

## Information for Authors

The *Journal of Toxicologic Pathology* (JTP) is an official periodical journal of the Japanese Society of Toxicologic Pathology (JSTP), published 1 volume each year being composed of 4 numbers. This is an international journal published in English and welcoming papers from all over the world. JTP is a globally open-access journal, and all papers on the journal are capable of free downloading by the aids of the J-STAGE <<https://www.jstage.jst.go.jp/browse/tox/>> and the PubMed Central <<http://www.ncbi.nlm.nih.gov/pmc/journals/1592/>> from volumes 1 (year 1988) and 22 (year 2009), respectively, to present.

JTP has been selected for coverage in Thomson Reuters products and services, being indexed and abstracted in Science Citation Index Expanded (also known as SciSearch®), Journal Citation Reports/Science Edition, Biological Abstracts and BIOSIS Previews, beginning with volume 21, number 1 (year 2008). Papers on JTP are capable of being referred by a variety of international search engines including PubMed (volume 22, year 2009 or later; by the aid of PubMed Central), Google, Scopus, ChemPort, CrossRef, NDL-OPAC (National Diet Library of Japan) and SwetWise Online Contents, as well as Medical Online and EBSCO (commercial services with charge).

### Scope of Article

JTP is a scientific journal that publishes original studies in the field of toxicological pathology and in a wide variety of other related fields. The main scope of the journal is listed below.

- Administrative Opinions of Policymakers and Regulatory Agencies
- Adverse Events
- Carcinogenesis
- Chemoprevention
- Data of a Predominantly Negative Nature
- Drug-Induced Hematologic Toxicity
- Embryological Pathology
- High Throughput Pathology
- Historical Data of Experimental Animals
- Immunohistochemical Analysis
- Molecular Pathology
- Nomenclature of Lesions
- Non-mammal Toxicity Study
- Result or Lesion Induced by Chemicals of Which Names Hidden on Account of the Authors
- Technology and Methodology Related to Toxicological Pathology
- Tumor Pathology; Neoplasia and Hyperplasia
- Ultrastructural Analysis
- Use of Animal Models

Submitted papers will be considered for publication on the condition that they are contributed solely to JTP, have not been already published or are not under consideration for publication elsewhere.

All articles published in JTP represent the opinion of the authors and should not be construed to reflect the opinion of the society.

### Types of Article

*Types of article:* JTP publishes original articles, case reports, short communications, technical reports and review articles.

1. Original articles: An article that contains new findings obtained from innovative research.
2. Case reports: An article that contains new histopathological findings of spontaneous and chemical-induced lesions in experimental animals.
3. Short communications: An article that contains preliminary or limited research results supported by less data than the original article.
4. Technical reports: An article that contains data concerning technology or methodology related to the toxicological pathology. The journal will also publish historical data concerning histopathology of experimental animals as a valuable reference for pathological evaluation for toxicity assessment. Reports of a predominantly negative nature are also suitable for publication as a technical report.
5. Review articles: Principally published upon invitation, but the society and the editors do not hesitate to accept non-invited review articles, if they deserve.

In addition, Editor-in-Chief will set additional types of articles including Letter, Forum and Report at the time of the publication of the journal when necessary.

*Manuscript length:* The standard length of article in printed pages is prescribed to every type of the article. The standard length is 8 printed pages for the original article and the technical report, 4 printed pages for the case report and the short communication, and 10 printed pages for the non-invited review article. There is no restriction for the number of pages in the case of the invited review article. Authors can write their articles with the lengths beyond these standards with extra expense (see *Page charges*).

## General information

**Authorship:** When manuscripts are prepared, necessary considerations should be made to achieve the appropriateness in the authorship and the contributorship. It is recommended to refer the statement made by the International Committee of Medical Journal Editors (ICMJE) entitled “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship” in 2009 at the URL of <[http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)>.

For manuscripts to be submitted to JTP, the following 2 special categories of authors should be set.

1. The submitting author is an author who submits a manuscript from his/her account in the online submission system. The submitting author is the person to be contacted about the manuscript throughout the review/editorial process from the receipt of the manuscript to its final publication or rejection.
2. The corresponding author is an author who is responsible for the content and all related issues of the manuscript. If necessary, plural but no more than 2 corresponding authors can be set.

**Nomenclature and unit:** Every chemical used should be identified by a generic name, and at its first appearance the name and place (city and country, including Japan) of its manufacturer should be presented. Abbreviations should be defined within parentheses when first used in the text. Units are in general accordance with the International System of Units (SI units).

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## Preparation of Manuscript

**Format:** Manuscripts should be prepared in English. Recommended digital formats of documents, tables and illustrations for final publication-ready materials requested to submit after the acceptance are described later in the Editorial Process section. Those who cannot produce files of such formats are suggested to contact with the Editorial Office by e-mail before preparing manuscripts. With the exceptions of tables and illustrations, authors should comply with the following general format.

1. Page setting as conventional A4 (approximately 21 × 30 cm) or US letter (8.5 × 11 inches) with ample margins.
2. Double-spacing.
3. Popular serif or sans-serif fonts such as Times and Arial and, for Greek characters, Symbol fonts with 10 points.
4. Setting the title page as page 1 and paging in the lower right-hand corner ending at the end of the figure legends pages.
5. Arranging the order as follows.
  - a. Title page(s).
  - b. Abstract and then key words page(s) (after page-breaking).
  - c. Text, acknowledgment and disclosure of potential conflicts of interest pages (after page-breaking).
  - d. References pages (after page-breaking).
  - e. Figure legends page (s) (after page-breaking).
  - f. Tables.
  - g. Illustrations.

Authors are strongly recommended to refer papers already published in JTP to understand formatting rules including those not specified above or below.

Those who are not native English users should have appropriate language editing of the manuscripts by native English speakers prior to the submission.

**Title page:** The title page should contain (1) a concise title; (2) full names of all authors with the official names and full addresses, including zip codes and countries, of their institutions; (3) a short running head (60 characters or less, including spaces); and (4) name(s), address(es), phone and facsimile numbers and e-mail address(es) of the corresponding author(s).

**Abstract:** An abstract should be prepared to state the study's purpose, procedures, main findings, and conclusion. Abbreviations should be avoided. Abstracts should be as concise as possible and not exceed 250 words for all types of articles. Abstracts of case reports and short communications, however, can be shorter, such as within 150 words.

**Key words:** A maximum of 6 key words should be provided for the subject indexing (following Medical Subject Headings of Index Medicus).

**Text:** In original articles, a text usually contains Introduction, Materials and Methods, Results and Discussion sections as this order. Subheadings can be used in the Materials and Methods, and Results sections. Case reports, short communications and technical reports should not adopt such sectioning. The text format of review articles can be flexible to depend upon the nature of the article.

**Acknowledgment:** Personal acknowledgments should precede those for financial supports. All sources of grants and other funding should be acknowledged in a concrete manner (including numbers, if applicable).

**Disclosure of potential conflicts of interest:** A declaration should also be made for any financial support or relationships that may pose conflict of interest.

**References:** References should be numbered in the order of citation in the text using superscripts. The style to list references is exemplified as follows.

[Journal]

Mahler JF, Davis BJ, Morham SG, and Langerbach R. Spontaneous lesions in aging FVB/N mice. *Toxicol Pathol.* **24:** 717–719. 1996.

[Book]

Bannasch P, and Gosner W. *Pathology of Neoplasia and Preneoplasia in Rodents. EULEP Color Atlas.* Shattauer, New York. 1994.

[Part of book]

Williams WJ. Secondary thrombocytosis. In: Williams Hematology, 5th ed. E Beutler, MA Lichtman, BB Coller, and TJ Kippa (eds). McGraw Hill, New York. 1361–1363. 1995.

[Periodical]

IARC. Post-menopausal Oestrogen Therapy. IARC Monographs on the Evaluation of Carcinogenic Risks to Humans, Vol. 72. Lyon. 399–530. 1995.

[Electronic documents on government, university program or department website <Transient documents, such as those on newspaper websites, and documents with low reliability, such as those on Wikipedia, should be avoided.>]

Chou L, McClintoch R, and Moretti F. Technology and education: New wine in bottles: Choosing pasts and imagining educational futures. 2000, from Columbia University, Institute for Learning Technologies website: <http://www.ilt.columbia.edu/publications/papers/newwine.html>

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**Tables:** Tables should be prepared preferably each on separate page, with table numbers in Arabic numerals (such as Table 1) and brief titles. The title and footnotes should contain all information necessary to understand and interpret the table without reference to the text. It should be avoided that similar data is presented both in figures and tables in order to strengthen such data.

**Illustrations:** JTP is a full-color journal, and authors are thus recommended to prepare color illustrations, especially photo(micro)graphs indicating pathological findings. Illustrations (drawings, photo[micro]graphs, electron micrographs and *etc*) should be of high quality and preferably prepared each on a separate page. The sizes to be printed out as hardcopies should be estimated between 8.5 (single column) and 17.5 cm (double column) in the horizontal width. Computer-generated images with high quality and sufficient contrast are acceptable.

## Submission of Manuscript

**Online Submission:** All manuscripts should be submitted online at the URL of <<http://mc.manuscriptcentral.com/jstp>>. Upon submission, authors are requested to obey the step-by-step instructions described at the site. If authors encounter difficulties that cannot be figured out during the submission, please feel free to contact with the Editorial Office by e-mail.

**Submitting manuscript files:** Document files are preferred saved as a Microsoft Word format. Tables are recommended saved as a Microsoft Word or Microsoft Excel format. Digital files for images should be saved as an EPS, JPEG or TIFF format with the minimal image size of 300 dpi in a grayscale or full color RGB mode (more than 8 bits). Files saved as a Microsoft PowerPoint format may be acceptable, but each slide should be labeled, and the “comments” cannot be included. If authors cannot save their materials as these formats, please contact with the Editorial Office by e-mail.

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## Miscellaneous

Material archive policy: Authors who wish to return any submitted materials (either hardcopies or digital files) regarding their accepted manuscript should contact with the Editorial Office by e-mail within 1 month of the acceptance. Otherwise, the society or the editors will dispose such materials.

Correspondence: All correspondences should be addressed to  
the Editorial Office of the Journal of Toxicologic Pathology, c/o Publication Center,  
IPEC, Inc., e-mail <jtp@ipec-pub.co.jp>.

This revision is valid from November 1, 2017.

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