

# Guidelines for Submissions to the Toho Journal of Medicine (Revised June 1st, 2017)

## I. Acceptable Submissions: Types of Written Content and Ethical Considerations

1. All submissions to the Toho Journal of Medicine ("the Journal") must be accompanied by a fee of 10,000 Japanese yen. This submission fee will be applied to the costs of publication. No submission fee is required, if the corresponding author of the submission is a registered member of the Medical Society of Toho University.
2. All submissions are expected to contain original content and must not have been previously published in any other journal or publication.
3. Submissions may be in the form of review articles, original research articles, case studies, data, or short communications.
4. When clinical research findings are reported, special care should be taken to protect the interests of all the patients and participants involved, which includes obtaining proof of informed consent and other measures deemed ethically advisable. In research using live animals, care must be taken to ensure they are maintained in acceptable living conditions. Any suffering caused by the research should be alleviated to the greatest extent possible within the limits of the research goals.
5. For research requiring legal or ethical review and approval, the approval number(s) received should be clearly stated in the main text of the manuscript, and the submission should be accompanied by a copy of the approval certificate received from the relevant ethics committee or institutional manuscript legal review committee.
6. All conflicts of interest, whether potential or actual, should be clearly stated in the body of the submission. When there is no conflict of interest, this should also be clearly stated in the main text of the manuscript. Finally, the submission must be accompanied by the Conflict of Interest (COI) Statement, signed by all the authors.

## II. Grants and Sponsorship

If authors received financial support for research or writing of the manuscript, or sponsorship or assistance in the form of monetary contributions, equipment, pharmaceuti-

cals, cell lines, or other types of contribution, such assistance should be clearly described in the Acknowledgments section, together with the name of the organization from which the contribution was received.

## III. Transfer of Copyright

By submitting a manuscript or other written material for publication in the Journal, the authors thereby agree to transfer all copyrights and other content ownership rights to the Medical Society of Toho University, which will then retain them in lieu of the author(s). Written approval must first be received from the Medical Society of Toho University if any author of the submission later desires to present the research findings in any written form in another publication.

## IV. Publication Fees and Dates

Additional publication fees may be incurred if the submission does not conform to the publication guidelines established by the editorial department of the Journal. Authors will be informed of any additional fees, if applicable, before their submission is published. The Journal is published quarterly, and the editorial committee will be solely responsible for all decisions regarding submission selection or rejection, order of appearance, and presentation style in any given issue, and other editorial decisions, as applicable. The guiding principles governing publication order include (but are not limited to) submission type and submission date.

## V. Submitting Your Manuscript

Submit manuscript electronically via ScholarOne system (<https://mc.manuscriptcentral.com/tohojmed>) in the following order: Title page, Main Text, Tables, and Figures ( $\geq 300$  dpi). The total size of the uploaded files should be within 100 MB. Authors are required to upload COI Declaration Form (Form 1) and (Form 2). The manuscripts that do not adhere to the instructions will be returned to the corresponding author without review.

## VI. Process From Submission to Publication

### 1. Peer Review

All submissions will be peer reviewed. This typically involves statistical review and an evaluation of style and content by two reviewers selected by the Editorial Committee. If the two reviewers disagree as to whether the submission merits publication, a third reviewer will be appointed by the Committee to arbitrate. The names of reviewers will not be revealed.

### 2. Revised Manuscripts and Second Review

Once the reviewers have reached a decision and their comments are collected, the result and comments will be sent to the corresponding author via e-mail. Manuscripts that have been conditionally approved for publication should be resubmitted within two months, after authors have addressed the criticisms raised by the reviewers and made the required revisions. The revised submission should include the revised manuscript, and a letter addressing all comments made by the reviewers, clearly indicating and explaining each revision to the manuscript. In the revised manuscript, authors are required to highlight the parts that are revised.

### 3. Submission of the Final Manuscript, Proofreading, and Publication

After the review process is complete, authors should submit the final version of their manuscript via manuscript submission system ScholarOne Manuscripts. Subject to final approval or acceptance by the Editorial Committee for publication, the manuscript will then proceed to the language-editing stage. Requests for a Certificate of Publication or offprints should be submitted in advance. After completion of the language-editing, the Editorial Office will send the first proof to the corresponding author. This proof should be reviewed by the author(s), corrected if necessary, and returned to the Committee as soon as possible. Please note that authors will only receive one proof to correct: after this corrected proof is returned to the Editorial Office by the author(s), it will be regarded by the Editorial Office as OK With Corrections.

## VII. Submission Guidelines

### 1. General Instructions

All articles should be typed in a normal-width (*han-kaku*) English font, double-spaced throughout, and have margins of sufficient width. There should be only a single space

between words and after semicolons, and a single space after periods and colons. Articles submitted by non-native English speakers will not be considered for publication unless they have undergone final editing and correction by an editor specialized in medical English. Non-native authors should indicate the name and contact information of the English editor they have engaged for this purpose, and, if possible, the manuscript should be accompanied upon submission by a Certificate of Editing signed by the editor. If the quality of the English in the manuscript is deemed inadequate, the manuscript will be returned to the author(s) for correction and resubmission. Articles should be no longer than 6000 words and should contain no more than a total of eight figures, tables, or other images.

### 2. Details of Manuscript Formatting

The items described in sections 1 through 5 below should each be prepared on separate pages for submission:

#### 1) Title, Author Name(s), Affiliation(s), Running Title, Corresponding Author

The above information should be included on the first page. The title should clearly and concisely reflect the content of the manuscript. The running title, which appears at the top of each odd-numbered page in the Journal, should be no more than five words. The contact information for the corresponding author should include the author's name, affiliation, telephone number, fax number, and e-mail address.

#### 2) Abstract

A structured abstract of 250 words or less should summarize the content and conclusions of the paper, under the headings Introduction, Methods, Results, and Conclusions. The abstract should clearly state, in the following order, the study background, the methods used, a clear statement of the main findings, and conclusions reasonably based on the results. Abbreviations in the abstract must be defined on first use. Keywords (5 or fewer) should appear below the Abstract.

#### 3) Main Text

The main text of the manuscript should be separated into the following sections: Introduction, Materials and Methods, Results, and Discussion. Each heading should be clearly noted at the beginning of the respective section. Abbreviations must be defined on first use in the main

text. All statistical procedures used in the research should be described in detail.

#### 4) References

References should be limited to work that has an important relationship to the manuscript content and should appear at the end of the manuscript, in the order in which they are first referred to in the main text. References should be indicated in the main text by using numbers in parentheses. When two or more such citation numbers appear together, they should appear in the form <sup>1-5)</sup> or <sup>1, 3, 5)</sup>, as applicable. All reference titles should be shown exactly as they appear in the original, with no abbreviations, unless such abbreviations or symbols appear in the original title. When a reference has seven or more authors, the first six authors should be named, followed by “et al.” Journal names for references should be abbreviated according to the List of Serials Indexed for Online Users.

#### Sample references:

- 1) Krug I, Penelo E, Fernandez-Aranda F, Anderlueh M, Bellodi L, Cellini E, et al. Low social interactions in eating disorder patients in childhood and adulthood: a multi-centre European case control study. *J Health Psychol.* 2013; 18: 26-37.
- 2) Culotta VC, Gitlin JD. Disorders of copper transport. In: Scriver CR, Beaudet AL, Sly WS, Valle D, Childs B, Kinzler KW, et al. editors. *The Metabolic and Molecular Bases of Inherited Disease.* 8th ed. New York: McGraw-Hill; 2001. p. 3105-26.

When in doubt, please refer to the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals ([http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html))

#### 5) Tables and Figures

Tables, figures, and photographs should be submitted on individual pages, in the order they are to appear in the text, and numbered accordingly. Abbreviations in tables should be defined in the legend below the relevant table (e.g., “TAI: transcatheter arterial infusion”), except when the abbreviation is in common use (e.g., MRI, CT). Common statistical abbreviations, e.g., SD and SE, also require no accompanying explanation. When submitting color

originals, please clearly indicate if they should be printed in color or black-and-white.

**Tables:** Each table should have a short title above it and a legend below, when necessary. Tables should contain no vertical or diagonal lines. Horizontal lines should be used to clearly that indicate the top and bottom of the table. Units such as percentages (%) should be indicated in parentheses in the table headings, when possible.

**Figures and photographs:** Each figure and photograph should be submitted on a separate page, and all figure legends, in English, should be included together on a separate page in the manuscript. The resolution of all images should be at least 300 dpi, and data files should be submitted as TIFF, JPG, EPS, or PowerPoint files. Tissue cell photographs should clearly specify the stain and magnification used.

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## COI Declaration for Manuscripts Submitted to the Toho Journal of Medicine

(All answers should pertain to the period one year before the submission date)

**Declarant's Name**

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In the event that the manuscript itself does not describe author Conflict of Interest (COI), please describe, in all sections below, any companies or organizations you deal with or have dealt with, in order to ensure complete disclosure of any COI relevant to the submitted manuscript. In manuscripts with multiple authors, a separate COI Declaration form must be submitted by each author. (All questions below pertain to the period one year before the date of manuscript submission.)

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8. Are any of your courses financially supported by donations from any company or FPO? (Provide details of any course with which you are involved that is receiving such funding)	(You) Yes / No	
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