Instructions to Authors

Authors are requested to follow these instructions carefully. Manuscripts not prepared accordingly will not be accepted.

General
1. Journal of Nippon Medical School is the official journal of the Medical Association of Nippon Medical School and aims to introduce achievements in the fields of basic and clinical medicine. Articles contributed are classified into the following categories: originals, reviews, and case reports.
2. Articles must be submitted in English of a standard appropriate to an international academic journal. Those submitted by non-native speakers of English must be accompanied by certification that they have been edited either by a professional English-language editor or by a qualified colleague (a native English speaker with expertise and experience in the editing of scientific papers). Certificates must be submitted in PDF format together with the manuscript.
3. The articles must comply with the following rules concerning the Protection of Personal Information:
   (i) No information that would facilitate the identification of a patient (name, initials, date of hospitalization, etc.) should be included;
   (ii) The general location where a disease broke out may be identified only if it is relevant to the patient's condition;
   (iii) The eyes should be blacked out in facial photographs of patients; if photographs of patients with eye diseases are used, the rest of the face should not be identifiable;
   (iv) Identifying information such as numbers should be removed from images and from biopsy and autopsy data.
4. Studies reported in contributions to the Journal of Nippon Medical School must be based on humane experimental practices and observe the latest versions of The Declaration of Helsinki, Guide for the Care and Use of Laboratory Animals or the established guiding principles and standards in the relevant field of research. Papers that describe studies using human or animal subjects must include an Institutional Review Board approval statement in the Methods section, and documentary evidence of the Institutional Review Board's approval must be submitted together with the article. Informed consent should be obtained from all human subjects, and a statement confirming that consent has been obtained must be included in the Methods section.
5. Journal of Nippon Medical School is designed primarily as a platform for members of the Medical Association of Nippon Medical School to publicize their research. However, articles may be submitted by other researchers in Japan and around the world.
6. Articles submitted to Journal of Nippon Medical School imply that it is the original work of the authors, and is neither published before nor is being considered for publication elsewhere. Effective upon acceptance for publication, copyright of the article is transferred to the Medical Association of Nippon Medical School, although all responsibility for its content rests with the authors. A Copyright Transfer Statement by all of the authors must be sent to the editorial office via ScholarOne Manuscripts.
7. Except in the case of articles requested by the Editorial Committee, publication expenses are borne by the author. Authors will be notified of the exact sum.
8. Authors must disclose via the online submission system any financial support or relationships that could be taken to constitute a conflict of interest with respect to the submitted data (http://www.icmje.org/conflicts-of-interest/). All such disclosures should be made at the end of the text.
9. The editorial board of JNMS reserves the right to edit any articles accepted for publication as it sees fit.
10. Plagiarism is not acceptable in Journal of Nippon Medical School submissions. We use the iThenticate plagiarism detection system (Crossref Similarity Check). All submissions are processed via Crossref Similarity Check before being sent for peer review. We reserve the right to reject papers if plagiarism is found during the course of the peer review process. If plagiarism is found after publication, we will issue a correction or retract the paper. Examples of plagiarism:
   (i) Copying text from other sources without appropriate referencing
   (ii) Paraphrasing a referenced text by using basically the same grammar and structure and changing only a few words, even if citations are provided
11. Any articles found to contain plagiarized material or unauthorized duplication of work by other authors will be retracted. Contributors may be requested, at the Editor-in-Chief’s discretion, to correct other aspects of the article like data or typographical errors. The Editor-in-Chief will also adjudicate authors’ requests for changes to submitted manuscripts, and requests for correction of such minor errors as typographical errors and omissions may not be accepted.
12. Authors should respond to any communications from the Editorial Office within one month of receiving the communication. If the response is delayed, the review process may, at the Editor-in-Chief’s discretion, be terminated and the submission treated as withdrawn.

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Submission of manuscripts
Papers should be submitted online via the Journal of Nippon Medical School’s online submission and peer review page on ScholarOne Manuscripts (http://mc.manuscriptcentral.com/jnms).
Simply log on to ScholarOne Manuscripts and follow the onscreen instructions for all submissions. You will need to register before your first submission to Journal of Nippon Medical School. If you have any technical problems or questions related to the electronic submission process, please contact our Editorial Office:
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**Types of manuscripts**

1. Originals are scientific reports of unpublished clinical or experimental medical research. The maximum length is 8,000 words, including the title page, abstract, references, tables, and figure legends.

2. Reviews consist of a critical assessment of the literature and existing data. The maximum length is 4,000 words, including the title page, abstract, references, tables, and figure legends.

3. Case reports should have a maximum of 3,000 words, including the title page, abstract, references, tables, and figure legends.

**Arrangement of manuscripts**

The entire manuscript, including the whole text, references, legends to figures, tables etc., should be presented as a Microsoft Word file. Manuscripts must be typewritten and double-spaced on paper not exceeding 30 × 21 cm (standard A4 paper is suitable) with a 3-cm margin. Manuscripts should be arranged in the following order:

1. title page, 2. abstract and key words, 3. main text, 4. references, 5. figures and figure legends, 6. tables and footnotes, and 7. any other relevant sections. Each of these items should begin on a separate page.

**1. Title page**

The title page of the manuscript should contain only the following:

a. Title of the paper (no abbreviations should be used in the title)

b. Running title (no more than 40 characters, including spaces)

c. Full names of the authors

d. Affiliations of the authors (if the publication originates from several institutes, the affiliations of all authors should be clearly stated)

e. Correspondence address, including telephone and fax numbers, and e-mail address.

**2. Abstract and key words**

The second page of the manuscript should contain only the abstract (maximum 250 words) and key words. The abstract must be fully comprehensible without reference to the text. For original manuscripts, a structured abstract is required with the following headings: Background, Methods, Results, Conclusions. For other types of manuscript, the abstract should not be structured.

**Key words**

There should be no more than five key words. (Refer to Medical Subject Headings in MeSH).

**3. Main text**

**Section headings**

Manuscripts should be divided into the following sections and presented in this order: Introduction; Materials and Methods; Results; Discussion; References.

**Abbreviations**

Define abbreviations upon first appearance in the text. Abbreviations should not be used unless they appear at least three times in the text. Avoid jargon and nonstandard usage.

**4. References**


**References**

When a reference has 7 or more authors, the first 3 authors must be named, followed by "et al." When a reference has no more than 6 authors, all authors must be named. Authors using EndNote can format references with the output style below.

https://www.nms.ac.jp/sh/jnms/insttoa.html

References, including those given in table and figure legends, should be numbered sequentially in the order they appear in the text and listed in numerical order at the end of the manuscript under the heading "References". In the text, the numbers should be set to the right of the reference in superscript, e.g. Rossi-Fanelli et al.1,2/ Bennett et al.2,3, etc.

Journal titles should be abbreviated as shown in NLM Catalog: Journals referenced in the NCBI Databases.

https://www.ncbi.nlm.nih.gov/nlmcatalog/journals%

Please refer to the following examples.

**Journal Articles:**


**Journal Articles on the Internet:**


**Contributions to Books:**


**Websites:**


**Databases:**


**5. Figures and figure legends**

**Figures**

All illustrations (line drawings and photographs) are classified as figures. Digital photograph files should have a resolution of at least 300 dpi. Figures and photographs should be numbered in order of appearance with Arabic numerals (for instance Fig. 1, Fig. 2/Photo 1, Photo 2). Each figure must have an accompanying legend, which should be understandable without reference to the text. All of these legends should be
collected together on a separate page (typewritten and double-spaced) rather than placed under the figures they refer to. Each figure’s position in the text should be clearly indicated.

**Figure legends**
- Legends for all figures should be listed as part of the text document. Please do not write a legend below each figure.
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6. **Tables**
- Number tables consecutively in accordance with their citation in the text.
- All tabular material (including footnotes) should be double-spaced.
- Tables (with suitable titles and numbered with Arabic numerals) should be placed at the end of the text on separate sheets (one table per page). They should be understandable without reference to the text.
- Column headings should be kept as brief as possible and indicate units.
- Footnotes should be labeled a), b), c), etc. and typed on the same page as the table they refer to.
- Each table’s position in the main text should be clearly marked.
- The same rules governing the use of materials taken from articles of other authors for use in figures apply to materials used in tables also.

**Supplementary Materials**
- Supplementary materials can be published in the online version of the journal (J-STAGE). Submissions should be made via ScholarOne Manuscripts, together with the main manuscript. The title and legends should also be submitted in MS Word format.
- Supplementary materials must be limited to 50 MB per file. One figure/table will count as one file, and the maximum number of figures and tables is as stipulated in our submission regulations. For video and audio files, the extensions should be ones that can be played with Windows Media Player or QuickTime, such as mp4 or wmv.
- In order to maintain a link with the printed version, the location of supplementary materials must be clearly indicated in the main text. The link will be maintained through the paper’s DOI number.
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- The editorial board of JNMS reserves the right to request authors to edit any video/audio files if the content or editing of the material is deemed inappropriate.

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