

# Guidelines for English submissions

- Manuscripts by Sapporo Medical University faculty or researchers affiliated with the university or those invited to submit by the journal committee will be considered for publication. Non-invited manuscripts by those not affiliated with the university will be considered if the submission is also co-authored by a Sapporo Medical University faculty member.
- Manuscripts must consist of original material and should not be under consideration for publication elsewhere.
- Types of manuscripts include: original article, review, report and short communication.
- Manuscript subject matter involving human or animal subjects must include a statement of approval and study number from an Institutional Review Board (IRB) or Ethical Committee.
- Authors must include a Conflict of Interest (COI) statement concerning relationships (monetary or personal) with organizations that may have influenced the contents of their manuscript.
- If applicable, authors must include a statement outlining funding received related to the manuscript.
- Manuscripts in English should not exceed 3000 words and should include an abstract that is not more than 150 words.
- Manuscripts should include up to 5 keywords and should be listed under the abstract.
- Please refrain from including endnotes or footnotes.
- Please write the text using a simple English font such as Times New Roman, with the font size being 12 point.
- Document should be prepared on A4 size pages and double-spaced.
- When preparing graphs, figures or illustrations, whenever possible depict them in color.
- References should be prepared in the Vancouver style. For all references, write the names of the first six authors. If there are more than six authors, write the first six and follow this with "et al."

## Examples (Please refer to the following Vancouver Style Referencing Guide for additional examples):

### *Journal article*

Walker JM, Akinsanya JA, Davis BD, Marcer D. The nursing management of elderly patients with pain in the community: study and recommendations. *J Adv Nurs*. 1990;15(10):1154-61.

### *Book*

Goligher JC, Duthie HL, Nixon HH. *Surgery of the anus rectum and colon*. 4th ed. London: Bailliere Tindal; 1980. p. 424-501.

### *Book chapter (with editors)*

Allen A, Hoskins LC. Colonic mucus in health and disease. In: Kirsner JB, Shorter RG, editors. *Diseases of the colon, rectum, and anal canal*. Baltimore: Williams & Wilkins; 1988. p. 65-94.

- Authors whose first language is not English are encouraged to have their manuscripts checked by a native English speaker.
- Send completed manuscript (and, if necessary, certificate confirming proofreading) by email as an attached file to [shkimura@sapmed.ac.jp](mailto:shkimura@sapmed.ac.jp).
- Authors will receive a PDF file of their manuscript upon publication. There will be no reprints.