

International Medical Journal

Information for Authors

GENERAL

1. **Title** should be concise (no more than 20 words) and spelled with **initial capital letter** instead of all capital letters at the first page of manuscript.
2. All submissions should be accompanied by the first page of manuscript listing (1) **full first names** and (2) **surnames** (this must be typed in bold script to indicate that this is surnames), affiliations and addresses of the **authors**
3. A corresponding author's name, and **e-mail address** must be specified separately from the author's names at the first page of manuscript.
4. A **structured abstract** of no more than 200 words must be provided at the 2nd page of manuscript and contain the following (one example):
 - 1) **Objective:** An introductory sentence indicating the objective and purpose of the study.
 - 2) **Design:** A briefly worded description of the study design.
 - 3) **Materials and Methods:** Quantity and quality of Materials and a description of experimental procedures including applicable statistical evaluation.
 - 4) **Results:** A summary of the new, previously unpublished data and results.
 - 5) **Discussions**
 - 6) **Conclusions:** Statement of the study's conclusion.
5. 3-5 **key words** which must be with small letter unless special necessity as well as a **short title** not exceeding 50 letters must be provided. These will be printed after abstract.
6. **Headline:**
 - 1) Big headline should be written in all capital letters.
 - 2) Crosshead, if any, should be spelled with a capital initial.
 - 3) Subhead, if any, should be spelled with a capital initial and italicized.
7. **Paragraph:** At the beginning of the first sentence, several letters of blank space should be made.
8. Manuscripts should be double spaced, on A4 paper. These should be numbered sequentially in the lower middle place.
9. **Original articles** are usually up to 3,000 words and 30 references with a maximum of 4 tables and figures (total). **Review articles** 3,000 words long, with a maximum of 4 tables and figures (total) and no more than 60 references. Excellent review articles are especially welcome. **Short communications** 1,200 words long, with a maximum of 2 tables and figures (total) and no more than 15 references. **Case reports** describe, in 750 words, an interesting case or cases that a general physician might encounter, in which there was

some difficulty in reaching a diagnosis, and that provides a teaching point. Preferably the case should have a good illustration, 2 figures and 10 references.

Letters to the editor intended for publication should be a maximum of 500 words, 10 references, one table or figure, and should be sent to the editor at the address given.

10. After a final edited version of a paper has been approved by the editor, **further changes should be limited to computer's errors, such as illegible letters**, otherwise it may be necessary to make a charge. During proofreading by author, it is prohibited to revise and polish up text because author must submit the final and perfect text to the publisher from the beginning. That is proofreading is only to check up if original text is properly laid out or not.
11. Submission of a paper to the Journal will be held to imply that it represents an **original contribution** not previously published (except in the form of an abstract or preliminary report); that is not being considered for publication elsewhere; and that if accepted by the Journal it will not be published elsewhere in the same form without the consent of the Editors.
12. PDF file will be supplied to corresponding author instead of reprints. If reprints should be necessary, it can be obtained at a reasonable cost for a minimum of 50, with an increment of a multiple of 50 if ordered at the time of submission.
13. **Colour photograph charges.** There is a 80,000 yen charge to authors for printing of each page with a colour photograph.
14. Tables and figures must be put after references.

MANUSCRIPT REQUIREMENTS

Papers submitted should be concise and **written in English** in a readily understandable style. If not, the papers may be rejected. We advise the authors to seek help of English speaking people before submission. The **typescript**, where possible, should follow the conventional form, introduction and review of literature, materials and methods, results, discussion and summary. (When describing any drugs used, give generic names, not trade names.)

Acknowledgements should appear at the end of the written section of the paper, before the section on References.

The author must retain a copy of the manuscript for personal use. Please note that the original manuscript and manuscript diagrams will be discarded.

Tables and figures should be so constructed as to be intelligible without reference to the text. The approximate location of figures and tables in the text must be clearly indicated. In the interests of economy and to prevent the introduction of errors, figures will be reproduced by photo-offset means, directly from the authors' original drawings. Every table should be provided with an explanatory caption, and each column should carry an appropriate heading. Every

table must be made in **word** format. Every figure should always be clearly indicated.

Currently, we ask author to make graphs, illustrations and pictures in **black-and-white** and deliver them in electronic form in **JPG** format.

Illustrations should accompany the manuscript on a separate sheet, and legends should include all relevant details. It is not possible to reproduce prints with weak lines or damaged characters. Illustrations for reproduction should normally be about twice the final size required. Half-tones should be included only where they are essential and they should be glossy prints, mounted on separate sheets. All photographs, charts and diagrams should be referred to as "Figures" and numbered consecutively in the order in which they are first referred to in the text.

Nomenclature: owing to the international character of the Journal no rigid rules will be observed. Each paper should be consistent within itself as to nomenclature, symbols and unit.

The initial **refereeing process** seldom requires more than three months. Most manuscripts accepted for publication require some revision, details of which are sent to authors.

All manuscripts will be assessed through the normal refereeing process. The final decision with regard to publication will be made following consultation with our publisher, Japan International Cultural Exchange Foundation.

REFERENCING

References must include latest citations in it.

References should follow either of two methods written below.

- ① References are numbered in the order in which they appear in the text. At the end of the article the full list of references should give the names and initials of authors (describe authors' names up to 5. If there are more than 5, please manifest the first 3, and it must be followed by et al.). The authors' names are followed by the title of the article. The title of the journal must be abbreviated according to the style of Index Medicus (see "List of Journals Indexed," printed yearly in the January issue of Index Medicus); the year of publication; the volume number; and the first and last page numbers. References to books should give the names of any editors, the title of the book, place of publication, publisher and year.

Examples:

- 1) International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *BMJ* 1991; 302: 338-41.
- 2) Haynes RB, Mulrow CD, Huth EJ, Altman DG, Gardner MJ. More informative abstracts revisited. *Ann Intern Med* 1990; 113: 69-76.
- 3) Gardner MJ, Altman DG, eds. *Statistics with confidence*. London: BMJ, 1989.

- ② References are quoted in running text as follows:

Smith, Brown (1980), or (Smith, 1980), or (Smith, 1980, 1981a, 1981b), or (Smith, Brown, 1982), or (Smith, 1982; Brown, Green, 1982).

For three or more authors, all surnames should be cited the first time the reference occurs, e.g. Smith, Brown, Jones (1981) or (Smith, Brown, Jones, 1981). Subsequent citations should use "et al.": e.g. Smith et al.(1981) or (Smith et al.,1981). The author's names are followed by the title of the article. The title of the journal must be abbreviated according to the style of Index Medicus (see "List of Journals Indexed," printed yearly in the January issue of Index Medicus).

Reference lists: full references should be given at the end of the article in alphabetical order, and not in footnotes.

References to books should include the authors' names and initials, the full title of the book, the place of publication, the publisher's name and the year of publication.

References to articles, chapters and symposia contributions should be cited as per the examples below.

Examples:

Jacob G. (1983a). Development of coordination in children. *Dev Stud*, 6, 219-230.

Jacob G. (1983b). Disorders of coordination. *J Clin Stud*, 20, 60-65.

Jones CC, Brown A. (1981). Disorders of perception. In K. Thompson (Ed.), *Problems in early childhood* (pp.23-84). Oxford: Pergamon Press.

PAPER SUBMISSION

Articles for publication, and other communications from authors should be directed to Mr. Uchida, **Manuscript Editing** at the following address:

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