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# Guidelines for Submissions to the Toho Journal of Medicine (Revised March 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, short communications, case studies, data, or reports.
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 (Form 1), 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-

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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

All submissions should be submitted in triplicate and be accompanied by all relevant data files (on CD-ROM, FlashDrive/USB memory stick, or other media), including the manuscript file in Microsoft Word format and all image data, as applicable. These materials must be accompanied by the Manuscript Submission Form, Contract, Statement of COI, and Submission Checklist. If photographs or other image data are submitted in the form of photographs on paper, it is not necessary to also submit the same image data in digital form. Submissions will not be returned.

## VI. Process From Submission to Publication

### 1. Reception and 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 returned together with the manuscript to the corresponding author. Manuscripts that have been conditionally approved for publication should be resubmitted within three months, after authors have addressed the criticisms raised by the reviewers and made the required revisions. The revised submission should include the original manuscript, revised manuscript, and a letter addressing all comments made by the reviewers, clearly indicating and explaining each revision to the manuscript.

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

After the review process is complete, authors should submit the final version of their manuscript in printed form, together with the data file in Microsoft Word format and image files, as applicable. Subject to final approval by the Editorial Committee for publication, the manuscript will then proceed to the printing stage. Requests for a Certificate of Publication or offprints should be submitted in advance. The Editorial Committee will then return the final manuscript to the corresponding author, together with the first proof. 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 Committee by the author(s), it will be regarded by the Committee 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 and papers 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 printed on separate pages for submission:

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

The above information should be printed on the first page. The title should clearly and concisely reflect the content of the manuscript. The running title, to be printed at the top of each odd-numbered page in the Journal, should be no longer 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 under the headings Introduction, Methods, Results, and Conclusions for original article. 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. The structured abstract is not mandatory for review article. 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. Common statistical abbreviations, e.g., *p*, SD and SE, require no accompanying explanation.

#### 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 with single parenthesis in superscript. 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, Anderluh 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) Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.
- 3) 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. All tables, figures, and images that required computer processing or creation should be submitted in both printed form and as data, when possible. 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.

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