Original Article Submission Guidelines  [July 1, 2013 (revised)]

A prerequisite for application to receive a Ph.D. in medicine from the Juntendo University Graduate School of Medicine is that the degree thesis must be published (or accepted) in an academic journal. Furthermore, the letter of acceptance for that manuscript must be presented as official proof. (Applications for graduation should be submitted via the Research and Academic Support Division of the graduate school office.)

Many Juntendo Medical Society members may submit their thesis research manuscript to this journal. However, they should understand that after the submission, the Editorial Committee confirms the format of received manuscripts and then decides which warrant publication through the review process. In other words, it is only natural that not every submitted manuscript will be published. Furthermore, even for research manuscripts ultimately accepted, a number of months will be needed between manuscript submission and issuance of an acceptance certification.

Anybody submitting an original article as a Juntendo degree thesis to this journal must of course follow the “submission rules” in writing the manuscript, paying attention to the process outlined below. Only after completing that process may one apply for an acceptance certification. In addition, when submitting a thesis manuscript, the underlying data must also be submitted on physical media (CD-ROM, etc.) to the Juntendo Medical Journal Editorial Office within Shinkousha K.K.

I. Guidelines for Writing a Research Paper
  1. Follow this journal’s “Instructions to Authors.”
  3. Authors (collaborating authors included) must sign and submit a form attesting that the submitted experimental results are unpublished and not under consideration for publication elsewhere.
  4. Related to submission rule 7, when a study has undergone evaluation by an ethics committee, etc., the result of that examination must be attached when submitting the manuscript. For research involving humans or animals, make sure the manuscript clearly states that all ethical regulations were observed.
  5. For any points that are unclear, please contact the Juntendo Medical Journal Editorial Office by telephone at +81-3-3462-1182 or by email at j-igaku.edit@shinkousha.co.jp

II. Editorial Committee Meetings and Examination of Manuscripts
  1. As a rule, the Editorial Committee meets on the third or fourth Thursday of each month, except that no meeting is held in March and August.
  2. At the editorial committee meetings, it is deliberated whether submitted manuscripts follow the rules and guidelines of the journal, in other words, whether to send a given manuscript out for peer review or reject it outright. Manuscripts that violate submission rules or that are hard to read may be returned to the authors without peer review. Prior to submission, it is the authors’ responsibility to have their manuscripts checked by a native speaker.
  3. As a rule, peer review is carried out anonymously. However, a peer reviewer may sometimes contact authors with questions about the content of the research.
  4. A month or more following submission, based on the results of peer review, the editorial board will decide whether a manuscript can be published or should be rejected.
  5. For manuscripts that are publishable,
the committee will request that the manuscript be resubmitted following any needed corrections or revisions.

III. Issuance of an Acceptance Certification
1. We issue acceptance certifications for manuscripts that have been deemed publishable based on the results of peer review.
2. Publication fees are calculated as follows.
   a. Basic publication fee
      i) members of the Juntendo Medical Society: 24,000 JPY/printed page (However for original research papers, page charges will be waived on the first five pages.)
      ii) for all others: 24,000 JPY/printed page (However for original articles, page charges will be waived on the first three pages.)
   b. Color printing charges of 70,000 JPY or more per page (actual calculated expense)

IV. Estimating the number of pages
   According to the Journal’s “Instructions for Authors,” an original article should not exceed 10 printed pages. To remain within this limit, the total number of pages can be estimated as described below.
   Main text: about 600 words/page
   Citations: about 20/page
   Figures: Four 7 X 5 cm figures occupy about 1 page.
   “The table title and any legend should be indicated above the table, while figure legends are to be provided on a separate sheet.

V. Guidebooks on Medical Writing