Link the conclusions with the goals of the study, and relate the observations to other relevant studies. New hypotheses and recommendations, when appropriate, may be included.

*Acknowledgments* should be made only to persons who have genuine contributions and who endorse the data and conclusions. The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations.

## References

Cite references in text by using superior Arabic numerals in the order in which they appear in the text. Abbreviate titles of the journals according to *Index Medicus*. List all authors when three or fewer; when four or more list only the first three and add *et al*.

Authors are responsible for the accuracy of the references.

Examples of correct reference format:

*Standard journal article:*

1. Mizuno K, Ueda A. Changes in sucking performance from nonnutritive sucking to nutritive sucking during breast- and bottle-feeding. *Pediatr Res*. 2006;59:728–731

*Chapter in a book:*

2. Tildon JT, Roeder LM. Metabolic and endocrine aspects of SIDS: An overview. In: Tildon JT, Roeder LM, Steinschneider A (eds). *Sudden Infant Death Syndrome*. Academic Press, New York, 1983;243–262.

*Books and other monographs:*

3. Hutson JM, Beasley SW, Woodward AA. *Jones' Clinical Paediatric Surgery*, 4th edn. Blackwell Science, Melbourne, 1992.

## Tables and Figures

Tables should be included on a separate page, numbered with Arabic numerals and accompanied by short titles at the top. Each table must be referred to in the text. Explanatory matter should be placed in footnotes below the tabular matter and not included in the title. All non-standard abbreviations should also be explained in the footnotes. Footnotes should be indicated by \*, †, ‡, §. Statistical measures such as SD (standard deviation) or SEM (standard error of the mean) should be identified in headings. Vertical rules and horizontal rules between entries should be omitted.

*Figures* All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Figures should be sized to fit within the column (83 mm), intermediate (118 mm) or the full text width (173 mm). Magnifications should be indicated using a scale bar on the illustration. Authors will be charged for the publication of color figures.

*Figure Legends* Type figure legends on a separate page. Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

## Units and Abbreviations

Manuscripts should be in metric units. Standard abbreviations may be used and should be defined in the Abstract and on first mention in the text. In general, a term should not be abbreviated unless it is used repeatedly and the abbreviation is helpful to the reader.

## Proofs and Offprints

The proof should be checked, and approval to publish the article should be mailed by the date indicated; otherwise, it may be signed off by the Editor or held over to the next issue. A minimum of 30 offprints will be provided upon request, at the author's expense. Regular papers may not exceed four printed pages (including illustrations, tables and references). Exceeding this limit will incur a page charge for each exceeding page (5,000 yen per one page). Case Reports may not exceed two printed pages.

## PRE-SUBMISSION ENGLISH-LANGUAGE EDITING

Authors for whom English is a second language should have their manuscript professionally edited before submission and send a certification of having been edited by a native English speaker.

## DEFINITION

Please refer the definition of exclusive breastfeeding as follows; Human milk is the only food provided. Medicines, minerals, and vitamins may also be given under this definition, but no water, juice, or other preparations. Infants fed expressed human milk from their own mothers or from a milk bank by gavage tube, cup, or bottle also can be included in this definition if they have had no non-human milk or foods (Breastfeeding Handbook for Physicians. AAP/ACOG 2006).

To the Editor-in-chief of the Journal of Japanese Society for Breastfeeding Research

Date: \_\_\_\_\_

In submitting a paper, I submit any conflicts of interest relevant to my writing from health-related commercial entities, in accordance with COI rules in “Instructions for Authors”.

Manuscript Title \_\_\_\_\_

| Signature of authors | Item 1 to disclose COI                   | Item 2 to disclose COI                   | Item 3 to disclose COI                   | Item 4 to disclose COI                   |
|----------------------|--|--|--|--|
|                      | Yes<br>commercial entities :<br>amounts: | Yes<br>commercial entities :<br>amounts: | Yes<br>commercial entities :<br>amounts: | Yes<br>commercial entities :<br>amounts: |
|                      | No<br>commercial entities :<br>amounts:  | No<br>commercial entities :<br>amounts:  | No<br>commercial entities :<br>amounts:  | No<br>commercial entities :<br>amounts:  |
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