Instructions to Authors

Authors are requested to follow these instructions carefully. Manuscripts not prepared accordingly will not be accepted.

General

1. *Juntendo Medical Journal* is the official journal of the Juntendo Medical Society, and aims to introduce achievements in the fields of basic and clinical medicine. Articles contributed are classified into the following categories: original articles, reviews, lecture notes, and case reports. The articles must be written in English. It is the authors’ responsibility to have their manuscripts checked by a native speaker, and a certificate of the check should be presented when the manuscript is submitted.

Authors should respect the privacy of patients and their families. Identifying details should be omitted if they are not essential, but patient data should never be altered or falsified in an attempt to attain anonymity. Complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt.

2. To be accepted in *Juntendo Medical Journal*, Medical research involving human subjects must conform with the WMA (World Medical Association) Declaration of Helsinki (http://www.wma.net/en/30publications/10policies/b3/index.html). In addition, research using animals must be carried out in accord with the guidelines of each institution based on applicable government statutes. For Japanese research institutions, the applicable statute is the Ministry of the Environment’s notification “Criteria for the Care and Keeping of Laboratory Animals and Alleviation of their Suffering.”

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.

3. The *Juntendo Medical Journal* accepts manuscripts over a wide area of medical topics from members of the Juntendo Medical Society as well as other researchers in Japan and around the world involved in medical science.

4. Rules governing the length of papers including figures and tables are as follows. Original Articles and lecture notes should not exceed 10 printed pages. Case reports should not exceed 4 printed pages. Review articles are unrestricted in length. The total number of pages can be estimated as described below: Text, about 600 words/page; References, about 20/page; Figures, four 7 × 5 cm figures occupy about 1 page.

5. With the exception of articles requested by the Editorial Committee, publication expenses are borne by the author. Authors will be notified of the exact sum.

6. The Juntendo Medical Society retains all rights to reproduction, presentation, public transmission, transfer, translation, adaptation and derivative works. The purpose is not to restrict the original authors, but prior to reuse, an application to the Juntendo Medical Society is necessary. A completed “Declaration of Copyright Transfer” should be presented at the time of manuscript submission.

7. Submissions should be original and unique; all submissions to the Juntendo Medical Journal will be subjected to an automated computer search (CrossCheck) for reused or plagiarized materials carried out by Crossref.org. Authors (collaborating authors included) must sign and submit a form attesting that the submitted experimental results are unpublished and not under considera-
tion for publication elsewhere.

8. Regarding conflicts of interest, if the authors or a commercial entity they help guide or control may benefit financially from major or minor results reported in the submitted manuscript, this conflict of interest must be stated in the text. If no conflict of interest exists, a "Conflict-of-Interest Statement" signed by all authors should be submitted stating so.

Submission of manuscripts
Manuscripts should be sent to the following address (submission by email is also allowed).

Juntendo Medical Journal Editorial Office
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Arrangement of manuscripts
Manuscripts (including references, tables, legends, etc.) must be typewritten using double spacing on A4 paper with a 3 cm margin and with page numbers indicated on the lower right. A cover form (http://www.juntendo.ac.jp/facility/journal/download.html) providing key information must be included. Except for standard, widely understood abbreviations, each abbreviation should be written out in full in its first occurrence, with the abbreviation specified in parentheses.

Manuscripts should be arranged in the following order: 1 title page; 2 main text; 3 tables together with any accompanying legends; 4 figure legends; 5 figures; 6 anything else. Each of the above items should begin on a separate page.

Title page
The first page (title page) of the manuscript should contain only the following:

a. Title of the paper (no abbreviations should be used in the title)

b. Running title (no more than 40 characters, including spaces)
c. Full names of the authors
d. Affiliations of the authors (if the publication originates from several institutes, the affiliations of all authors should be clearly indicated)
e. Correspondence address, including telephone and fax numbers, and e-mail address.

Abstract
The second (and if necessary the third) page of the manuscript should contain only the abstract (maximum 250 words) and key words. The abstract must be fully comprehensible without reference to the text.

Abstracts should be divided into sections as follows:
1. Objective:
2. Materials (or “Design”):
3. Methods (or “Interventions”):
4. Results:
5. Conclusions:

Key words
There should be no more than five key words. (Refer to Medical Subject Headings in MeSH or Index Medicus).

Section headings
Manuscripts should be divided into the following sections and presented in this order: Introduction; Materials and Methods; Results; Discussion; References.

References
References, including those given in tables and figure legends, should be numbered sequentially in the order they appear in the text and listed in numerical order at the end of the manuscript under the heading "References". In the text, citations should be indicated as superscript numbers with an end parenthesis character following each citation number. Three or more consecutive citations should be indicated as a range using a hyphen, e.g. “3–5”. Any cited URL should be provided in the text, enclosed in parenth-
eses. Journal titles should be abbreviated as shown in *Index Medicus* and *List of Journals Indexed*. When there are six or fewer authors, all should be listed; when there are seven or more, include only the first three and add "et al." Please note the following examples. Example citation list entries: (1) from a journal, (2) from a book

**Tables**

Tables with suitable titles and numbered with Arabic numerals should be placed at the end of the text on separate sheets (one table per page). They should be understandable without referring to the text. Column headings should be kept as brief as possible, with units for numerical information included in parentheses. Footnotes should be labeled a), b), c), etc. and typed on the same page as the table they refer to.

**Figures and legends**

Figures should also be submitted on separate pages at the end of the article using a separate page for each figure. They should be numbered in order of appearance with Arabic numerals (e.g. Fig. 1, Fig. 2). Author(s) must pay printing costs for color photographs. Electron micrographs should contain a scale. Individual figures may not exceed the size of a Journal page. Graphs or drawings containing typewritten characters are unacceptable. Numbers, letters and symbols must be large enough to be legible after reduction. In principle, figures should be suitable for publication, and jpg digital files preferred. Each figure must have an accompanying legend, which should be understandable without reference to the text. All figure legends are to be double spaced, and should be collected together as text page(s), rather than being attached to their respective figures.

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