

# Chiba Medical Journal

## Instructions for Authors

### 1. Aims and scope

The Chiba Medical Journal is issued by the Chiba Medical Society, based at Chiba University, as an academic journal to publish outcomes of basic and clinical studies for medical life sciences.

### 2. Article types

We publish original articles (including short communications), case reports, review articles, lectures and essays. Articles that have been previously published or are under consideration for publication elsewhere will not be accepted.

### 3. Contributor qualifications

The first author and the corresponding author must be members of the Chiba Medical Society. The manuscript should be approved by all co-authors.

The Chiba Medical Journal endorses the International Committee of Medical Journal Editors (ICMJE) "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations)". Submission of a manuscript to the Chiba Medical Journal implies that all authors have agreed to its content.

### 4. Peer review

Submitted manuscripts will be reviewed by members of the Chiba Medical Society or external experts. Authors are encouraged to suggest appropriate reviewers in the cover letter, although the Editorial Board will select the reviewers. Based on the reviewers' evaluation, the Editorial Board will make the final decision of whether a manuscript is to be accepted, revised or declined.

### 5. Publication costs

Authors of submitted manuscripts must pay a publication fee in principle.

Color illustrations will be reproduced in the online publication at no additional cost to the author. Color in the printed version is optional, and the author will bear the full cost for color art reproduction. The color publication fees are listed on the journal's website.

### 6. Manuscript preparation

Articles should be written in standard English of sufficient quality to be understood. English editing is recommended for authors for whom English is not their first language.

We recommend that manuscripts, including figures and tables, are submitted as a single PDF file sent via electronic media such as an e-mail attachment or CD. For manuscript review and publication, we may request to submit original files for the text, figures and tables. The Cover Letter should be sent as a separate file. When electronic media is inconvenient, manuscripts can be submitted as paper copies.

Manuscripts should be formatted on A4 paper with 25 mm margins on all sides. The font should be 12 point Century or Times at ~25 lines per page.

Manuscripts must include the following items in the order listed below, and pages should be numbered. The figures and tables should be also numbered.

1) Title page

Include the title, authors' names, institutional affiliations, a short running title, and contact information (name, address, telephone number, fax number, and e-mail address).

2) Abstract

The abstract should be presented as a single paragraph that does not exceed 250 words.

3) Key words

A list of 5 key words or phrases should be provided.

4) Main text

(1) Original articles

Include Sections I – IV in the order listed below.

I. Introduction

Provide a brief review of background information, and indicate the purpose of the study.

II. Materials and Methods

Provide brief but sufficient information for qualified investigators to reproduce the study. (The "Materials and Methods" section can also be placed after the "Discussion" section.)

■ **Bioethical approval**

- For human studies involving clinical research, include the institutional approval reference number issued by the relevant review board, and confirm that informed consent was obtained from study subjects.
- For animal studies, include the approval number issued by the institutional review board.
- For studies related to other bioethics, confirm that studies were conducted according to relevant guidelines and rules.

III. Results

Describe the findings concisely with appropriate reference to illustrations and tables.

IV. Discussion

State the summary of the principal findings and their significance in relation to other published work.

(2) Short communications should **not** be divided into sections I – IV.

(3) Case reports should include the following sections in this order: I. Introduction, II. Case, and III. Discussion.

(4) For other types of manuscripts, attach headings if required.

5) Contributors

Specify how each author (identified by initials) contributed to the article.

## 6) Acknowledgements

State funding sources, if applicable. Other appropriate acknowledgments to individuals or agencies for assistance and advice may also be included.

## 7) Conflict of interest

Disclose any conflicts of interest, both financial and non-financial. If no author has a conflict, the preferred wording is: "The authors declare that they have no conflicts of interest, either financial or non-financial, with the contents of this article."

## 8) References

(1) Citations should be numbered in the order that they appear in the text, and should be formatted according to the following examples:

- . . . was shown[1], . . . was suggested[2,3].
- . . . has been noted[1-5,7,8,13-15].
- A reference by 2 authors: Jacob and Monod[10]. . .
- A reference by 3 authors or more: Sakura et al.[33]. . .

(2) References should be formatted according to the following examples:

- Journal article
  1. Oi H, Matsuura D, Miyake M, Ueno M, Yamamoto T, Kubo M, Moss, J, Noda M. (2002) Identification of factors that inhibit cholera toxin-induced fluid accumulation. *Proc Natl Acad Sci USA* 99, 3042-6.
  2. Granada AE, Herzel H. (2009) How to achieve fast entrainment?: the timescale to synchronization. *PLoS ONE* 4, e7057.
- Book chapter
  3. Azzi J, Milford EL, Sayegh MH, Chandraker A. (2015) Transplantation in the treatment of renal failure. In Kasper D, Fauci AS, Hauser SL et al (eds): *Harrison's Principles of Internal Medicine 19th Edition*. New York: McGraw-Hill Professional, 1825-31.

## 9) Figure legends

Figure legends should **not** be included on the same sheets of the figures, and should appear after the reference list.

## 10) Figures

Figures should **not** be embedded in the text, but should be numbered serially and be presented on separate pages. For color figures, see "Section 5, Publication costs".

## 11) Tables

Tables should **not** be embedded in the text, but instead be numbered serially and presented on separate pages.

For any information not mentioned in these instructions, authors should refer to the ICMJE Recommendations, which are available at [www.icmje.org](http://www.icmje.org).

## **7. Cover letter**

The Cover Letter should briefly describe the novelty and significance of the research. Please also suggest appropriate reviewers, although reviewer selection is made at the discretion of the Editorial Board.

## **8. Address for submission**

1) PDF files of the manuscript can be sent as email attachments to:

info@c-med.org

2) Papers submitted on CD or as typescript: One CD or two copies of the typescript should be mailed to:

Journal Editorial Office

Chiba Medical Society

Chiba University School of Medicine

Inohana 1-8-1, Chiba 260-8670, Japan

Tel: +81-43-202-3755, Fax: +81-43-202-3757

## **9. Author proofreading**

Proofs of accepted papers will be sent to the corresponding author only once. Only correction of typographical errors is permitted.

## **10. Reprints**

Depending on the request, the cost of reprint production is included in the actual expenses, as listed on the journal's website.

## **11. Corrections**

In case of editorial erratum and author's corrigendum, corrections will be published.

## **12. Scientific integrity**

Articles should be free of scientific misconduct including fabrication and plagiarism. If such problems take place, we may publish editorial expression of concern, or retract the article.

## **13. Copyright**

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## **14. Additional remark**

**Advertising policy:** The Chiba Medical Society will not accept any advertisement for products or services to be published or posted on the Chiba Medical Journal and its related webpages.