INSTRUCTION TO AUTHORS

Rules for Contributions of English papers to the Journal of the Japanese Society of Oral Oncology

1. Contributing authors must be a member of the Japanese Society of Oral Oncology, including co-authors. However, this shall not apply for commissioned manuscripts and those acknowledged by the Editors.
2. Only papers pertaining to oral tumors will be accepted. Papers may take the form of a review, original work, clinical statistical report, case study or equivalent. Papers that have already been published in another journal or publication will not be accepted. Consent for publication must be provided by all authors and all co-authors. Papers may be submitted in Japanese or English; papers submitted in English must comply with these Rules.
3. Acceptance or rejection of the paper shall be determined by the review and deliberation of the Editors. Papers may be edited by the Editors. The order of publication shall be the order of submission, in principle.
4. Animal experiments shall comply with the "Principles of Animal Experiments in Universities, etc." issued by the Council for Science and Technology; clinical research shall comply with the spirit of the Declaration of Helsinki. It should be clearly stated that approval has been obtained from the animal experimentation committee, review committee, etc. of each research facility.
5. The Act on the Protection of Personal Information prohibits wording that could potentially be used to identify an individual. The content of the paper must conform to the provisions of *Guidelines Concerning the Protection of Patient Privacy* from the Conference of Surgical Societies (see below).
6. When contributing a paper, the author must clearly declare any conflict of interest, using the Conflict of Interest Statement of the Journal (posted on the JSOO website) and must also declare any conflicts of interest at the end of their paper.
7. Copyright to papers published in the Journal shall remain with JSOO. However, authorization from the author(s) will be required for commercial use of papers on each occasion.
8. The manuscript should not exceed 6,000 words including the abstract, reference, legend for figures (photographs) and tables.
9. The format of the paper shall be as follows:
   a) The manuscript shall be written using a word processor in double spacing on A4-size paper with a margin of of 3 cm all around. Page numbers shall be indicated in the manuscript and line numbers placed in the left-hand margin.
   b) Foreign names, locations and other terms should be rendered in the original notation as far as practicable.
   c) The first page of the manuscript shall be the cover page and shall include the following information:
      Title of the article, full name of each author, affiliation, full name of the head of the affiliation or the instructor supervising the paper, number of offprints (in red), mailing address for sending proof-reading materials and offprints, billing address for publication charges, etc.
      Do NOT abbreviate the affiliation, and list the official name.
   d) Attach an English abstract of up to 250 words (1 word equivalent to 5 characters) and the corresponding abstract in Japanese to the manuscript. The English abstract shall be typewritten in double spacing on A4 sized paper, or if a word processor is used, printed with the corresponding spacing.
   e) Indicate 3 to 5 keywords in both English and Japanese at the end of the abstract in the respective languages in the manuscript.
   f) Use Arabic numerals for numbers, and the following symbols for units:
      m, cm, mm, μm, nm, cm^2, l, ml, kg, g, mg, μg, ℃, %, Gy, etc.

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g) Photographs shall be at least wallet-sized (approx 8 × 10.5 cm), figures and tables must be fair copies in blue or black ink in A4 size, or if smaller, attached to A4 sized paper. In both cases, the orientation must be clearly indicated. Photographs, figures, and tables shall be attached at the end of the main text. Photographs and figures shall be unified as figures and numbered sequentially, and together with the number of tables, the numbers must be clearly indicated in the text, with red marking in the right margin of the text where the figure or table is to be inserted.

h) For hardcopy submission, photographs should be card size (9 × 13 cm approx.) or larger, while diagrams, charts and tables should be rendered clear and legible in blue or black ink. Diagrams, charts and tables should be formatted to A4 size (or pasted onto A4 sheets if smaller), and collected at the end of the text with orientation clearly indicated.

For electronic submission, photographs and diagrams should be collected together in a single PowerPoint file. Photographs should be card size (9 × 13 cm approx.) or larger at 400 dpi resolution or better. Where charts and tables are created in Excel or equivalent, the original file (s) must also be supplied.

Photographs, diagrams and charts should be numbered together, while tables are numbered separately. All such numbers should be clearly indicated in the text, and insertion points should be indicated in the margins in red ink.

i) Each reference shall be indicated in the following sequence:

For journals: Author name: title, journal name, volume: start page - end page, year of publication.

For books: Author name of quoted part: title, editor name, book name, edition number, publisher, publisher location, year of publication, quoted pages (start page - end page).

In case the referenced material is co-authored, list all authors when two; when three or more, list only the first two followed by "et al.".

When abstracts of presentations made at academic conferences have been referenced, add "(abstract)" after the title name.

Use the latest abbreviation for journal names designated by the society or the journal. In the absence of a designation, those in Japan shall use the names listed in the Table of Abbreviated Names for JapaneseMedical Journals prepared by The Japan Medical Library Association, and for foreign journals, in accordance with Index Medicus.

Example of reference listing

1) Kratochvil, F.J., Boyne, P.J., et al.: Rehabilitation of grossly deficient mandibles with combined subperiosteal implants and bone grafts. J Prosthet Dent 35 : 452-461, 1976.
2) Baredes, S., Cho, H.T., et al.: Total maxillectomy, Blitzer, A., Lawson, W., et al.: Surgery of the Paranasal Sinuses, 1st ed, W.B. Saunders Co., Philadelphia, 1985, 204-216.

10. In principle, the first proof is to be proofread by the author. No addition or deletion of words and phrases, or changes to the contents of figures, tables and photographs shall be allowed during proofreading.
In principle, submitted manuscripts will not be returned.
11. For hardcopy submission, four copies of the manuscript are required, including printed (not photocopied) photographs, diagrams, charts and tables, together with the Contribution form and Conflict of Interest Declaration.

For electronic submission the following are required: the Contribution form, in Excel or pdf format; the Conflict of Interest Declaration, in Word or pdf format; the manuscript, in Word or pdf format; and diagrams, charts and tables, contained in a single folder and compressed into a zip format. Electronic submissions can be sent to the JSOO website (http://jsoo.org/).

A paper that is being resubmitted must be accompanied by the document *Comments from the Referee Panel* and the associated response (both in pdf format).
12. The Contribution form can be found at the back of any JSOO journal and also on the JSOO website.

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13. The charges for publishing the paper shall be the cost for preparing photographs, figures and tables, and the actual cost incurred. These shall be borne by the author.
14. In case offprints are required, the desired quantity, mailing address for proofreading and sending offprints, and the billing address for publication and offprints shall be clearly indicated in the Contribution slip. The minimum order quantity for offprints shall be 30 copies, in units of 10 copies, and shall be billed at actual cost to the author.
15. The manuscript and proofread manuscript shall be sent by a method whereby its receipt can be confirmed (registered mail, LetterPack, courier service, etc.) to the following address:

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16. These Rules may be revised by the resolution of the Board of Councilors.

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