

Journal of Medical and Dental Sciences

Manuscript Submission Guidelines

11<sup>th</sup> Edition

Editorial Board for

Journal of Medical and Dental Sciences

Tokyo Medical and Dental University

## **Introduction**

1. Journal of Medical and Dental Sciences (hereafter “the Journal”) is an electronic journal that publishes the results of research conducted at Tokyo Medical and Dental University (TMDU).
2. Contributors (in the case of joint authorship, the principal author only) must be:
  - 1) TMDU faculty members
  - 2) TMDU students recommended by the director of their section or department
  - 3) If not one of the above, the author must be recognized by the Editorial Board for the Journal (hereafter “the Board”) in one of the following ways:
    - i. Former TMDU faculty members with a recommendation from the current director of their section or department (hereafter section or department includes hospital department, center, etc.).
    - ii. Former TMDU Graduate School students or research students (Senko-sei) with a recommendation from the current director of their section or department.
    - iii. For other contributors, the Board will deliberate each case individually.
  - 4) Persons who have received a request from the Board.
3. Papers should not have been published in or submitted to other journals.
4. Papers must be in English. They should be reviewed by an English proofreading company prior to submission. The cost of the English proofreading must be borne by the contributor or the contributor’s section or department. Alternatively, papers may be reviewed by a native English speaker or a researcher with sufficient experience in submitting English papers.
5. If statistical analysis has been conducted, sufficient descriptions should be included to allow referees to verify validity.

## **Screening**

1. After peer review screening of a manuscript, the Board decides whether to accept or reject it. Content deemed to be lacking in academic merit will not be published.

2. Peer review is conducted by members of the Board and three specialists commissioned by the Board from within and outside the University.
3. Contributors may nominate up to two reviewers. However, nominated reviewers must be TMDU faculty members, must not be involved with the manuscript, and must not be affiliated with the same department as the first author or co-authors. Note that such nominations are intended for the reference of the Board when considering candidates for peer review, and that the nomination of reviewers does not necessarily imply that these will be adopted.
4. When the peer review results indicate revisions that need to be made to the manuscript, responses to the suggested revisions and the revised manuscript should be submitted as a digital file within the indicated time period (generally two weeks).
5. Review will be conducted up to three times, and manuscripts judged insufficient for publication following a third review will be deemed inappropriate for publication. However, this restriction shall not apply where allowed by the member of the Board in charge of the review.
6. When resubmitting manuscripts previously deemed inappropriate for publication, contributors should prepare a new set of the documents required for submitting an application and submit these together with the responses to the suggested revisions and the revised manuscript. The original reference number of the manuscript should be entered in the remarks column.
7. When English proofreading is suggested by the Board, documentation indicating completion of new proofreading (\*) should be submitted with the revised manuscript.

(\*) The documents should be the most recent ones that have not yet been submitted (No similar documents already submitted from the first time of application or once previously for revisions can be accepted). Dates must be shown.

See **Submission 1** (\*\*) for an example of such documentation.

8. When a reference is involved [**Introduction** 2.2 or 2.3 (i) and (ii)], peer review results and the decision regarding acceptance or rejection will be communicated to the reference.
9. If screening cannot be completed before the end of the month prior to publication of the volume for which the paper was submitted, it will be

carried over to the next volume. The screening period expires if screening is not completed before the end of the month prior to publishing the next volume. After the screening period expires, submitted papers will be treated as new submissions. In such a case, the documents required for submission of an application should be prepared anew and submitted along with responses to suggested revisions and the revised manuscript.

10. If the submission is withdrawn, the office in charge should be notified and the appropriate documents be submitted.
11. Movies will be treated as supplementary material outside the scope of review.

### **Approval of Related Committees**

1. In the case of studies involving human subjects that require approval by the ethics review board of the hosting institution or the acquisition of informed consent, the acquisition of these should be clearly stated in the manuscript. In the case of approval by an ethics review board, the reference number should also be listed in the manuscript.
2. Experiments involving animals should clearly state in the manuscript that “approval of the research institute’s animal experiments committee” has been obtained.
3. When research is accompanied by academic-industrial alliance, it should be specified in the manuscript that “approval of the research institute’s management committee for conflict of interest” or “approval of the research institute’s clinical research committee for conflicts of interest” has been obtained.

### **Submission**

1. Contributors should fill out the necessary items on the checklist, CV, and submission application forms on the Manuscript Submission and Review System website (<https://www.i-product.biz/tmd-jmnds/author/>), and upload the manuscript and English proofreading certificate.  
(\*\*) Examples of English proofreading certificate:
  - i. A copy of an official receipt from an English proofreading company and/or e-mail correspondence showing completion of proofreading.

- ii. If a native speaker of English or a researcher with creditable experience in writing English papers has proofread the manuscript, attach a separate Certificate of Proofreading.
2. Journal volumes are published in March, June, September, and December. Submission deadline for each journal volume can be found on the library website submission page (<http://tmd.ac.jp/lib/JMDS/index.html>).

## **Manuscript**

### **(Format)**

1. Manuscripts should be no more than 10 printed pages, including figures and tables (aim for approximately 25 pages at the manuscript stage, including figures and tables).
2. The text body, figures, tables, and photos should all be submitted as digital files.
3. Text should be written in Microsoft Word. Figures should be created using Microsoft PowerPoint or submitted in JPEG, GIF, TIFF, or PNG format. Tables should be created using Microsoft Excel, Word, or PowerPoint. Photos should be submitted in JPEG or TIFF format.
4. There should be 20 lines of text per page in 12-point Times New Roman font with standard character spacing. There should be adequate margins and space between lines on both sides of the page. Page numbers should be located at the bottom of each page.
5. Manuscripts should be incorporated into a single Word file and arranged in the following order: Title Page, Abstract, Key Words, Main Text, References, and Legends. Figures, tables, photos, and the Japanese translation of the abstract should not be embedded, but submitted as separate files.

### **(Title Page)**

6. This should be created in accordance with the “Title Page Example” included in these guidelines.

### **(Abstract, Key Words)**

7. Include the sections listed below on the page following the title page.
  - 1) Abstract: Should be 200 words or less. A Japanese translation should also be created in a separate file.

2) Key words: Five or fewer, and preferably use MeSH Terms (\*\*\*).

(\*\*\*) MeSH (Medical Subject Headings) Database

National Library of Medicine (NLM) Life Science Glossary

<http://www.ncbi.nlm.nih.gov/mesh>

(Main Text)

8. The main body of text should begin on the page following the abstract and key words. Original papers should contain the sections listed below in the following order:

- 1) Introduction
- 2) Materials and Methods
- 3) Results
- 4) Discussion

9. References to literature should be given in citation numbers <sup>1), 2)</sup> ... by order of appearance in the text.

10. Indicate places where figures and tables are to be inserted with a blank space.

11. Scientific names of bacteria, plants, and animals should be written in italics with the first letter capitalized.

e.g., *Bacillus enteritidis*, *Trombicula pallida*

12. The first letter of pharmaceutical brand names should be capitalized. Chemical names and generic names should be written in lower case.

e.g., Endoxan, cyclophosphamide

13. Units of weights and measures should be written according to the International System of Units (SI).

e.g., Length: nm, µm, mm, m, km, etc.

Mass: pg, ng, µg, mg, g, kg, etc.

Amount of Substance mol, etc.

Volume: mm<sup>3</sup>, m<sup>3</sup>, µl or µL, ml or mL, l or L etc.

Concentration: mg/l or mg/L, g/l or g/L, etc.

Temperature: °C, K, etc.

Time: s, min, h, etc.

(Acknowledgments)

14. Included optionally after the text.

(Author Information)

15. Included after the acknowledgments only if there are co-authors who contributed to and were involved in writing the paper to the same extent as the first author. Their names can be included with the statement, “These authors contributed equally to this work.”

#### (References)

16. References should be written in Vancouver style on the page following the text in accordance with the Reference List Examples in these guidelines.
17. No web pages should be included because content may get updated. If used as a reference, the URL and date of access should be included as a footnote or within the text.
  - 1) If included in the text, the information should be enclosed in brackets.
  - 2) When footnotes are used, \*, \*\*, \*\*\* ... should be included sequentially with the relevant section of the text and a border inserted at the bottom of the page.

#### (Figures and Tables)

18. Legends (explanatory notes written under figures and tables) should be included on the page following the references page. The desired width of the figure or table should be indicated at the end of each legend as “Single column” (width: 1-column formatted text) or “Double column” (width: 2-column formatted text).
19. Tables should be numbered consecutively: Table 1, Table 2 ...
20. Figures should be numbered consecutively: Figure 1, Figure 2 ...
21. Scale bars should be included in photomicrographs as a general rule.

#### (Movies)

22. Contributors wishing to post movies should submit electronic files (as a rule no more than 5 files in MP4 format with a combined total size of 20 MB or less) as supplementary materials outside the scope of review.

#### **Revisions**

1. After being notified of the publication decision, promptly submit the successfully screened manuscript in digital form.
2. In general, author revision is conducted only once.

### **Reprints**

1. Off-prints of the manuscript should be applied for at the time of the first revision at the Administrative Office of the Institute for Library and Media Information Technology. The cost of off-prints shall be borne by the contributor or the contributor's section or department.

### **Copyrights**

1. Copyrights of papers accepted for publication belong to Tokyo Medical and Dental University.

Copyrights of movies (supplementary materials) remain with the authors. It shall be the responsibility of the authors to deal with any problems or damages that arise from publication of the movies. Note that such materials will not be published in the event that they are deemed clearly inappropriate by the Board.

2. Authors can copy, distribute, reproduce, publicly transmit (make public on the Internet), translate, and adapt their papers without permission from the University, although it should be specified that it was published in the Journal, along with the relevant volume and issue number.
3. The content of the paper cannot be changed without permission from the University (this includes correction of errors).
4. After arranging the layout, the manuscript will be made publicly available for free on the library website.

### **Additional Matters**

Manuscripts and application materials will not be returned.



## *Title Page Example*

Title of the Paper

Manuscript Category

Original Article, Review, Case Report, Other

Authors' Names

Full names should be provided. Degrees (M.D., Ph.D., etc.) need not be included. If co-author affiliations differ, each author should be labeled with superscript numbers <sup>1),2)</sup>... for each affiliation.

Affiliations

Include section/department name (hospital department name), graduate school/faculty name, and university/institute name. Do not include addresses or e-mail accounts. Affiliations should be ordered in accordance with the superscript numbers with the authors' names.

Running Head

Place the heading at the top of odd-numbered pages, and keep within 50 characters or less.

Corresponding Author

Include name, section/department, graduate school/faculty, university/institute, university address, e-mail, telephone number (optional), and fax (optional).

## *Title Page Example*

Medical and Dental Research at Tokyo Medical and Dental University

Original Article

Taro Yushima<sup>1)</sup>, Hanako Kounodai<sup>2)</sup>

1) Section of ○○, Graduate school of ○○, Tokyo Medical and Dental University

2) Center for ××, Tokyo Medical and Dental University

Research at TMDU

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### ***Reference List Examples***

1. Vancouver style should be followed.

(Note) Vancouver style: Refer to Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Use the following as a reference: [http://www.icmje.org/urm\\_full.pdf](http://www.icmje.org/urm_full.pdf)

2. Referenced literature should be numbered consecutively according to the order in which they are cited in the text.
3. The names of up to three authors can be included and the rest should be abbreviated as “et al.”
4. Abbreviated journal names should be used with reference to the NLM Catalog (<http://www.ncbi.nlm.nih.gov/nlmcatalog>).
5. Japanese references should include the phrase “(in Japanese)”.
6. For examples other than those listed below, please refer to Citing Medicine on NLM (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>).

### **Journal Articles**

#### **Basic Format**

Author name (surname, capitalized initial of the first name]. Title of article. Abbreviated name of journal. Issue year; Volume (Issue Number): Starting page–ending page.

(Basic Example)

Rose ME, Huerbin MB, Melick J, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002; 935(1-2):40-6.

[Supplement (Special Issue)]

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002; 42 Suppl 2:S93-9.

## ***Reference List Examples***

### **Books or other Periodicals**

#### **Basic Format**

Author. Book title. Edition. Place of publication: Publishing company; Year of publication.

(Basic Example)

Murray PR, Rosenthal KS, Kobayashi GS, et al. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

(Edited or Compiled Books)

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

(Text from an Independent Book)

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002:93-113.

### **Electronic Journals**

#### **Basic format**

Author. Article title. Abbreviated name of journal [type of medium]. Year of publication; Volume (number): Starting page–ending page Available from: URL.

(Basic Example)

Kaul S, Diamond GA. Good enough: A Primer on the analysis and interpretation of noninferiority trials. *Ann Intern Med* [Internet]. 2006; 145(1):62-9 Available from: <http://www.annals.org/content/145/1/62.full.pdf>