

In : Laragh JH, Brenner BM, editors. Hypertension : pathophysiology, diagnosis, and management. 2nd ed., Raven Press, New York, 1995, p.456-78.

[インターネット]

・Webpage

Berners-Lee T. Information management: a proposal. March 1989, URL : <http://www.w3.org/history/1989/proposal.html> (accessed 10 March 1999).

・Online journal article

Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5] ; 1 (1) : [24 screens]. Available from : URL : <http://www.cdc.gov/ncidod/EID/eid.htm>.

[その他]

・Newspaper article

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post 1996 Jun 21; Sect. A; 3 (col. 5).

- (5) 他の文献より文章・図・表などを引用する場合は、あらかじめ著作権者の了解を得る必要があり、その際には、出典(著者名、書名、<雑誌名>、発行年、ページ、発行所)を引用箇所に明示する。
- (6) 図、表、写真には図表番号、タイトルおよび説明文をつけ、1枚ずつ別紙に作成する。図表のスタイル及び挿入箇所は編集委員会で調整する。図表の作成は“Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (<http://www.icmje.org/recommendations/>)に従う。
- (7) 用字、用語などは編集委員会で修正する場合がある。
- (8) 受理された論文等の英文の校閲は、編集委員会が指定する者に依頼する。校閲内容に疑義を生じた場合、著者は校正時に訂正を申し出ることができる。
- (9) 校正は、初校のみ著者校正とし、再校以後は編集部に一任するものとする。

4) 掲載料金ならびに別刷

刷り上がり4ページまでは掲載無料とし、超過分は1ページ当たり20,000円とする。また、30部まで無料で別刷を作成する。有料別刷は50部単位で編集部申し込むこととする。

Ⅶ. 査読要項

1) 対象となる論文等

すべての論文等が、査読の対象となる。

2) 論文採否決定の過程

- (1) 投稿を受け付けた論文等については、委員長が担当編集委員1名を指名する。
- (2) 論文等の初回投稿時に、委員長あるいは担当編集委員が論文の概要と内容を検討し、投稿規程にあわれないもの、内容が本誌の目的と異なるもの

については一旦返却または不採用にする。このときにコメントの提示および投稿区分の変更を提案することがある。

- (3) 担当編集委員は、2名の外部査読者を医学教育学会会員から選び査読を依頼する。ただし、担当編集委員が必要とした場合には、学会会員以外の査読者を指定できる。なお、特集、招待論文、委員会報告、掲示板に投稿されたものは編集委員会内で査読を実施する。
- (4) 査読者は4週間以内に査読を行う。6週間を超えた場合、担当編集委員は、その査読者の判定を待たずに調整あるいは編集委員会での検討、もしくはもう1名の査読者を指名することができる。6週までに査読結果を通知しなかった査読者の査読結果は考慮しない。
- (5) 担当編集委員は、査読者の判定を参考に内容の調整・修正を著者に依頼する。2名の査読者の判定が大きく異なる場合等、必要に応じて3人目の査読者を依頼する。再査読は2回までとし、総計3回の著者への調整・修正が行われた後は、編集委員会が採否を決定する。それ以上の査読は実施しない。
- (6) 2名の査読者がともに不採用と判定した場合は、査読を中止し編集委員会に報告する。
- (7) 編集委員会は、著者に内容の再調整・修正を依頼することができる。この場合、再調整・修正は1回のみで次の編集委員会にて採否を改めて検討する。なお、これには、編集部が著者に依頼する校正・追加などは含まない。
- (8) 論文等の採否は編集委員会で審議し、決定する。
- (9) 不採用となった論文等について疑義がある場合、著者は委員長に文書により照会することができる。この場合、委員長は、担当編集委員を1ないし2名増やし検討することができる。また、新たな査読者を1ないし2名指名することができる。疑義照会による再査読は新規の投稿論文として扱う。2回不採用となった論文等の投稿は受け付けない。
- (10) 委員長は採否の決定を5カ月以内に行うように努力する。

Ⅷ. 英文投稿規程 (Instructions for English manuscript submission)

1) Manuscripts submitted to *Medical Education Japan*
Medical Education Japan is the official journal of the Japanese Society for Medical Education. *Medical Education Japan* aims to provide new ideas, research, reviews, and other information of benefit to scholars, teachers, administrators, health professionals, and students in medical education and other types of health care education.

Although the primary language of *Medical Education Japan* is Japanese, English papers are also wel-

comed for publication. Manuscripts submitted to *Medical Education Japan* should be original, not be under consideration for publication in any other journal, and should comply with the research ethical guidelines, which are available at <http://jsme.umin.ac.jp/> (in Japanese only). The manuscript should fall into 1 of the following 7 categories and adhere to the format given below. The manuscript should be prepared according to "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/recommendations/>).

2) Categories of English manuscript

In general, the manuscripts published in the journal fall into 7 categories: (1) original research papers, (2) practice articles, (3) review articles, (4) short reports, (5) special topics and invited papers, (6) committee reports, and (7) Bulletin Board. Submitted manuscripts are peer-reviewed for consideration for publication. The first author must be a member of the Japanese Society for Medical Education. Invited papers and committee reports are requested by the editorial board. Authors of invited papers are not required to be members of the Japanese Society for Medical Education.

Although submitted manuscripts should, in principle, adhere to the following requirements, the length and format of manuscript will be decided by the editorial board.

- (1) Original research papers: An original research paper should focus on a well-defined research question, use suitable scientific research methods, show clear results, and provide new knowledge or information to readers. Both qualitative and quantitative research papers are equally welcomed. The abstract should contain 250 words or less. The main text should be 1,500 to 4,000 words, excluding Tables and Figures. The text should have an Introduction, Methods, Results, Discussion, Acknowledgment (if required), References, Tables, and Figure Legends. Appropriate subheadings may be used. A total of 30 references can be given in numerical order of appearance. Up to 5 tables or figures can be included.
- (2) Practice research articles: Practice articles include the following topics: reports of practice of unique educational methods, verification of previous educational knowledge, and introduction of the latest educational methods at home and abroad. Presented findings should be verified with qualitative analysis or quantitative analysis or both. The abstract should contain 250 words or less. The main text should be

1,500 to 3,000 words, excluding Tables and Figures. The text should have an Introduction, Methods, Results, Discussion, Acknowledgment (if required), References, Tables, and Figure Legends. Appropriate subheadings may be used. A total of 30 references can be given in numerical order of appearance. Up to 5 tables or figures can be included.

- (3) Review articles: Review articles can be a cumulative critical analysis, an examination of previous and new ideas, and a detailed explanation of facts and concepts, based on multiple evidence obtained by authors and others. The abstract should contain 250 words or less. The main text should be 1,500 to 4,000 words, excluding Tables and Figures. A total of 50 references can be given in numerical order of appearance. Up to 5 tables or figures can be included.
- (4) Short reports: Short reports with useful findings for readers are based on a limited amount of evidence or experience. The abstract should contain 250 words or less. The main text should be 1,500 words or less, excluding Tables and Figures. A total of 10 references may be given in numerical order of appearance. Up to 2 tables or figures may be included.
- (5) Practice report – introduction of a new approach: This category is prepared for a report on new and unique educational practices, strategies, and experiences. Reports on studies that should require ethical review will be excluded. It must include educational theories that apply for the practice. Study results such as questionnaire survey, interviews and measurement data must not be included in the report. The core contents of this report are authors' reflection. The structure and format of the report are the reporter's choice. The abstract must be a maximum of 250 words. The main text must be 2 to 4 pages (1,500 to 3,000 words) including tables and figures. The maximum number of tables and figures allowed is two. The number of references must not exceed ten.
- (6) Special topics and invited papers: Reviews or other types of manuscript are written at the request of the editorial board. The length of the paper and other details of format (number of references, tables, and figures) may be decided by the editor. The abstract should contain 250 words or less.
- (7) Committee and Working Group reports of the Japanese Society for Medical Education
Committee and working group reports of the

Japanese Society for Medical Education are official records containing announcements, opinion, survey results, and research. To submit a committee/working group report, permission must be obtained from the chair of the a committee/working group of the Japanese Society for Medical Education. The structure and format of the report are the reporter's choice. The abstract should contain 250 words or less. The main text should be 1,500 to 2,000 words, excluding tables and figures.

The report will be written in order of title, name of committee/working group, authors' names, abstract, keywords; all in Japanese, and then the same information in the same order in English. The names and affiliations of authors should be listed in a footnote, in Japanese and English. The information on co-authors from the outside of the committee should also be listed as collaborators, in the same way as authors instructed above.

- (8) Bulletin Board: The Bulletin Board includes opinions, announcements, news, book reviews, and reviews of important literature in medical education. The papers of this category may vary in style and length. The main text should be 800 words or less. The chair of the editorial board reviews items for publication.
 - (9) Eulogy (Essay in Remembrance)
An essay in memory of a member of the Japanese Society for Medical Education who has passed away. Submissions may be in any format and should be no longer than 1,000 words, with no photographs. There are no qualifications required for submission. Acceptance or rejection will be determined by the Chair.
- 3) Ethical considerations and copyright ownership
- (1) Authorship is based on: (1) substantial contributions to the development of research design, the acquisition of data, or the analysis and interpretation of data; (2) drafting the article or revising it critically; and (3) final approval of the version to be published. Authors must meet conditions 1, 2, and 3. Persons with lesser roles may be acknowledged for their contribution.
 - (2) Authors are required to declare conflicts of interest—financial, personal, political, or other—that may affect the contents of the manuscript that appears in every article and report published in *Medical Education Japan*. See a detailed statement at our website: http://jsme.umin.ac.jp/jsme_coi_120419.pdf (in Japanese only)

- (3) Studies should comply with the research ethical guidelines (http://jsme.umin.ac.jp/jsme_research_ethics_120419.pdf) (in Japanese only). For studies or evaluations involving human participants, including students, residents, and faculty, it is the author's responsibility to provide details (e.g., registration number) of ethical approval for the research in the "Method" section of the manuscript.
- (4) Information concerning the manuscript cannot be published in other journals until it is published or rejected. Duplicate submission is strongly prohibited and will be reported to the editor-in-chief of the other journal if it has occurred.
- (5) Copyright ownership: The Japanese Society for Medical Education holds the copyright on all articles published in *Medical Education Japan*. For an article to be submitted, all authors must agree to transfer copyright to the Society. The copyright is transferred upon receipt of the article for the consideration of publication to the editorial office. If the article is rejected, the transfer agreement is automatically cancelled. As part of its copyright, the Society possesses the rights to use, reproduce, transmit, derive works from, publish, and distribute the article (in full or in part) in any form or medium in any language.

4) Preparation of the manuscript

The manuscript should be prepared according to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.jcmje.org/>). All manuscripts must be submitted through the online system (<http://www.editorialmanager.com/mededjapan/>).

- (1) All submitted manuscripts must be submitted through the online system in generic rich text format (RTF) or Microsoft Word formats for text and in JPEG, GIF, TIFF, EPS, PNG, Microsoft PowerPoint, or Microsoft Excel format for graphics. The submission procedures are shown at <http://www.editorialmanager.com/mededjapan/>. English text should be double-spaced.
- (2) Use of abbreviations should be minimized. If an abbreviation is used, the full term should be spelled out and followed by the abbreviation in parentheses at first appearance.
- (3) The format of manuscript for each category is given in "2) Categories of English manuscript."
- (4) The title, all authors, affiliations, corresponding author, running title (40 characters or less), key words (5 words or less), sources of research funding, ethical considerations, disclo-

sure of conflicts of interests, acknowledgement, and abstract (250 words or less) should be written in English on the first page. A Japanese abstract is not required. The format of the abstract should comply with IMRAD (Introduction, Method, Results, and Discussion).

- (5) References: All references must be numbered in the order of their appearance in the text. Referencing should be set out according to the following examples. The following guidelines are in accordance with "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Journals

List the first six authors followed by et al.

- Steinert Y, Macdonald ME, Boillat M, Elizov M, Meterissian S, Razack S, et al. Faculty development: if you build it, they will come. *Med Educ* 2010; **44**: 900-7.
- The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; **164**: 282-4.

Books and other monographs

- Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed., Delmar Publishers, Albany, 1996.
- Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed., Raven Press, New York, 1995, p.465-78.

Web-based citations

- Web page
Berners-Lee T. Information management: a proposal. March 1989. URL: <http://www.w3.org/history/1989/proposal.html> (accessed 10 March 1999).
- Online journal article
Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1996 Jun 5]; 1 (1): [24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EJD/eid.htm>.

Others

- Newspaper article
Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. *The Washington Post* 1996 Jun 21; Sect. A: 3 (col. 5).
- Audiovisual material
HIV + /AIDS: the facts and the future [videocassette]. Mosby-Year Book, Mosby, St. Louis, 1995.

- (6) Tables must be numbered, and each table should have a title and, if necessary, footnotes. The following guidelines are in accordance with "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/recommendations/>).
- (7) Permission from the copyright holder is required in advance if the submitted manuscript, including text, tables, and figures, have previously been published. Information about the references, including the first author, the name of the journal, year of publication, page number, and publisher, should be provided.
- (8) Figure legends, with the figure number, title of the figure, and footnotes, if necessary, must be given at the end of the manuscript. The figure should be prepared according to "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/recommendations/>).

5) Peer-review process

- (1) Original papers, practical articles, review articles, and short reports are peer-reviewed for consideration for publication.
- (2) Special topics and invited papers, committee reports, and Bulletin Board submissions are reviewed by the Editorial Board, not by external peer-reviewers.
- (3) Acceptance of the manuscript is determined by the Editorial Board. Manuscripts not observing guidelines for manuscript preparation will be rejected before review.

6) Proofs

The editor may edit the accepted manuscript for content, overall presentation, style, and grammar to fit the journal format.

The corresponding author is responsible for proofing the typeset article that may include editions made by the editorial office. The proofing is limited to errors that may derive from typesetting and editorial revision. Further revisions by the author may delay publication and may be subject to surcharges. Detailed instructions are provided when proofs are sent.

7) Page charge and offprint

All manuscripts are subject to page charges when the final printed version exceeds 4 pages. The current page charge is 20,000 yen per page.

Thirty copies of reprints are sent to the corresponding author free of charge. Additional copies can be purchased.