

Guidelines for authors

I Journal Policy

1. *Fujita Medical Journal* publishes original articles, reviews, short reports, case reports, study protocols, cohort profiles, and letters to the editor in medicine, health science, and related fields.
2. English editing: Before submission, manuscripts should be edited by a competent, native speaker of English. The Editorial Board of *Fujita Medical Journal* may require that authors send their manuscripts to be professionally edited before they can be considered for publication.
3. Role of the Editorial Board: The Editorial Board reserves the right to decide whether a manuscript under consideration should be accepted or rejected for publication. Manuscripts that have been previously published or accepted for publication elsewhere—except as abstracts—will not be considered for publication.
4. Open access: *Fujita Medical Journal* applies the Creative Commons Attribution License to all its published works. Authors retain ownership of the copyright for their article; however, anyone may download, reuse, copy, reprint, distribute, or modify articles published in the journal provided they cite the original authors and source. In such cases, no permission is required from either the authors or publisher.
5. Ethics: Human studies should be conducted in accordance with the recommendations outlined in the Declaration of Helsinki (latest revision). Animal experiments should be performed in accordance with the guidelines for animal experiments established at each institution. All studies should be performed by observing appropriate ethical guidelines. Furthermore, authors must declare any competing interests they may have that could potentially be viewed as influencing their scientific judgment.
6. Publication of patient information: Written informed consent for publication of personal information of an identifiable living patient (e.g., in case reports) must be obtained from the patient, or the parent or guardian when appropriate. If the patient is dead, consent from the family is required. A signed consent form must be stored with the authors in a secure manner. The Editorial Board has the right to request the document whenever necessary, which will be treated confidentially. Nevertheless, the authors are responsible for anonymizing patient details as much as possible. In cases where information is completely anonymized, consent may not be required. However, the final decision on whether consent to publish is required remains with the Editorial Board. Please use the consent form made available on the journal website.

II Submission

Manuscripts should be sent by e-mail or post, or handed in to the Editorial Office.

Editorial Office, *Fujita Medical Journal*
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III Manuscript Preparation

Manuscripts should be prepared in Microsoft Word. The document size should be A4 or similar (e.g., letter) with page margins of no less than 2.5 cm on each side and 3 cm at the top

and bottom. Except for the title page, pages should be numbered at the bottom and serial line numbers should be inserted on the left side of each page. In principle, the following limits apply (excluding title page and references, but including abstract and figure captions): 4,000 words for original articles; 6,000 words for reviews; 2,000 words for short reports; and 3,000 words for case reports. Including figures and tables, the maximum length for one article is 10 printed journal pages. Short reports are articles reporting an original study with limited or preliminary findings. The FMJ will accept submission of original articles or short reports created by adding results to published short reports, provided that they are from the same authors. Manuscripts should be organized in the following order (1–5), with each item beginning on a new page.

- (1) Title page: Provide the title, full names of all authors, their degrees (e.g., MD, PhD) and affiliations, the type of manuscript, a running title (no more than 40 characters including spaces), and the name, address, telephone number, and e-mail address of the corresponding author. Titles should be concise and preferably include terms indexed in literature search databases. Titles should not use abbreviations.
- (2) Abstract and key words: The abstract should be up to 250 words and be followed by up to five key words. Original articles should use a structured abstract; other article types may do so if appropriate. The structured abstract should comprise the following four sections: Objectives, Methods, Results, and Conclusions.
- (3) Main text: The main text of original articles should be divided into the following sections in the indicated order: Introduction, Methods, Results, Discussion, and Acknowledgements. Other article types should also use similar headings. Subsection headings should be in italics. All figures and tables should be cited in numerical order in the main text. Reference citations should be numbered in their order of appearance in the text and styled using superscript numerals. Abbreviations should be defined upon first appearance in both the abstract and main text, and the abbreviation should be used thereafter. The journal uses SI units. If applicable, ethical issues should be addressed in the Methods section, such as an institution's review board (ethics review committee) approval of the study proposal or the manner in which informed consent was obtained from study subjects.
- (4) References: A list of references should appear after the main text. The following reference style should be followed.

(A) Journal article: All author names. Title of article.
Journal name Year; Volume: Pages.

For all authors, provide family names followed by the initials of their given names. Journal names should be abbreviated in accordance with PubMed. The first and final page numbers of an article should be indicated. Insert "(in Japanese)" at the end of the reference entry for Japanese-language articles. Do not abbreviate the names of Japanese journals, but indicate the whole title in Latin characters (*romaji*) or use the journal's English name if it has one.

If an article is cited that has not yet been published, add "(in press)" or "(epub ahead of print)" at the end of the reference entry as appropriate. However, manuscripts still under consideration for publication should not be cited. The following are examples:

- 1) Komoto S, Pongsuwanna Y, Ide T, Wakuda M, Guntapong R, Dennis FE, Haga K, Fujii Y, Katayama K, Taniguchi K. Whole genomic analysis of porcine G10P[5] rotavirus strain P343 provides evidence for bovine-to-porcine interspecies transmission. *Vet Microbiol* 2014;174:577-83.
 - 2) Kitamura A, Kiyama M, Okada T, Maeda K, Ido M, Nakamura M, Shimamoto T, Iida M, Ishikawa Y. Trends in cardiovascular risk factors among urban Japanese male employees from 1977 to 2008. *Sangyo Eiseigaku Zasshi* 2010;52:123-32 (in Japanese).
- (B) Single-author book: Author name. Book title. Place of publication: Publisher; Year: Pages cited.
Hu FB. *Obesity Epidemiology*. New York: Oxford University Press; 2008: 38-52.
- (C) Multiple-author book
Rothman KJ, Greenland S, Lash TL. *Case-control studies*. In: *Modern Epidemiology*. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; 2008: 111-27.
- (D) Online database: Provide a URL of the database and date of access to the database.
Substance Abuse and Mental Health Administration. US Department of Health and Human Services. *Results from the 2007 National Survey on Drug Use and Health: Detailed Tables*. Rockville: Substance Abuse and Mental Health Services Administration; 2008. (<http://www.oas.samhsa.gov/NSDUH/2k7NSDUH/tabs/Sect2peTabs1to42.htm#Tab2.31B>). (Accessed May 11, 2010).

- (5) Tables and figures: After the References section, the following order should apply: figure captions; tables; and figures. Each of these items should appear on a new page.
Captions: Figure captions should appear together on a separate page (or pages in the case of long captions) immediately after the References.

Tables: Each table should be placed on a separate page. Tables should be numbered consecutively using Arabic numerals (Table 1, Table 2, etc.) Within tables, column headings should be brief. The title for a table should contain sufficient information for its content to be understood. Any footnotes should be indicated using superscript letters, e.g., ^a, ^b.

Figures: The number of figures should be kept to a minimum. Figures should be used only to document experimental results or methods that cannot be properly described in the text. Each figure should appear on a separate page. Figures should be numbered consecutively using Arabic numerals (Figure 1, Figure 2, etc.). Figures using color are acceptable. After a manuscript has been accepted for publication, figure files have to be submitted following the requirements indicated below. However, with the initial submission of a paper, figures can either be included within the Word file or submitted as separate files, provided the

editors and reviewers can appropriately evaluate them.

Figure files should be prepared in TIFF format at the desired printed size. Graphs and line figures should be prepared in black and white or RGB mode at a resolution of 900–1,200 dpi. For legibility, font sizes smaller than 8-point should not be used. Color photographs should be prepared in RGB mode at a resolution of 300 dpi or higher. Files containing both photographs and lettering should have a resolution of 500 dpi or higher. Hand-drawn figures are not accepted. The above requirements are intended to guarantee print quality and therefore must be observed. The following guideline may be consulted for reference: <http://www.ncbi.nlm.nih.gov/pmc/pub/filespec-images/>

IV Editorial Policy

When a manuscript is received, it is examined to determine whether its content meets journal requirements. If it does, the manuscript is sent to independent reviewers selected by the Editorial Board. Based on their evaluation, the manuscript is either accepted as submitted, returned for revision, or rejected and returned to the author from the Editorial Office. A manuscript needing revision will be returned to the author with specific suggestions. The authors should respond by indicating the places where revisions have been made in accordance with the suggestions or by stating their reasons for disagreeing with the suggestions.

The Editorial Office will have accepted manuscripts edited for style and English usage at its own expense. However, authors will be requested to respond to the journal-assigned English editor for correction and clarification.

The Authorship Form and Conflict of Interest Declaration Form for all authors must be included with the manuscript upon first submission. Authors will also be asked to submit the Consent to Pay Publication Fee Form to the Editorial Office upon manuscript acceptance.

V Conflict of Interest

Authors must declare any competing interests that may potentially be viewed as influencing their scientific judgment. This disclosure, or a statement to the effect that the authors have no disclosures to make, should appear at the end of the main text.

VI Proofreading

Authors have the only one opportunity to proofread their papers. Only corrections because of printing errors can be made at that point. Any additional alterations will lead to delays for which authors might be charged.

VII Publication Fees

Authors must pay 5,000 yen per printed journal page. If both the first and corresponding authors are members of the Fujita Medical Society, the fee for the first four pages of publication (20,000 yen) is waived.