Information for Authors

Requirements for Contributions. (1) Member of the Kitasato Igakukai, (2) Persons who have received an invitation to contribute an article to the journal from the editing committee, or (3) Persons who have received both the approval of teachers of the Kitasato University School of Medicine and the editing committee. The manuscript is not under consideration by another publication, and its essential substance, tables, and figures have not been previously published.

Submission. Hard copy submissions with disk should be mailed to the editorial office. E-mail submissions may only be sent with prior approval by the Editors.

Ethics of publication. Human and nonhuman experimentation. Authors must follow the ethical standards for human experimentation, which were established by the Declaration of Helsinki (World Medical Association Declaration of Helsinki: recommendations guiding physicians in biomedical research involving human subjects. JAMA 1997; 277: 925-6). It is assumed by the editors that a manuscript emanating from a particular institution is submitted with the approval of the requisite authority. Human experimentation that requires the authors’ institutional approval must have this approval before the experiment is started. Institutional approval must be indicated in the Materials and Methods section of the submitted manuscript.

Reports of experiments on animals or other species must state in the Materials and Methods section of the manuscript that the guidelines for the care and use of the animals approved by the authors’ institution were followed. The type of animals or other species used in an investigation must be named in the Title, Abstract, Key words, and Materials and Methods sections of the manuscript.

Privacy and Informed Consent. Authors must omit from their manuscripts any identifying details regarding patients and study participants, including patients’ names, initials, social security numbers, or hospital numbers. Patient details may be included only if reporting the details is essential for scientific purposes and authors obtain written informed consent for publication from the patient or parent or guardian. Authors should indicate in their manuscripts that they have obtained informed consent.

Estimating length of manuscripts. The length of text material (Introduction through the Discussion section) in manuscripts accepted for publication can be up to 4,000 words. A text of more than 5,000 words can seldom be accepted, especially if tables and figures are included. The average manuscript of 2,000 words of text with Abstract, Tables, Figures, and References makes an approximately 6-page article in the journal. An average 2,000-word text makes approximately 8 pages of manuscript with the required 2-cm (1-inch) margins (approximately 250 words per page). A table or figure that occupies both columns of half a page is equivalent to approximately 500 words in the manuscript. Thus, if a greater number of illustrations and tables are used, the length of the text should be adjusted accordingly.

Authorship. There may only be one lead author (i.e., first author) for each manuscript. Each author must qualify by having participated actively and sufficiently in the study that is being performed and reported. The inclusion of each author in the authorship list of a report is based only (1) on substantial contributions to (a) concept and design, or analysis and interpretation of data and (b) drafting the manuscript or revising it critically for important intellectual content, and (2) on final approval by each author of the version of the manuscript. Conditions 1 (a and b) and 2 must both be met. Others contributing to the work (including participants in collaborative trials) should be recognized separately in the Acknowledgment. In the cover letter that accompanies the submitted manuscript, it must be confirmed that all authors fulfilled both conditions. The usual number of authors permitted on regular articles is 8. On Brief Communications 5 authors are permitted, on Case Reports 5, and on Letters to the Editors 3.
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Native check. Each manuscript must be checked by a native English speaker before submitting it to the editorial office to expedite the review process.

Checklist. The checklist that appears with the copyright statement must be fully completed by the author(s) and sent with each submitted manuscript. A more complete description of each item that must be checked is provided under the following appropriate heading. The checklist must be completed in full for the submission to be considered.

Reviewers. Manuscripts will be reviewed by at least 2 reviewers for editorial consideration. These reviewers will be determined by the editor(s).

Reprints. The corresponding author will receive from the publisher a price schedule and order form at the time of publication.

Requirements for the preparation of manuscripts. The requirements for manuscripts submitted to the Journal generally conform to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," established by the International Committee of Medical Journal Editors (http://www.icmje.org/). Manuscripts must be submitted in English, with a font size of 11 or larger, with 2-cm (1-inch) margins at the top, bottom, and sides. Number pages consecutively at the bottom center in the following order: title page, abstract, text, references, figure legends, figures, and tables. The author(s) accepts responsibility that the electronic file is correct, upon submission, revision, and acceptance. Handwritten page numbers are acceptable on figures and tables.

Title page. The title page (page 1) should contain in sequence the title (concise and suitable for indexing purposes); author line with first and last name of each author; city, state or prefecture, and country if other than Japan; division, or department, and institution; presented line, if applicable; disclaimers, if any; name, address, business and home telephone numbers, fax number, and e-mail address of author to whom requests for reprints should be addressed (if reprints will not be available, it should be so stated); and the same information of the author responsible for correspondence concerning the manuscript if different from the author to whom reprint requests are addressed. A running title of not more than 45 characters with spaces should also be provided. List sources of financial support, e.g., Grant-in-Aid and commercial grants.
Abstract page, including key words/phrases. On the manuscript (page 2), type the abstract, double spaced, with the required margins and headed by the title of the article and name(s) of author(s). Below the abstract list 3 to 5 key words or short phrases for indexing purposes. A structured abstract, limited to 200 words, is required for original papers and should contain the following major headings.

Objective(s). Reflects the purpose of the study, that is, the hypothesis that is being tested.

Methods. Include the setting for the study, the subjects (number and type), and the methods.

Results. Include the outcome of the study and statistical significance, if appropriate.

Conclusion(s). States the significance of the results.

Abbreviations. Only standard abbreviations are acceptable. Consult the Scientific Style and Format by the Council of Biology Editors (http://www.cbe.org/) or the AMA’s Manual of Style. Abbreviations in the title are not acceptable and they should be avoided, if possible, in the abstract. In the text they should be kept to a practical minimum. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Text. Do not hesitate to write your manuscript in the first person and active voice if they are more appropriate to the information you wish to convey. The passive voice is generally more effective for describing techniques or observations, since the emphasis is on the "action" rather than on the person performing the action.

Although not appropriate for some types of articles, regular articles are customarily organized into sections and identified with the following headings.

Introduction. State concisely the purpose and rationale for the study and cite only the most pertinent references as background.

Materials and Methods. Briefly describe (but in sufficient detail to permit others to repeat the study), the plan, the patients, experimental animals or other species, materials, and controls, the methods and procedures utilized, and the statistical method(s) employed. The generic, chemical or proprietary names of drugs may be used. If the generic or chemical name is used, authors may, if they desire, insert the proprietary name in parentheses after the first mention in the text, with the name of the manufacturer, city, prefecture, and country if other than Japan. In describing the statistical analyses, authors must clearly state which tests were used to evaluate a specific data set. When data are presented in tabular form, the statistical test used to evaluate the data should be indicated with a footnote for each test use.

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Discussion. State the importance and significance of your findings, but do not repeat the details given in the Results section. Limit your opinions to those strictly indicated by the facts in your report. Compare your finding(s) with those of others. No new data are to be presented in this section.

Acknowledgment(s): Acknowledge only persons who have made substantive contributions, and declare any financial support.
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References: Number references consecutively in the order in which they are mentioned in the text. Please use a reference manager whenever possible. Use the form of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Available at: http://www.icmje.org/. Accessed June 7, 2006. Journal titles should conform to the abbreviations used in Cumulated Index Medicus.

Examples (If 3 or fewer authors, list all 3; if more than 3 authors, list 3 followed by et al.)

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Personal communications and unpublished data if essential, may be used but not as a numbered reference. If used, they are to be referred to, within parentheses, at the appropriate location in the text. The author(s) must obtain written and signed permission for its use from the individual being quoted, and it must accompany the manuscript upon submission.

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Tables. Tables should be typed on separate sheets of paper, one table to a page, and included at the end of the text. They should be numbered in Arabic numerals, e.g., Table 1. Do not include vertical lines. Each column must have a heading. Each table must be cited in sequence at an appropriate point in the text. Titles should be brief yet indicate clearly the purpose or content of each table, and each column should be precisely defined by headings. Abbreviations and special designations should be explained in a footnote to the table. If a table or any part thereof has been taken from copyrighted material, a footnote to the table must give full credit of the original source. Arrangements must be made with the Editor for elaborate tables because of space limitations.
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Hard copy figure/illustration submission. On the back of each figure clearly identify the top, first author, manuscript title, and figure number. Do not use paper clips. All original or hard copy illustrations must be submitted on glossy or photographic printer paper. Any patterns or shadings must be dark enough for reproduction and distinguishable from each other. Lines, symbols, and letters should be smooth and complete.

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**Regular research articles.** Limit of 8 authors (unlimited in the case of a thesis) (multi-center studies limited to 12), maximum of 5,000 words, and 50 references. Include structured abstract, of 200 words maximum and 3 to 5 key words/phrases for indexing purposes. If tables and/or figures are used, an equivalent number of words must be deducted from the total (see "Estimating Length of Manuscript").

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The Kitasato Medical Journal

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Type of Manuscript (circle one): original article, review article, investigation report, case report, or other

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<td>Stock and/or equity ownership</td>
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<td>Endowed Chair/Research Department</td>
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Check the proper box □

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