

Information for Authors

1. Requirements for Authors. (1) Member of the **Kitasato Igakukai** (北里医学会), (2) Persons who have received an invitation to contribute an article to *The Kitasato Medical Journal* from the KMJ editing committee, or (3) Persons who have received both the approval of a **Kitasato University School of Medicine** teacher or teachers and the KMJ editing committee. The manuscript is not under consideration by another publication, and its essential substance, Tables, and Figures have not been previously published.

2. Authorship. There may only be one lead author (i.e., the first author), and all coauthors must have participated actively in the study. The coauthors must have made (1) substantial contributions to the concept and design, or analysis and interpretation of data and/or writing the manuscript or revising it critically for important intellectual content, and (2) must have given approval of its final version for submission. The number of authors of **Original Contributions, Reviews, Case Reports, Brief Communications, and Letters to the Editors is limited to 10**. Other persons, contributing to the work (including participants in collaborative trials) should be thanked in the **Acknowledgments** with mention of their titles, positions, and affiliations.

3. Conflicts of Interest (COI). The first or corresponding author must declare any COI on the **Conflicts of Interest Disclosure Form**, torn or copied from the back of the journal, and submit it with the manuscript. List the sources of support and institutional affiliations in the text (after the subheading “**Funding**”: which appears before the **References**) only if there are any COI. If there is none, write, “**Conflicts of Interest: None.**” Date it, and sign it, and submit it with the manuscript.

4. Requirements for Types of Manuscripts

(1) **Original Contributions** are limited to 5,000 words and 50 **References**. Include a structured **Abstract**, of 200 words maximum, and 3 to 5 **Keywords** or phrases. If **Tables** and/or **Figures** are used, an equivalent number of words must be deducted from the total (See 7. (2) “**Estimating Length of a Manuscript**”).

(2) **Case Reports** and **Brief Clinical** and **Basic Science Communications** are limited to 1,800 words, 30 **References**. Include an unstructured **Abstract**, of 200 words maximum, and 3 to 5 **Keywords** or phrases. If **Tables** and/or **Figures** are used, an equivalent number of words must be deducted from the total.

(3) **Reviews** are limited to 5,000 words including **Tables** and **Figures**. Include an unstructured **Abstract** of 200 words and 3 to 5 **Keywords** or phrases. The 50-reference limit does not apply to **Reviews**. **Reviews** cannot contain any new, unpublished information and may not be combined with other manuscript types.

(4) **Letters to the Editors.** The only type of letter that will be considered is one that comments on an article published in the **Kitasato Medical Journal** or the journal **KITASATO MEDICINE** (北里医学). The **Letter** should be brief, directly related to the published article, and submitted ASAP. The **Reference** limit is 4, with the requirement that the related article is 1 of the 4 **References**. **Letters** are to be emailed to the **Editorial Office** as an attached Microsoft Word file. **Letters** are to be double spaced, in 12-point, Times New Roman font and limited to 500 words (excluding the phrase, “**To the Editors,**” the authors’ names and addresses, and the **References**). The editors reserve the right to shorten **Letters** if necessary and to do minor editing without notifying the author. **Letters** may be published together with a **Reply** from the author of the original paper. If the original author does not respond to the **Letter**, the following notation will be published, “**Response declined.**” Because space for letters is limited, only a selection of letters submitted may be published.

5. Reviewers. Each manuscript will be reviewed by at least 2 reviewers before editorial consideration. The author can recommend up to 3 reviewers from institutions other than those to which he or she is affiliated. The reviewers will be determined by the editorial board.

6. Publication Ethics. (1) Authors must follow the ethical standards for human experimentation, established by the Declaration of Helsinki (World Medical Association Declaration of Helsinki: recommendations guiding physicians in biomedical research involving human subjects. 2013, 7th revision). Human experimentation requires the authors' institutional approval before the experiment is started. Institutional approval for human and nonhuman experimentation must be stated in the **Materials and Methods** section. Reports of experiments on animals should state, in the **Materials and Methods** section, that the guidelines for the care and use of those animals were followed. The type of animals must be included in the **Materials and Methods** section of the manuscript. (2) Authors must omit from their manuscripts and/or mask in **Figures** any identifying details of patients, subjects, and participants, including: names, initials, or hospital patient numbers. Patient details may be included only if reporting those details is essential for scientific purposes and the authors have obtained written informed consent for publication from the patient or the patient's parent or guardian. Authors must declare that they have obtained such written informed consent in the **Materials and Methods** section of the manuscript.

7. Submissions

(1) Submissions are to be emailed.

(2) Estimating the Length of a Manuscript. The text length (**Introduction** through the **Discussion**) is limited to 5,000 words. A text of more than 5,000 words can seldom be accepted, especially if **Tables** and **Figures** are included.

(3) Requirements for the Preparation of Manuscripts. KMJ requirements 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, Times New Roman font size 12, and double spaced between lines. Number the pages consecutively at the bottom center in the following order: **Title page, Abstract, Text, References, Tables, Figures, and Figure Legends**. Please provide a Japanese translation of the **Abstract** for publication in our Japanese journal **KITASATO MEDICINE (北里医学)**. The authors accept responsibility that all their data files are correct, for submission, revision, and final acceptance.

(4) Disclaimer. Statements and opinions expressed in articles and communications herein are those of the author(s) and not necessarily those of the editor(s), and the editor(s) disclaim any responsibility or liability for such material. The editor(s) neither guarantee, warrant, or endorse any product or service advertised in this publication, nor do they guarantee any claim made by the manufacturer of such product or service.

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(7) Native English Check. If the author is not a native English speaker, one must check the manuscript before the author submits it, and attach a signed, dated, written certificate stating such to the submission.

(8) Checklist. The first or corresponding author must complete the **Checklist** and submit it with the manuscript.

(9) Reprints. The corresponding author will receive a price list and order form for Reprints from the publisher at the time of final acceptance.

(10) ① The Title page (page 1) must have in sequence: the **Title** (concise and suitable for indexing purposes); the authors list (given name first and family name last); department or division, and institution; city, state or prefecture, and country (if other than Japan); presented line (if applicable, where and when the paper or any part of it was presented); declarations and/or disclaimers; the corresponding author's name, department or division, and institution, address, business and cellphone numbers and email address; and the same information for the author to whom requests for reprints should be addressed if different from the corresponding author. If reprints will not be available, it should be so stated. A **Short Title**: limited to 45 characters with spaces must be provided.

② **The Abstract page** (page 2), must include in sequence: the **Title** of the article and all the authors' names. A structured Abstract, limited to 200 words, is required for **Original Contributions** and should contain the following subheadings.

Background: Give only essential information only. (A "**Background**" is not required. Include one only if it is necessary.)

Objective(s): Explain the purpose of the study, e.g., the hypothesis being tested.

Methods: Include the setting for the study, the patients, subjects, or participants (number and type), and the Methods.

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

Conclusion(s): State the significance of the results.

③ **Keywords:** List 3 to 5 **Keywords** or phrases for indexing purposes.

④ **Abbreviations:** (If there are many, a list of **Abbreviations** follows the **Keywords**.) Use only standard abbreviations. Consult the Scientific Style and Format (<http://www.cbe.org/>) or the AMA's Manual of Style. Abbreviations in the **Title** are not acceptable, other than commonly used terms (e.g., COVID-19, DNA, HIV, etc.), and should be avoided in the **Abstract**. In the text, abbreviations should be kept to a minimum. The full term should precede the first use of the abbreviation, which then appears in parentheses, unless it is a standard unit of measurement.

⑤ **The Text.** Write your manuscript in the first person and active voice if appropriate for a clear and concise explanation of the information. The passive voice is generally more effective for describing techniques or observations because the emphasis is on the "action" rather than on the person performing the action. Although not appropriate for some types of articles, **Original Contributions** 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 with sufficient detail to permit others to repeat the study), the plan, the patients, subjects, or participants, experimental animals, materials, and controls, the methods and procedures utilized, and the statistical method(s) employed. The generic, chemical, or trade names of drugs may be used. If the generic or chemical name is used, include the trade name in parentheses after the first mention in the text, along with the name of the manufacturer, city, state, or 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 and/or in a **Table**, the statistical test(s) used to evaluate the data should be indicated with a footnote.

Results. Present the detailed findings. Include mentions of **Tables** and/or **Figures**. **Tables** and **Figures** should supplement, not duplicate, the text. Emphasize important observations. Do not compare your observations with those of others. Such comparisons and comments appear in the **Discussion** section.

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 indicated by the facts in your report. Compare your finding(s) with those of others with **Reference** numbers in numerical order. Conclusions may be included as the last paragraph of the **Discussion**. No new data are to be presented in this section.

Acknowledgment(s). Acknowledge persons who have made substantive contributions. Please write their full name, title, department, and institution. Declare any and all financial support, e.g., Grant-in-Aid and commercial grants.

Conflicts of Interest Disclosure (COI). Authors must declare any and all Conflicts of Interest on the **Conflicts of Interest Disclosure** form submitted with their manuscript submission. If there are no **Conflicts of Interest**, write, "None."

References. Number references consecutively in the order in which they are mentioned in the text. A reference manager may be used, and please double check it with PubMed for accuracy. Use the KMJ format or that of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Available at: <http://www.icmje.org/>. Journal titles should conform to the abbreviated titles used in the Cumulated Index Medicus.

Journal examples: (If 3 or fewer authors, list them separated with a comma. If more than 3 authors, list the first 3, et al.)

1. Hockertz S, Emmendorffer G, Scherer G, et al. Acute effects of smoking and high experimental exposure to environmental tobacco smoke (ETS) on the immune system. *Cell Biol Toxicol* 1994; 10: 177-94.
2. Satoh T, Tollerud DJ, Guevarra L, et al. Chemiluminescence assays for cytokines in serum: Influence of age, smoking, and race in healthy subjects. *Jpn J Allergology* 1995; 44: 661-9 (in Japanese).
3. Falson P. An efficient procedure to dialyze volumes in the range of 10-200 microliters. *Biotechniques* 1992; 118: 20-2.
4. Mosmann TR, Moore KW. The role of IL-10 in cross regulation of Th1 and Th2 responses. *Immunol Today* 1991; 12: A49-53.
5. Okudaira H, Nogami M, Matsuzaki G, et al. T-cell-dependent accumulation of eosinophils in the lung and its inhibition by monoclonal anti-interleukin-5. *Int Arch Allergy Appl Immunol* 1991; 94: 171-3.
6. Health and Welfare Statistics Association in Japan. Annual statistical report of national health condition. *J Health Welfare Stat Suppl* 2003; 50: 392-3 (in Japanese).

7. Mizuno K, Bächinger HP, Imamura Y, et al. Fragility of reconstituted type V collagen fibrils with the chain composition of $\alpha 1(V)\alpha 2(V)\alpha 3(V)$ respective of the D-periodic banding pattern. *Connect Tissue Res* 2012 Oct 23. [Epub ahead of print] doi:10.3109/03008207.2012.734876.

Book example:

8. Antia FP. *Clinical Diabetes and Nutrition*, 2nd edition. London: Oxford University Press; 1973.

Chapter in BOOK example:

9. Ledger WJ. Dystocia and prolonged labor. In: Wilson JR, Carrington ER, editors. Volume 8: *Obstetrics and Gynecology*. St. Louis: CV Mosby; 1987; 474-93.

Internet examples:

10. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Available at: <http://www.icmje.org/>. Accessed June 7, 2006.
11. Code of Federal Regulations Title 45 (Public Welfare) Part 46 (Protection of Human Subjects). Available at: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm/>. Accessed June 7, 2006.

Personal communications and unpublished data may be used but not as numbered references. If used, they are to be referred to, in parentheses, immediately after their appearance in the text. The author must obtain signed permission for its use from the individual being quoted which must accompany the manuscript submission.

Published abstracts can be used as a numbered reference. List the reference to the complete published article.

⑥ **Tables.** Each **Table** should be typed on a separate page with the Title at the top (not in the Figure Legends). Titles briefly indicate the purpose or content of the **Table**. Use Arabic numerals, e.g., **Table 1**. Do not include vertical lines. Give each column a Heading beginning with a Capital letter. Each Table must be cited in sequence at an appropriate point in the text. In the **Table** footnote, write out all abbreviations and explain special designations, e.g., *P=0.05. **Tables** should be made in Microsoft Word, Excel, or PowerPoint. If a **Table** has been taken from copyrighted material, give a full KMJ-style reference of the original source in the **Table** footnote. (If the original source already appears in the **Reference** list, give the **Reference** number in the **Table** footnote.) Confer with the KMJ Production Manager and/ or Editors for large or complex **Tables**.

⑦ **Figures.** The term “**Figure**” includes all types of illustrations (e.g., graphs, diagrams, photographs, flow charts, and line drawings). A few black-and-white **Figures** will be reproduced without charge. Cite Figures consecutively in the text with Arabic numerals (e.g., Figure 1 [not in bold]). All lettering must be consistent in size (preferably, 12 point) and Times New Roman font. Do not write **Figure Legends** on the **Figure**. If necessary, separate **Figures** labeled with capital letters: **A, B, C**, etc., not small case letters: **a, b, c**. **Computer-generated Figures** must be clear, full size, at 350 dpi or greater resolution. **Digital Images** must be attached to the submission. Graphic software such as Photoshop or Illustrator should be used for drawings. If that is not possible, PowerPoint or Microsoft Word may be used. Highly detailed pictures should be at 700 dpi. All Figures must be attached to the submission.

Figure Legends for all **Figures** must be typed, double spaced, in 12-point, Times New Roman font, following the **References**. Type the **Figure Title** at the top of each **Legend** (not in bold), not on the **Figure**. Type original magnifications on the **Figure** (e.g., $\times 400$). If a **Figure** is used from copyrighted material, the **Legend** must reference the original source.

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9. Acceptance or rejection of the manuscript will be determined by the editorial board.

10. Manuscript corrections made by the author. After the manuscript is reviewed by KMJ Reviewers, the author is to proofread the entire manuscript and make any necessary and minor corrections. Generally, deletion or insertion of sentences is not allowed at this time. The author may be asked to proofread the final version of the manuscript again before publishing.

11. Publishing fee. ¥20,000 for 1–5 pages and ¥10,000 for each additional page. Color printing is ¥9,000 for each figure.

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CHECKLIST

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- The word count is _____, which includes the **Abstract, Keywords, Text, References, Tables, and Figure Legends**.
- The completed **Checklist** and **Copyright Statement** signed by ALL the authors accompanies the manuscript.
- If applicable, the local institution stated in the **Materials and Methods** section has approved human experimentation.
- If applicable, the Ethics Committee study approval No. _____ was obtained on ____/____/_____.
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- If applicable, the Guidelines for the care and use of animals approved by the institution have been followed as indicated in the **Materials and Methods** section. The species must be named in the **Materials and Methods** section.
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Conflicts of Interest

- Declare any and all commercial associations of the author or coauthors.

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 - Title**, authors' names, and city(ies), state(s) or prefecture(s), and country(ies) (if other than Japan) in which the study was conducted.
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- The **Abstract** (page 2) is headed by the **Title** and the authors' names. Beneath the **Abstract** are 3 to 5 **Keywords** or phrases (and, if 10 or more, a list of **Abbreviations**).
- A structured **Abstract**, of 200 words or less, is required for an **Original Contribution**. The **Abstract** contains the **subheadings: Objective(s), Methods, Results, and Conclusion(s)** each with a clear and concise presentation.
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- References** are numbered consecutively in the order they are cited in the text.
- The format of the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” and/or the **KMJ format** is used.
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- In association with item 9 in the “**Instructions for completing the ‘Conflicts of Interest Disclosure Form’ to accompany the manuscript submission,**” “Check item 9. **Endowed Chair and/or Research Department**” (on the following second page), which must be completed and attached (only by authors who are only department staff members).
- Signature or seal of the first author (and corresponding author, if different) must be included on the COI “**Conflicts of Interest Disclosure Form.**” If the first author and corresponding author are different, individual disclosure forms must be attached.

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- A **Japanese Abstract** (the **Title**, Authors, Department, University or Institution, **Abstract**, and **Keywords**), is provided for publication in the journal **KITASATO MEDICINE** (北里医学).

The Kitasato Medical Journal

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The first authors and corresponding authors must disclose any and all relationships that may pose a conflict of interest anytime during the preceding fiscal year as part of the original submission of the manuscript for publication in *The Kitasato Medical Journal* by filling out the “**Conflict of Interest Disclosure Form.**”

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