

ASVPI Submission Guidelines · Notes on the Submission of Manuscripts in English

The Acta Scientiarum Valetudinariae Universitatis Praefecturae Ibarakinesis (ASVPI) is published in order to provide a place for intellectual information exchange and a means for distributing research information from Ibaraki Prefectural University of Health Sciences (IPUHS) to researchers in Japan and abroad. The Journal welcomes submissions from any eligible authors. The deadline for submission of manuscripts is the end of September every year.

- (1) Eligibility criteria for submitting authors are laid out in Section 5 of the Conditions for Publication of ASVPI (Iryodai-kun No. 29 of April 6, 1995). All authors and co-authors should fully meet these criteria.
- (2) As a rule, the Journal consists of submitted manuscripts, but the Editorial Board may also on occasion specifically request manuscripts.
- (3) The following types of manuscripts are considered for publication:
 - 1) Review articles: Reviews and commentaries on current topics and research
 - 2) Original articles: Original research and observational studies
 - 3) Reports: Case reports, reports on practices, etc.
 - 4) Informational articles: Articles providing useful information or data
 - 5) Other manuscripts approved by the Editorial Board
- (4) Authors should specify in their cover letter which type of manuscript their manuscript falls under. Acceptance or rejection of manuscripts is decided by the Editorial Board based on the comments of peer reviewers. If the Editorial Board refers a submission back to the authors for revision, the authors should return a revised version that includes a response to the reviewers' comments.
- (5) An application must be submitted to the Editorial Board before submitting a manuscript to the Journal. The applicant should inform their Library and Research Committee representative of the authors' names (including all coauthors), the authors' affiliations, and the manuscript title. Applications are accepted from July 1st to August 31st.
- (6) After confirming receipt of the submission, the Editorial Board will send a Copyright Transfer form to the applicant. The applicant must complete and submit a signed Copyright Transfer form to the Library and Research Committee for each manuscript. Once a manuscript has been accepted for publication, the University Secretariat will archive the Copyright Transfer form.
- (7) IPUHS owns the copyright to all manuscripts published in ASVPI.
- (8) Authors are permitted to make use of, publish, translate, and adapt any manuscripts they have had published in ASVPI.

- (9) Manuscripts dealing with experiments involving human subjects must be approved by the Ethics Committee of IPUHS or of the institution with which the author is affiliated (or an equivalent institution). For studies that do not require ethical approval, authors must indicate what ethical considerations have been made and describe how informed consent was obtained from subjects. Research involving experiments on animals should comply with the ethical guidelines of the institution with which the author is affiliated.

General information on manuscript submissions

- (1) Manuscripts should be sent by email attachment to the dedicated Editorial Board address.
- (2) Authors who submit a manuscript to ASVPI must indicate in a statement of submission that all authors have read and approved submission of the manuscript and that the manuscript has not been published and is not being considered for publication elsewhere.
- (3) Authors may suggest a list of potential reviewers (including addresses and telephone and fax numbers) in their transmittal letter. The decision on whether or not to use those reviewers will be made by the Editorial Board.
- (4) If a manuscript is accepted for publication, send the Editors the latest version of the complete manuscript by email attachment to the dedicated Editorial Board address or as electronic copies on a CD or other digital media.
- (5) Manuscripts in Japanese must also include an abstract in English. Similarly, manuscripts in English must include an abstract in Japanese.
- (6) Abstracts and papers in English by non-native speakers should be checked by a professional translation service and be accompanied by a certificate verifying that fact.

Submissions in English

- (1) General instructions on manuscript preparation
 - 1) Manuscripts should be formatted as A4 with 25-mm margins, and should be double-spaced and include references, figure legends, and tables. Original contributions generally should not exceed seven pages when typed. As a guide for manuscript length, there should be no more than 1 figure or table for every 750 words. The manuscript should not exceed 6,000 words, or 25 double-spaced typewritten pages, including the title page, abstract, references, legends, and tables. Manuscripts may exceed 7 pages when exigencies of design or complexities of research require it and such length is approved by the Editors.
 - 2) Cite each reference in the text in numerical order and list it in the References section.
 - 3) Use SI units of measure in all manuscripts. For example, molar (M) should be changed to mol/L, mg/dL to mmol/L, and cm to mm. Units of measure previously reported as percentages (e.g., hematocrit) should be expressed as a decimal fraction. Measurements currently not converted to SI units in biomedical applications are blood and oxygen pressures, enzyme activity, H⁺ concentrations, temperature, and volume. The SI unit should be used in the text, followed by the conventionally used measurement in parentheses. Conversion should be made by the authors before the manuscript is submitted for peer review.
 - 4) Arrange the manuscript in this order: 1) title page, 2) abstract (primary language), 3) abstract (translation), 4) text, 5) acknowledgments, 6) references, 7) figure legend, 8) figures, and 9) tables.

- 5) The title should be in bold 14-point Times New Roman and the main text should be in 12-point Times New Roman. English in Japanese text should be in half-width characters.

(2) Title Page

The title page of the original copy must include the items listed below. Additional copies of the title page should omit authors' names and affiliations and the name and address of the corresponding author.

- 1) Type of submission, full title, and authors' names and affiliations.
- 2) Short title (no more than 50 characters in length, including spaces).
- 3) Up to five keywords.
- 4) The name, address, fax and telephone numbers, and e-mail address of the corresponding author.

(3) English abstracts

(Refer to guidelines set out in Notes on the Submission of Manuscripts in English.) Abstract length is a maximum of 350 words. The title should be in bold 14-point Times New Roman and the main text should be in 12-point Times New Roman. For Japanese submissions in the category Information, an English abstract is not required, but a title should be provided in English.

(4) Japanese abstracts

Japanese abstracts should be no longer than 400 characters and clearly give information under the following headings: Background (describes the rationale for the study), Methods and Results (a brief description of methods and presentation of significant results), and Conclusion (statements defining how data should be interpreted).

(5) Text

- 1) Follow the guidelines in General Instructions.
- 2) Original Papers should include the following sections in this order: Introduction, Materials and Methods (or Subjects and Methods), Results, and Discussion.
- 3) Abbreviations must be defined when first used in the text and in each table and figure.

(6) References

- 1) All authors must be listed in references. An abbreviated list of authors' names followed by et al. is not acceptable.
- 2) Cite references in numerical order according to their first mention in text. Ensure accuracy in spelling and details of publication.
- 3) Personal communications, unpublished observations, and submitted manuscripts are not legitimate references. They must be cited in the text as unpublished data, 20XX.
- 4) Abstracts may be cited only if they are the sole source and must be identified in the reference as "Abstract."
- 5) "In press" citations must have been accepted for publication and the name of the journal or book publisher must be included.
- 6) Examples of references are shown below.

References from academic journals

Publication information: Authors, title, journal name, year of publication, volume number, page numbers.

If a journal has an official abbreviation, it should be used.

Donahue JG, Munoz A, Ness PM, Brown DE Jr, Yawn DH, McAlister HA Jr, Reitz BA, Nelson KE. The declining risk of post-transfusion hepatitis C virus infection. *N Engl J Med*, 1992; 327: 369-373.

Sones JM Jr. Cine coronary angiography. In Hurst JW and Loge RB (eds): *The Heart*. 2nd ed. New York, McGraw-Hill Book Co., 1970, p. 377.

Isetta C, Samat C, Jourdan J, Grimaud D. Aprotinin treatment in cardiac surgery: low dose versus high dose.

Anesthesiology. 1992; 77 (suppl): A13. (Abstract.)

References from stand-alone volumes

Publication information: Authors, title, editors, publisher, year of publication, page numbers (page numbers may be omitted for reference materials).

References from electronic publications

Electronic publications include electronic journals, electronic books (e-books), collections of papers in electronic form, web sites and web pages, databases, and the like.

However, as specified in Section (6)–3) of these guidelines, personal e-mail, electronic papers under review, and unpublished data are not legitimate references.

a) Electronic journals

Publication information: Authors, title, journal title, year of publication, volume number, page numbers, (medium), URL (for online references), date accessed (for online references).

Mabon, S. A.; Misteli, T. Differential recruitment of pre-mRNA splicing factors to alternatively spliced transcripts in vivo. *PLoS Biol.* 2005, 3(11), e374, doi:10.1371/journal.pbio.0030374. <http://biology.plosjournals.org/perlserv/?request=get-document&doi=10.1371/journal.pbio.0030374>, (cited 2008-03-09).

International Organization for Standardization. "How ISO develops standards". International Organization for Standardization. http://www.iso.org/iso/about/how_iso_develops_standards.htm, (accessed 2008-08-25).

b) Electronic books (e-books)

Publication information: In addition to the items listed in a) Electronic journals above, medium, URL, date accessed.

c) Web sites, web pages

Publication information: Authors, title, name of web site, URL, date accessed.

(7) Figures and Legends

- 1) Letters and locants must be uniform in size and style.
- 2) Three sets of unmounted, glossy prints must be submitted. On the back of each illustration, indicate in pencil or with a felt-tip pen the figure number, first author, short manuscript title, and top of the figure (do not use a separate label as this causes production problems).
- 3) Supply a scale bar with photomicrographs.
- 4) Provide a double-spaced copy of the figure legend on a separate page.
- 5) If there are abbreviations or symbols in the figures, they must be defined in the figure or the figure legend.

(8) Tables

- 1) Each table must begin on a separate page and be double-spaced. The table number should be an Arabic numeral followed by a period and a brief informative title.
- 2) Indicate footnotes in tables by symbols in this order: *, †, ‡, §, //, ¶, #, **.

(9) Costs to Authors

Authors are charged for reprints.

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Research and Academic Media Committee