

Guidelines for Submissions to the Toho Journal of Medicine

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 original research articles, case studies, data, short communications, or review articles.
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 review board.
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, pharmaceuticals, cell lines, or other types of contribution, such assis-

tance 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) (Form 2). Written approval must first be received from the Medical Society of Toho University (Form 3) 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

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 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 (1-5) or (1, 3, 5), 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) 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)

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.

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.

Bank account for the transfer

Bank: THE BANK OF MITSUBISHI-TOKYO UFJ, LTD.
 SWIFT code: BOTKJPJT
 Branch Name: KAMATA BRANCH
 Account Number: 117-1949266
 Beneficiary Name: TOUHOUDAIGAKUIGAKUKAI
 IPPANKAIKEI KODAMATADASHI

Inquiries/submissions:

Editorial Committee: Toho Journal of Medicine
 The Medical Society of Toho University
 Toho University Medical Media Center
 5-21-16 Omorinishi, Ota, Tokyo 143-8540
 Tel: (+81)-(0) 3-3762-4151 (ext. 2465)
 Fax: (+81)-(0) 3-3762-5077
 E-mail: igakukai@med.toho-u.ac.jp

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

Affiliation

Position

Title of Submitted Manuscript

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.)

Question Relevant	Corresponding Situation	Details of Companies, Organizations, etc.
1. Do you work for, or act as an advisor to, a company or for-profit organization (FPO)? (Provide details if you receive 1 million yen/year or more from the company or organization)	(You) Yes / No	
	(Your family member)* Yes / No	
2. Do you own stocks or shares? (Provide details if you receive 1 million yen/year or more in stock-related income from any one company, or if you own 5% or more of any company's stocks or shares)	(You) Yes / No	
	(Your family member)* Yes / No	
3. Do you receive income from any company or FPO for the use of intellectual property to which you hold the rights? (Provide details if you receive 1 million yen/year or more from such sources)	(You) Yes / No	
	(Your family member)* Yes / No	
4. Do you receive, or have you received, payments for lectures given to any company or FPO, or in compensation for your time spent attending meetings or making presentations for them? (Provide details if you have received a total of 500,000 yen/year or more from any one company or FPO)	(You) Yes / No	

5. Have you received payment(s) for writing, or having your name used, in any pamphlet or publicity material of any company or FPO? (Provide details if you have received a total of 500,000 yen/year or more from any one company or FPO)	(You) Yes / No	
6. Have you received payments or research funds for contract research for, or joint research with, and company or FPO? (Provide details if you have received a total of 2 million yen/year or more from any company or FPO)	(You) Yes / No	
7. Have you received scholarships or other donations from any company or FPO?	(You) Yes / No	
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	
9. Have you received any gifts, or allowances for travel unrelated to your research, from any company or FPO? (Provide details if you have received a total of 50,000 yen/year in gifts or travel allowances or more from any company or FPO)	(You) Yes / No	

*“Family members” refers to your spouse and any members of your immediate family.

(This form will be kept on file for two years, after which it will be destroyed. It will not be shown without sufficient reason to anyone but members of the Editorial Committee of the Toho Journal of Medicine.)

Date: _____ Signature: _____

Date: _____

Contract

Attn: The Editorial Committee
Toho Journal of Medicine

Manuscript Title:

We, the undersigned, hereby affirm that:

1. neither the above article nor its content has been previously published in any other journal than the Toho Journal of Medicine (hereafter “the Journal”); nor is it presently in submission or review at any other journal;
2. all research involving human subjects has been conducted strictly in accordance with the Helsinki Declaration, and any animal subjects involved received ethical treatment according to the respective facility guidelines, based on regulations governing such treatment (if ethics committee approval was received, the approval number should be provided);
3. all research involving human subjects has given careful consideration to protecting all personally identifying information and has not included such information in the manuscript; and
4. all possible conflicts of interest—including (but not limited to) professional relationships involving payments received from any person, company, or organization—which could have potentially influenced the research methods, results, or presentation of these results, have been openly declared on the accompanying form.

If our manuscript is accepted for publication in the Journal, we also hereby accept the transfer of all publication rights and copyrights to the Journal.

Author signatures (personal signatures of all manuscript authors)

Principal authors

Co-authors

Copyright Ownership Information

The Toho Journal of Medicine (“the Journal”) is an electronic journal dedicated to wide dissemination of articles with cutting-edge information. To maintain legal control over reproduction rights, prevent unauthorized reproduction of articles, and protect the copyrights of articles published in the Journal, the Medical Society of Toho University (“the Society”) must possess full ownership of all copyrights associated with articles in the Journal. For this purpose, the authors of all articles published in the Journal accept the transfer of all copyrights to the Society.

The copyrights retained by the Society extend principally to the following:

1. all reproduction rights (all rights related to printed or mechanical copying, and all other general publication rights);
2. all translation rights;
3. all adaptation rights (including but not limited to rights to summaries and edited versions of the Journal’s published articles); and
4. the right to permit third parties to reproduce, adapt, or quote articles published in the Journal for commercial purposes.

The authors of manuscripts submitted to the Journal thereby accept to transfer all copyrights to the Journal if their manuscript is accepted for publication, and the Journal will then be responsible for the maintenance and use of these rights. To this end, the Society will execute the following administrative functions:

1. It will evaluate third-party requests for the reproduction, translation, summarization, and quotation of any of the Journal’s published articles and, after due deliberation, will respond to these requests, either allowing or forbidding these third parties to proceed.
2. It will issue warnings to any publication, organization, or person who uses the Journal’s published articles in a way similar to those above, without written permission from the Society. In the event such a third party’s copyright infringement is perceived to be willful and/or malicious, the Society will undertake against this third party such legal procedures it deems necessary to protect its copyright ownership.
3. In the event the Society permits the reproduction, translation, or other use by another publication of one of the articles published in the Journal, it will attempt first to receive the approval of the authors of the article.

In every case, the authors will of course retain their rights as authors of the article (such rights as cannot be transferred to any publication or other third party) as part of their own personal rights. As a result, after authors of an article transfer their copyrights to the Society, no other person will be allowed to falsely claim authorship of the article, change its title, meaningfully alter its content, or change its wording.

4. The authors accept transfer of the copyrights described above to the Society at no cost. The Society will retain and use such revenues as it will obtain from the permission to third parties for the reproduction, etc., of its articles, in order to cover the administrative costs involved.
5. The author(s) of articles published in the Journal retain all rights to use, present, translate, or summarize their articles and the content of these articles, even after publication in the Journal. The above rights do not include the right to submit the same article (or a different version of the same article) for publication in a journal or publication other than the Toho Journal of Medicine.

Toho Journal of Medicine
Copyright Permission Request Form
(Please send this Form to our office by E-mail or FAX)

Date: _____

To: Editorial Committee of Toho Journal of Medicine
 The Medical Society of Toho University
 Toho University Medical Media Center
 5-21-16 Omorinishi, Ota, Tokyo 143-8540
 FAX: +81-0-3-3762-5077
 E-mail: igakukai@med.toho-u.ac.jp

From: Name: _____

Address: _____

FAX/E-mail: _____

I am preparing a paper entitled:

To appear in a book, magazine, journal, proceedings, other _____
 entitled: _____

to be published by: _____

I would appreciate your permission to use the following material:

1. Figure (Figure _____),
2. Table (Table _____),
3. Excerpts (Specify: _____),
4. Entire manuscript

Toho Journal of Medicine

Vol. _____, No. _____, Page(s) _____, Year _____

Title: _____

Auhor(s): _____

=====

This space is reserved for The Medical Society of Toho University Use

Permission to reprint is granted by the Editorial Committee of Toho Journal of Medicine

Approved by _____, Date _____
 (Editor-in-Cheif)