

Instructions for Authors

Editorial policy

The Japanese Journal of Neuro-ophthalmology (Shinkei Ganka) accepts original papers in the field of neuro-ophthalmology; such as visual pathway, ocular motor system, the pupil, the orbit and upper central nervous system. The following sections are included in the journal: basic research, clinical research, case study, case report, short communication, and letters to the editor. The special topics, review and others are also published in the journal according to discretion of the editorial meeting.

Submission

1. Submitted manuscript must be an original contribution not previously published, must not be under consideration for publication elsewhere. The first or senior author (s) should belong to Japanese Neuro-ophthalmology Society (JANOS).
2. All authors must sign "Authorship Responsibility, Copyright Transfer" form which is found in the journal's website and submit it with the original manuscript. All accepted manuscripts, artwork, and photographs become the property of the publisher.
3. The manuscript must be written in scientifically correct English as a Microsoft Word document. There is no limitation on the number of the words for original papers, but the manuscript should preferably be concise. Case report and short communication are required to be around 1000 words and not to exceed 4 pages in the final publication. Number manuscript pages consecutively throughout the paper beginning with the title page. Tables and figures should be submitted as separate files. The manuscript should be submitted to JANOS office by e-mail to: e-jnos@kitasato-u.ac.jp
4. Publishing fee is free up to 5 pages in the final publication. JPY5,000 per page will be charged from the 6th page (for case report and short communication the fee is charged from the 5th page). Color print will be charged the actual cost.
5. Accepted manuscript will be opened at an electronic journal site called J-STAGE (<http://www.jstage.jst.go.jp/browse/-chat/ja>) administered by the Japan Science and Technology Agency.

Title page: The title page should contain the article title, full name (s) of author (s), highest academic

degrees, department (s), institution and the address, e-mail address, telephone and fax numbers of the corresponding author, a running title of not more than 40 characters. Include the address for reprints if different from that of corresponding author.

Abstract: Abstract should be provided that clearly describes the manuscript in no more than 200 words. Japanese abstract will be added by editorial office in the case of acceptance.

Key words: Key words are required for indexing and abstracting services up to 5 words.

Text: All manuscripts must be organized into Introduction, Materials and Methods, Results, Discussion. Abbreviations must be defined immediately following the first appearance in the text. Drug and chemical names should be stated in standard chemical or generic nomenclature. Units of measure should be presented according to the International System of units (SI). Clinical data may be presented in conventional units with SI in parentheses.

Acknowledgements: Acknowledgement should be included at the end of the text. If data from other published studies are used, it is the author's responsibility to obtain permission.

References: The authors are responsible for the accuracy of the references. The number of references is limited up to around 20 and they should be numbered consecutively in text in the order of appearance. If there are more than two authors, name only the first two authors and then use et al. Refer to the List of Journal Indexed in Index Medicus – abbreviations of journal titles.

Sample references:

-Journal article

1. Ukai K, Higashi JT, et al: Edge-light pupil oscillation of optic neuritis. *Neuroophthalmol* 1: 33-43, 1980

-Book

1. Hoyt WF, Daroff RB: Supranuclear disorders of ocular control systems in man. Bach-y-Rita D, Collins CC, et al (eds): *The control of eye*

movements. Academic Press, New York, 1971, pp 367–390

Tables: Tables must be submitted in Microsoft Excel or Word document, cited in order in the text, and numbered consecutively with Arabic numerals. Each table should have a caption typed above the table. Table footnotes should be indicated by superscript lower-case letters.

Figures: Figures must be submitted in DOC(X), XLS(X), PPT(X), JPG, TIFF files, cited consecutively in the text, and numbered in the order in which they are discussed with Arabic numerals. Brief legends for each figure should be typed on separate pages. Figures must be of sufficient size and clarity to allow reduction as necessary to meet layout requirements. Required resolution is 1,800dpi for line drawings; and 350dpi for photographs. Letters, numbers, symbols in a figure should be clear and of sufficient size so that if the figure must be reduced for publication they will still be legible. Authors are charged for color figures, tracing and reprints.

Page proofs and corrections: Corresponding authors will receive page proofs to check the copyedited and typeset article before publication. It is the author's responsibility to ensure that there are no errors in the proofs. Changes that have been made to make the article conform to journal style should be allowed to stand unless they alter the authors' meaning. Proofs must be checked carefully and returned within 2 days of receipt, as requested in the cover letter accompanying the page proofs. Authors will be charged additional cost in case they make a major change to the page proofs.

Reprints: Authors will receive a reprint order form with the page proofs that includes reprint costs. Reprint requests (minimum order 50 copies) should be returned with the corrected proofs. Reprints are normally shipped within 2 months after publication of the issue in which the item appears.

Patient anonymity and informed consent: It is the author's responsibility to make sure that a patient's anonymity is protected accurately. Authors should remove patients' names from figures unless they obtain written consent from the patients and submit the written consent with the manuscript. It is also the author's responsibility to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated.

Declaration of Helsinki: For research involving human subjects, JANOS requires that authors state that their research followed the tenets of the Declaration of Helsinki in the Methods section of their manuscript.

Publisher's contact: To submit the manuscripts and to send corrected page proofs, reprint order forms, and any other inquiries, contact the following:

JANOS Office

c/o Kitasato University, School of Allied Health Sciences 1-15-1, Kitasato Minami Sagamihara, Kanagawa 252-0373 Japan
E-mail: e-jnos@kitasato-u.ac.jp
Fax: +81-42-778-9417