

General Medicine

Instruction for Authors (Revised in December 2014)

General Medicine is the official peer-reviewed scientific journal of the JAPAN PRIMARY CARE ASSOCIATION. The editors of General Medicine will welcome original articles relevant to general internal medicine, primary care, family practice, clinical epidemiology, health service research, decision analysis, behavioral science, clinical ethics, psychosocial issues, and medical education among others.

Categories of Articles

General Medicine publishes original articles, editorials, special articles, review articles, preliminary reports, case reports, images in clinical medicine, and letters. Original articles are scientific reports of the results of original studies with well-conducted analyses and well-funded interpretation. Editorials and special articles are always solicited by the editors. Review articles are usually solicited by the editors, but we will consider unsolicited review. We encourage authors to write systematic and narrative review article. Preliminary reports usually describe limited results of original research. Case reports describe one patient or a series of patients, which has important clinical or educational implication enough to warrant publication. Images in clinical medicine describe one to two clinically and educationally important images of single patient. Letters comment about articles recently published in the Journal, or describe short clinical observations or opinions. Word limit for each category is : (1) original articles, 3500 words, (2) editorials, 1200 words, (3) review articles, 4000 words, (4) preliminary reports, 1000 words, (5) case reports, 1000 words, (6) images in clinical medicine, 500 words, (7) letters, 500 words. There is no limitation of words for special articles. Limitations on tables or figures are 5 for original articles, special articles, and review articles, 2 for preliminary reports and case reports, and 1 for editorials and letters. Bibliographic reference should be limited to 40 for original articles, 10 for preliminary reports and case

reports, and 5 for images in clinical medicine and letters. There is no limitation on reference for special articles and review articles if necessary.

Copyright

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Authorship Criteria

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article. Authorship credit should be based only on (1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; and (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met.

Conflict of Interest

A conflict of interest may exist when an author, author's institution, or employer has financial or personal relationships or affiliations that could influence the author's decisions, work, or manuscript. All authors are required to disclose all potential conflicts of interest, including specific financial interests and relationships and affiliations, other than listed in the title page, relevant to the subject of their manuscript. This information is disclosed when the paper is submitted, and will generally be communicated in the form of an acknowledgement at the end of the text.

Institutional review board approval and informed consent

For all manuscripts reporting data from studies involving human participants or animals, formal review by an appropriate institutional review board or ethics committee is required and should be described in the Methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed. For investigations of humans, the author or authors should state the manner in which informed consent was obtained from the study participants in the Methods section.

Manuscript submission

All manuscripts should be sent to Yasuharu Tokuda, Editor-in-chief, General Medicine, Kai-Shorin, 4-26-6, Honkomagome, Bunkyo-city, Tokyo 113-0021, Japan, e-mail: generalist@kai-shorin.co.jp. If the manuscript is written with Microsoft Word, and all figures or tables are mounted on the Word file or prepared separately in the form of Excel or Powerpoint, we encourage authors to submit it by e-mail.

Manuscripts are considered only when they have not been published previously in print, and are not under consideration for publication elsewhere. This restriction does not apply to abstracts or press reports published in connection with scientific meetings. Copies of other related manuscripts must be submitted along with the manuscript, and the Journal discourages the submission of multiple manuscripts dealing with related aspects of the same study. Manuscripts submitted to the Journal will not be returned.

All manuscripts should be proof-read by native speakers before sending to the editorial office (Kai-Shorin).

The authors are required to follow the guidelines of each study design and type.

Randomized Controlled Clinical trial

In the case that authors are preparing a manuscript of a randomized clinical trial, follow the appropriate CONSORT guidelines. The CONSORT statement is

being repeatedly updated; therefore, check if it is the latest version. Following the International Committee of Medical Journal Editors (ICMJE) recommendations, the registration of clinical trial in a public trials registry, i.e., UMIN-CTR <http://www.umin.ac.jp/ctr/index-j.htm> is required.

Other types of study

- i. Observational study, i.e., cohort study, case-control study
Follow the STROBE guidelines.
 - ii. Study on diagnostic accuracy, i.e., validity and/or reliability
Follow the STARD guidelines.
 - iii. Systematic review or meta-analysis of RCT and evaluation of interventions
Follow the PRISMA guidelines.
- etc.

Manuscript Preparation

Style of writing

The style of writing should conform to acceptable English usage and syntax. Slang, medical jargon, and obscure abbreviations should be avoided. The Journal can not provide editing services to correct papers to conform to such usage. Accordingly, authors for whom English is not the first language are strongly advised to obtain English-language editing services before submitting papers to the Journal.

Prepare manuscripts in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals,” published by the International Committee of Medical Journal Editors (<http://www.icmje.org>). All copies including references, legends, and tables must be typewritten and double-spaced on one side of standard A4 paper (210 mm × 297 mm) with ample margins.

Titles

Titles should be short, specific, and clear; not exceeding 15 words. The title page should include the full names, advanced degrees, and academic affiliations of all authors, the address for reprint requests including the author’s fax number, telephone number and e-mail address. If the manuscript was pre-

sented at a meeting, the name of the organization, place, and date on which it was read should be recorded.

Abstract

Abstracts for original articles are limited to 250 words, those for special articles and review articles to 150 words, and those for preliminary reports and case reports to 100 words. The “structured abstract” (Background, Methods, Results, Conclusions) for original article is encouraged. Variation from these formats will be accepted in cases where the author or authors determine that this structure impedes clear portrayal of the project or study and its investigatory processes. Abstracts are not required for editorials, images in clinical medicine, and letters. Up to six key words should be listed at the bottom of the abstract page.

References

These should be placed at the end of each article (not as footnotes on each page). List references in consecutive numerical order (not alphabetically). Unpublished data and personal communications should not be listed as references. References to journal articles should include (1) author (s) (list all authors and/or editors up to 6; if more than 6, list first 3 and “et al”), (2) title, (3) journal name [as abbreviated in PubMed (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>)], (4) year, (5) volume number, and (6) inclusive page numbers, in that order. References to books should include (1) author (s) (list all authors and/or editors up to 6; if more than 6, list first 3 and “et al”), (2) chapter title (if any), (3) editor (if any), (4) title of book, (5) city of publication, (6) publisher, and (7) year. Volume and edition numbers, specific pages, and name of translator should be included when appropriate. The authors are responsible for the accuracy and completeness of their references and for correct text citation.

Examples:

Articles:

Braddock CH, Fihn SD, Levinson W, et al: How doctors and patients discuss routine clinical decisions -

informed decision making in the outpatient setting. *J Gen Intern Med.* 1997;12:339–345.

Books:

Fleiss JL: *Statistical methods for rates and proportions.* New York: JohnWiley and Sons, 1981, 165–168.

Websites:

Health Care Financing Administration. 1996 statistics at a glance. Available at: <http://www.hcfa.gov/stats/stathili.com>. Accessed December 2, 1996.

Metrication

Use Système International (SI) measurements throughout the manuscript and add milligrams per deciliter in parentheses if necessary.

Illustrations

Use only those illustrations that clarify and augment the text. Submit 3 copies, unmounted and untrimmed. Do not send original artwork. Send high-contrast glossy prints (not photocopies). Figure number, name of first author, and arrow indicating “top” should be typed on a gummed label and affixed to the back of each illustration. All lettering must be legible after reduction to column size. When pertinent, provide magnification and stain. Illustrations should preferably be in a proportion of 9 × 12 cm. Illustrations in full color are not accepted.

Legends

Begin legends on a separate sheet, double-spaced, and limit to 40 words.

Photographic consents

A letter of consent must accompany all photographs of patients in which a possibility of identification exists. It is not sufficient to cover the eyes to mask identity.

Tables

Each table should be typewritten and double-spaced, including all headings, on a separate sheet of A4 paper. If a table must be continued, use a second sheet and repeat all heads and stubs. Each table must have a title.

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2. Specify what software was used, including which release.
3. Specify what computer and system used (either Windows (2000/XP/Vista) or Apple).
4. Mount all figures or tables on the text file, if available, or prepare separately.
5. Keep a back-up data for reference and safety.

Review and production process

Manuscripts are examined by the Editors and by at least two reviewers. Decision of the Editor-in-Chief is final. All material accepted for publication is subject to copy-editing. An edited typescript is sent for author's approval. The author is responsible for all statements in the work, including the copyeditor's changes.