Instructions for Authors Submitting English Manuscripts to Spinal Surgery

Spinal Surgery is the Official Journal of Japanese Society of Spinal Surgery and welcomes original articles in English from any country in the world.

Manuscript Submission

Each submission packet should include the followings:

1) One original and three copies of the manuscript, four sets of the tables and illustrations.

2) Affidavit affirming authors' responsibilities and manuscript originality which should be signed by all authors. Communicating form for the manuscript submitted to Spinal Surgery.

3) A 3.5 inch diskette (MO, 2HD, 2DD) of the submitted manuscript is Macintosh format. Text file is preferred for saving the file in the diskette. Please be sure that the stored file matches the printed copy.

If other types of personal computers (IBM, IBM compatible or PC98) are used, the manuscript should be stored in a 2DD diskette (720K) or a 2HD diskette (1.44MB). The file in a diskette will be processed directly to the printing of Spinal Surgery in order to save time for publication.

Please label the outside of the diskette with the name of personal computer, operating system (and version), software name and version number, diskette type (MO, 2HD, 2DD), and the file name of the manuscript. Please indicate each file name when the text and reference are stored in different files. Version number of the used software is important and should be indicated.

Examples for labeling:

Computer: Power Macintosh G4
OS: Mac OS 8.5
Diskette type: 2HD
Software: Microsoft Word for Macintosh version 6.0
File name: OPLL surgery

Address for Submission

Editorial Office of Spinal Surgery
Editor-in-Chief: Hiroshi Nakagawa, M.D.
3-5-20-1103, Takanawa, Minato-ku, Tokyo, 108-0074, Japan
Phone: +81-3-5475-1361
Fax: +81-3-5475-1362
e-mail: jsss-head@umin.ac.jp

Manuscript Preparation

1) The manuscript should be typed in double spaced with 12-point typeface and consecutively numbered pages in white A4 size papers.

2) Categories of papers are Original Articles and Case Reports, although Review Articles, Technical Notes or other special topics are also acceptable. Total number of tables and illustrations in an Original Article should be six or fewer, and total number of tables and illustrations in a Case Report should be four or fewer.

3) Structure of original articles

The following items should appear in order in each copy:
1. Title page

Title page should include manuscript title, all authors' full names, degrees, affiliations, corresponding author name, full address, phone number, fax number, key words or phrases (maximum 5).

2. Abstract

Abstract should consist of no more than 300 words and be typed, double-spaced on a separate page.

3. Text (Introduction, Materials and Methods, Results, Discussion)

4. References

Contributors are responsible for the accuracy and completeness of the references. References should be identified in the text by Arabic numerals in parentheses. They should be typed, double-spaced on separate pages, and are numbered in alphabetical order.

References from journals should include all authors, the full title of the article, the name of the journal abbreviated according to Index Medicus, volume number, page numbers, and year of publication.


References from books should include all authors, complete title of the article or chapter, all editors, complete title of the book, edition or volume number, place of publication, publisher, year of publication, and page numbers.


5. Figure legends

Figure legends should be typed, double-spaced in separate pages.

6. Tables

Tables should be cited in numerical order in the text. Four sets of tables should be submitted. Original submitted tables will be used for publication. Note the quality of all tables.

7. Figures or Illustrations

All figures or illustrations should be cited in numerical order in the text and numbered (Fig.1,2,3,...). Four sets of high-quality figures or illustrations should be submitted. They are mounted and indicated with direction of top. If arrows or markings are needed in the figure, they should be written by pencil on the tracing paper covering the figure.
4) Where figures include recognizable individuals or patients, great care must be taken to ensure that consent for publication has been given.

5) Type of stain and the original magnification must be given for light photomicrographs. Electron microphotographs must contain scale bars.

6) Axial images of neuroimaging such as CT-scan or MRI should be viewed from feet. Accordingly, the right side of the patient appears at the left side of the printed figure. In coronal images, the right side of the patient is in the left side of the printed figure.

7) Authors are responsible for the cost of color figures.

8) Written permissions must be obtained from the authors and original publisher (copyright holder) for the use of the previously published materials. The written permissions must be submitted to the Editor with manuscript.

9) Please make tables, figures or illustrations according to the following format of the pages in publication.

Page Format

Fig.1: Page format
Display area in one page is 169 mm x 233 mm (two columns, each 80 mm width).

Fig.2: Examples
(1) Two figures (A, B) side by side in one column
(2) Two figures (A, B) vertically in one column
(3) Three figures (A, B, C) horizontally in two columns
(4) One figure (A) in two columns

10) Abbreviations:

Except for units of measurement and "standard abbreviations", abbreviations are discouraged. The first time an abbreviation appears, it should be preceded by the words for which it stands.

11) Measurement:

All measurements should be given in C.G.S. units: m, cm, mm, cm², l, dl, kg, g, mg, ng, hr, min, sec, msec. Use /mm² for cell counts of the cerebrospinal fluid.

12) Copyright:

The copyright of the article including figures and tables must be transferred from authors to the Japanese Society of Spinal Surgery if and when the article is accepted for publication in Spinal Surgery.

13) Galley Proofs:

Proofs will be sent to the corresponding author for checking.

14) Offprints:

Thirty free offprints are supplied to the corresponding author. Authors may purchase additional offprints in the order of fifty if required.

15) Review of the Manuscript:

The submitted manuscripts are reviewed by the reviewers who are selected by the Editorial Board. Final decision on publication is made by the Editorial Board. Authors may be asked to revise the manuscript. For resubmitting the revised manuscript, one original, three copies, and a 3.5 inch diskette of the revised manuscript will be required.