

“Deglutition” author guidelines

1. Qualification of authors

The first author should be a member of “The Society of Swallowing and Dysphagia of Japan”. If the first author has not yet applied for membership, the date of admission to this society will be regarded as the submission date of the manuscript. Invited articles can be accepted by a non-member.

2. Scope

The scope of the journal includes all aspects of swallowing. Submission of a manuscript implies that the content has not been published or submitted for publication elsewhere.

3. Type of Papers

Original articles (i.e., research articles and case reports) are the most common type of paper published. Review articles and Letter to the Editor are also welcome. The authors should include information about the type of papers in the manuscript. In addition to regular issues, supplements will be published when needed.

4. Review

- 1) The decision on a manuscript is made by the Editorial Committee based upon the comments received from the reviewers.
- 2) The authors may be asked to revise the manuscript and change the type of manuscript by the Editorial Committee.
- 3) The Editorial Committee decides to publish a letter to the editor.

5. Submission form

The documents and images of original articles (i.e., research articles and case reports) and review articles should be sent to the editorial office of “Deglutition” at Nakayama Shoten Co., Ltd., via ScholarOne Manuscripts (<https://mc.manuscriptcentral.com/engeigaku>). Letter to the Editor, special issue, and serial article, etc. may be submitted to the editorial office in print as well as digital form (CD or DVD). Alternatively, the manuscript may be submitted to the editorial office by e-mail, although the video data may be additionally requested to be sent in CD or DVD format. The manuscript and disc will not be returned unless requested.

6. Preparing the manuscript for submission

Manuscript categories and submission forms

- ① Research paper: abstract (Japanese), introduction, methods, results, discussion, references, abstract (English).
 - ② Case report: abstract (Japanese), introduction, case report, discussion, references, abstract (English).
 - ③ Review: abstract (Japanese), main text, references, abstract (English).
 - ④ Letter to the Editor: main text (Japanese, approximately 1,200 letters).
 - ⑤ Special issue and serial article: abstract (Japanese), main text, references, abstract (English).
- * A “Japanese abstract” of approximately 200 to 400 characters must be provided. The abstract format for original reports (i.e., objective, methods, results, and conclusion) is preferred.
- * The “English abstract” must include the title, author's name, and affiliation and should not be more than 200 words. Capital letters should be used for the last name and the first letter of the first name (e.g. FUJISHIMA Ichiro).
- * Even when the abstract is not included in the special issue and serial article, the title, author's name, and affiliation should be provided in English.
- 1) Manuscripts should be written in Japanese, Hiragana, and Shin-Kana, with horizontal alignment.
 - 2) Please provide up to 5 keywords on the first page of the manuscript in Japanese and English.
 - 3) In principle, the terms and nomenclature are standardized by the editorial office.
 - 4) Numbers should be separated with commas (except year): e.g., 2,350; 1,352,250; 1995 (year).
 - 5) English words should be noted in lowercase except for proper nouns and abbreviations in the title and text.
 - 6) Submissions will be accepted in English. In the case of English language submissions, the manuscript should be edited by a native speaker of English and certification of editing should be submitted. In addition, the manuscript should be submitted according to the Japanese submission form. Up to 5 keywords must be provided in English. The manuscript should contain a Japanese abstract and Japanese main text (keywords, figures, tables, and references are not needed), which will also be published when accepted. The Japanese abstract and main text can be used for the initial review process if the authors request it, even for submissions made in English.

7. References

All citations should be numbered consecutively in the order of appearance. While up to 2 authors should be included in the reference list consecutively, the first author should only be listed when 3 or more authors are listed. The subtitle should be enclosed between dashes.

1) Author name: title. Journal name volume: page, year.

e.g., 谷口 洋, 他: 輪状咽頭筋切除術が無効で喉頭挙上術の追加により経口摂取が可能となったワレンベルグ症候群による嚥下障害の一例. 日摂食嚥下リハ会誌 10: 72-76, 2006.

Umezaki T, et al. Medullary swallowing-related neurons in the anesthetized cat. *Neuroreport* 9: 1793-1798, 1998.

• The format of a book is as follows.

2) Author name: title of the chapter. main title. name of editor, page, publisher, city of the publisher, year of publication.

e.g., 藤島一郎: 摂食・嚥下障害とリスクマネジメント. 動画でわかる摂食・嚥下障害患者のリスクマネジメント. 藤島一郎, 柴本 勇編, 1-10 頁, 中山書店, 東京, 2009.

Palmer JB, et al: The role of radiology in the rehabilitation of swallowing. In: Normal and abnormal swallowing: Imaging in diagnosis and therapy. Jones B and Donner MW (eds), pp214-225, Springer, New York, 1991.

8. Figures and tables

1) High-quality figures should be produced and the figures should be inserted in the actual print size.

2) The staining method should be indicated on the histopathological chart and the magnification should be depicted using scale bars or microscope magnification.

9. Proofreading

After acceptance of the peer-reviewed manuscript by the Editorial Committee, authors will proofread the final manuscript once. In principle, additional corrections are not allowed.

10. Copyright

1) The copyright of the article published in the Journal is transferred to “The Society of Swallowing and Dysphagia of Japan”.

2) When using a copy of the contents, including figures, photos, and tables for any articles that have been published, the written permission of the copyright holder must be obtained in accordance with the Copyright Act. In addition, the source should be described in the references and be indicated by the corresponding reference number in the figures or tables.

3) If the content of the article damages a third party due to copyright infringement, etc., the authors should take responsibility.

11. Costs of publication

1) Publication costs for the manuscript are covered by “The Society of Swallowing and Dysphagia of Japan” for up to 5 pages of the printed article. Additional costs will be incurred for excess pages. The authors should cover the costs for the editing of the English abstract.

2) The author will receive the published article in PDF format. When the authors order offprints, and the author will bear the actual cost. If the authors requests offprints, they should indicate the number of offprints on the first page of the manuscript in red text and cover the costs.

3) A request for rapid publication must be stated on the first page of the manuscript in red text. In this case, the authors should pay the full cost of publication.

4) The journal charges for publishing figures such as photographs/illustrations in color, which must be stated.

5) Authors who choose to publish their accepted thesis as a supplement are required to pay the cost of page charges.

12. Video submission

1) The total length of the movie should be less than 5 minutes for each article (videofluoroscopy, within 1 minute; videoendoscopy, within 1 minute; surgery, within 3 minutes). For longer movies, please consult us.

2) Videos must be submitted in the one of the following file formats: (1) MPEG, (2) WMV, or (3) MOV.

3) Videos are treated as supplements to the figures and tables of the paper (only for original papers).

4) Image processing, such as blindfolding and anonymization must be performed by the authors. If it is not

adequately performed, Nakayama Shoten will act on its behalf and the author will be responsible for the cost.

13. Code of Ethics/Personal Information Protection

The following ethics and personal information will be taken into consideration when posting.

- 1) Clinical research must conform to the principles of the Declaration of Helsinki adopted by the General Assembly of the World Medical Association. In addition, regarding the protection of personal information, the guidelines of the “Ethical Guidelines for Clinical Research” (Ministry of Health, Labour and Welfare, revised July 31, 2008) must be adhered to. In particular, the rights and privacy of patients must be protected so that the following guidelines must be considered when writing a thesis.
 - a) Authors should not include a name, initials, address, medical record number, hospitalization number, etc. that could identify an individual patient in the manuscript.
 - b) The authors should not include the occupation of the patient or the name of the institution or department to which the patient was introduced, whereby the individual patient may be identified.
 - c) The date should be represented by the year and month, even if the individual patient could not be identified by indicating the specific day of the event.
 - d) A blindfold should be placed on a face photograph so that the individual patient cannot be identified.
 - e) The content of the manuscript should be presented to a patient (the bereaved family, surrogate, or guardian of the children) and a consent form should be obtained with consent for the presentation when the individual patient can be identified, even with the above considerations. A copy of the consent form will be attached.
- 2) Research targeting humans must be performed after receiving approval from the ethical review board or institutional review board of each institution. Informed consent should be obtained from the study subject, depending on the content of the study. Regarding case reports, informed consent should be obtained when necessary. When approved by the board, the committee name and approval number should be included in the text.
- 3) Regarding research using animals, it should be clearly stated that all the experiments were performed in accordance with “Basic guidelines for the conduct of animal experiments in implementing agencies under the jurisdiction of the Ministry of Health, Labour, and Welfare” (Ministry of Health, Labour and Welfare, Ministry of Education, Culture, Sports, Science, and Technology) and “International Guiding Principles for Biomedical Research Involving Animals” (CIOMS: Council for International Organizations of Medical Sciences) and were approved by the institutional animal care and use committee.
- 4) Disclosure of conflicts of interest (COI)
 Authors must disclose all relationships or interests that could influence or bias the work (e.g., consultant fees, donations, share ownership, etc.). If no conflict exists, the authors should state: The authors declare that they have no conflict of interest.

Paper submission/contact

4-2-6 Kohinata, Bunkyo-ku, Tokyo 112-0006
 Nakayama Shoten Co., Ltd.
 Editorial office of “Deglutition”
 Tel: +81-3-3813-1103 FAX: +81-3-3814-6336
 E-mail: enge-igaku@nakayamashoten.co.jp