

Hiroshima Journal of Medical Sciences Submission Guidelines

(Revised in 2023)

About HJMS

The Hiroshima Journal of Medical Sciences (HJMS) is an English-language journal with a history of more than 70 years since the publication of its first issue in 1951. HJMS plays an important role in promptly disseminating the latest medical research findings to the world. With the internationalization and diversification of research, the HJMS contributes to the advances in medicine and healthcare by actively publishing articles in the field of medical sciences.

Aims and scope

The HJMS aims to publish the latest results in basic, translational, and clinical research that contribute to human health. The HJMS intends to transform medicine to prevent, diagnose, and cure human diseases by bridging the gap in scientific knowledge between basic research and clinical applications. The journal accepts only unpublished original papers including research articles, case reports, and review articles on new findings and technologies. Only manuscripts prepared in English will be accepted.

[Expected research fields]

Cardiovascular disease, metabolism, diabetes, obesity, neuroscience, psychiatry, cancer, immunology, infectious disease, vaccines, epidemiology, drug discovery, imaging, medical engineering, drug delivery, biomarkers, gene therapy, regenerative medicine, toxicity, pharmacology, radiology, statistics, bioinformatics, etc.

Peer review

A peer review of submitted manuscripts is conducted to determine if the contributed paper is suited to the journal and to deliberate on the impartiality of the content of the article. Peer review of submitted manuscripts is conducted by experts including the editors. The contents of submitted manuscripts will not be disclosed to third parties. The Editor-in-Chief can reject any contribution prior to publication if concerns are raised about the impartiality of the research after the paper has been accepted.

Manuscript submission

- Manuscripts are only accepted in electronic data format.
- Please send the required manuscript files (less than 25 MB) to the HJMS email address

(medpress@hiroshim-u.ac.jp). If the data size exceeds 25 MB, we will provide a server address to directly upload the manuscript files.

- It is necessary to include the author's contact details on the manuscript to enable confirmation of the author's qualifications. Depending on the content of the article, it may be necessary to attach appropriate ethical statements and declarations regarding conflicts of interest.
- In principle, all copyrights submitted to the Hiroshima University Medical Press (HUMP) will belong to the HUMP from when the final manuscript is submitted to the HUMP.
- The submitted manuscripts are checked by the chief editor and accepted if there are no issues. Submitted manuscripts may not be accepted if the following inadequacies are found:
 - ✓ Does not meet manuscript requirements.
 - ✓ The manuscript contains figures and tables that do not match the descriptions in the main text.
 - ✓ Important information such as ethical material and a declaration of conflict of interest is missing from the manuscript.
 - ✓ Non-inclusion of a cover letter.
 - ✓ Concern with the design and interpretation of some research studies, including study aims and design choices for which adequate rationale is not provided, study designs that are not robust, and conclusions that are overstated.
 - ✓ Methods that are not described clearly and in sufficient detail to enable reproducibility, and discussions that are not critical and comprehensive, including some that do not fully address study limitations.
 - ✓ Statements that are made without appropriate citations, and a paucity of recent, peer-reviewed literature in the reference sections.

Cover letter

Attach a cover letter when submitting a manuscript. Address the cover letter to the Editor-in-Chief and state the reasons for requesting a review from the HJMS as well as the background and significance of the research. Highlight the main findings of your research and their significance in 2–3 bullet points (around 600 characters). Please include a declaration of originality and that the paper is not a duplicate submission. The cover letter is confidential and will not be seen by reviewers.

Formatting guideline

1. Use Microsoft Word, A4-size paper, set the margins to 3.5 cm for the top margin, and 3

cm for the bottom, left, and right margins. The manuscript text must be provided as a doc or docx file.

2. Use Times New Roman (recommended) 12-pt font, 1.5 spacing (or double spacing) for the body of the text up to the end of the references, and a 5-space indent at the beginning of each paragraph.
3. Leave one half-character space after full stops (.), colons (:), semicolons (;), question marks (?), and exclamation marks (!).
4. Insert one half-character space between numbers and units (% and °C are exceptions to this rule). Use metric units for measurements of length, height, weight, and volume (meter, kilogram, liter) or an integer of 10 thereof, the temperature in Celsius (°C), and blood pressure as millimeters of mercury (mm Hg). Units used in blood tests, biochemistry tests, and other relevant tests should be reported in the units used in the local area and the International System of Units (SI). SI units are not universal, so when it is appropriate to use a different unit, display the appropriate unit in parentheses.
5. For abbreviations, the standard abbreviations list is provided. Spell out the term on the first mention and follow it with the abbreviated form in parentheses.
6. Use upper case for the title of each section and use left alignment for the title and main text. Do not justify the text.
7. The structure of the manuscript should generally comprise the following sections in the order stated below.

[1] Title

[2] Authors

[3] Institution(s)

[4] ABSTRACT

[5] Keywords (1–4 words)

[6] INTRODUCTION

[7] MATERIALS AND METHODS

[8] RESULTS

[9] DISCUSSION

[10] REFERENCES

[11] FIGURE LEGENDS

8. Use a heading for each of the items [7] and [8]. Headings other than those listed above may be used depending on the content. You may add CONCLUSIONS after the DISCUSSION if needed. Do not add a SUMMARY, because that information should be stated in the ABSTRACT.

9. Include the Title, Author(s), Institution(s), Running title, keywords, and author contact details on the first page. Do not use abbreviations in the title. All pages of the manuscript should be numbered, starting with the title page as Page 1.
10. Capitalize the first letter of each word in the title (nouns, adjectives, and adverbs). Do not capitalize prepositions.
11. Leave one blank line under the title, then list the names of all the authors. Use upper case for the last name and the first letter of the first name. Write 'and' between the second last and last name in lieu of using a comma. Add an asterisk (*) at the end of the name of the corresponding author for reprints and include their information and e-mail address as needed. This information will be printed as a footnote. If the details are the same for all authors, then no notations are required, but add numbers and parentheses in superscript immediately after the author's name to distinguish between multiple institutions.
12. Include one to four keywords and capitalize the first letter of each word.
13. Capitalize the first letter of each word in the Running title (around 20–30 characters) in the same way as the title, leave one blank line under the keywords, then write the Running title.
14. The ABSTRACT should be approximately 250 words long and should be written as a single paragraph without subdividing the paragraphs for each item.
15. References: All references cited in the article are to be listed under the REFERENCES section at the end of the main text. References should be listed in alphabetical order of the authors. If there are two or more authors with the same name, list the author with the earlier publication date first. Include the following information in the list.
[Author] When there are multiple authors, write 'and' between the second last and last name instead of a comma. Write the names of all authors up to the sixth author, and if there are more than six authors, write 'et al.' after the sixth author. State the last name and initial in the same order as the cited reference and separate each author with a comma and full stop.
[Year of publication] Write the year of publication after the author(s)' names and insert a full stop after the year.
[Book information] Only published manuscripts can be referenced. When citing from an unpublished book, state the scheduled year of publication and state 'In Press'. When the referenced information is only available online, clearly state the DOI. or Accessible URL.
[Example]

Journal Articles:

1. Deepak, S. and Ameer, P.M. 2020. Retrieval of brain MRI with tumor using

contrastive loss based similarity on GoogLeNet encodings. *Comput. Biol. Med.* 125: 103993.

2. Aisen, A.M., Broderick, L.S., Winer-Muram, H., Brodley, C.E., Kak, A.C., Pavlopoulou, C., et al. 2003. Automated storage and retrieval of thin-section CT images to assist diagnosis: system description and preliminary assessment. *Radiology* 228: 265–270.

16. When references are cited in the body of the text, write the reference number in superscript to the right of the sentence, with a bracket after the number(s) as shown below:

[Example]

Plain radiography^{1,6,14,18,23,27)}, computed tomography (CT)^{4,7,12,16,17)}, and magnetic resonance imaging (MRI)^{10,15,21,22,24,25)} can be used to confirm the FAI diagnosis. Multi-detector CT (MDCT) produces isotropic high spatial resolution images and can provide arbitrary radial reformation images of the hip joint, allowing a more precise evaluation of FAI morphology compared to plain radiography^{4,7,12,16,17)}.

For more examples, refer to the American Medical Association Manual of Style JAMA. (<https://www.amamanualofstyle.com/view/10.1093/jama/9780190246556.001.0001/med-9780190246556>)

Diagrams and Tables

1. Attach diagrams and tables as an attachment and allocate consecutive numbers and titles. Tables should be cited as Table 1 (Table 1), Table 2 (Table 2), etc. Figures should be cited as Fig.1 (Fig.1), Fig.2 (Fig.2). Clearly stipulate in the margins where the tables and figures should be inserted into the text.

2. The quality of figures should be such that the content is discernible at a single glance, and should be clear even when reduced for publication. During the peer review, exchanges between the author and the editor(s) will be handled via email. Therefore, make the image quality of the diagrams as rough as possible, but still discernible during this process. However, provide a high-resolution image, if possible; this will be used for publication.

3. Insert an indicator of the scale in microscopy photographs. Any symbols, arrows, or letters used in microscopy photographs must stand out against the background. Explain the scale in microscopy photographs and state the staining method.

4. Allocate numbers to the figures in accordance with the order in which the figures are referenced in the text. If the figures have already been published, acknowledge the original publication of the figure and submit the written permission for duplication obtained from the

copyright holder together with the manuscript. It is essential to obtain permission irrespective of the author or how the image was originally published, unless no copyright or intellectual property rights have been generated for the document (if the image is in the public domain).

5. Arrange the figure captions on a separate page of the manuscript together with the numbers (Arabic numbers) corresponding to each illustration. When symbols, arrows, numbers, or letters have been used to specify one part of the figure, add an addendum in the main caption to denote the meaning of each symbol, etc.

Heading numbering

The basic numbering order to be used is: 1, (1), 1), i, (i), i). However, numbered headings are not required for each item in the text, including the Introduction, Materials and Methods, Results (Outcomes), Discussion, and Conclusion.

Statistical analysis

Use appropriate methods for the statistical analysis of the data. Conduct multiple t-tests, multiple range tests, or other similar methods that enable simultaneous comparison of multiple estimated values. Conduct suitable non-parametric tests when the data significantly deviate from the normal distribution. State the index that displays the estimation accuracy of bioassays and competitive protein assays including the standard deviation, standard error, standard error of the mean, coefficient of variation, 95% confidence limit, etc.

Consent for photograph publication

Submit a consent form signed by the patient for any photographs in which the patient can be identified. Consent is also needed for photographs where the eyes are masked with a black box. Ensure that related information, such as the patients' initials, is redacted from CT images, etc.

Clinical trial registration information and informed consent

For clinical trial and research reports, it is mandatory to officially state in the Materials and Methods that the study was implemented with the approval of the ethics review board of the facility implementing the clinical trial or research, that the trial has been registered with a public clinical trial registration authority (UMIN, ClinicalTrials.gov, etc.), and that informed consent (IC) was obtained from the patient or patient's guardian if the patient is a minor. State the registration number for the public clinical trial registration authority if applicable. IC must be obtained, but if it is difficult to do so, state as such in the Materials and Methods and

stipulate what made obtaining IC difficult in the cover letter. Copy the approval documentation issued by the ethics committee in PDF format and send the document together with an English translation of the content in the email with the submitted paper. If the clinical trial is not registered with a public clinical trial registration authority, it is essential to provide an applicable reason on the documentation sent with the submitted paper. If multiple institutions participated in the clinical trial, summarize that information in an appendix at the end of the paper. For animal studies or research, it is mandatory to officially state in the Materials and Methods that the study was implemented with the approval of the ethics review board of the facility implementing the study or research. Send a PDF copy of the approval documentation issued by the ethics committee in PDF format and an English translation of the content as supplemental documentation via email to the Hiroshima Journal of Medical Sciences.

Guidelines for declaration of conflicts of interest

Please submit a self-declared COI declaration on the content of the submitted paper with the submission. Please refer to the Hiroshima Journal of Medical Sciences Guidelines on Conflict of Interest (COI) for detailed information on the content of this declaration.

Decision on acceptance

The editorial committee will judge whether the paper will be accepted or rejected. The author will be contacted regarding the same by the editorial department.

After acceptance

After the acceptance of the manuscript, the final manuscript version for which acceptance was communicated will be used for publication.

English proofing

The entire final manuscript will be subject to English proofing to maintain a uniform level of the journal's English (payment required). The second proofing of the final manuscript will be performed by the English editing company Editage (Cactus Communications Inc.), under an exclusive contract with the Hiroshima Journal of Medical Sciences. However, this may not necessarily be required if the author requests a second proofing of the final manuscript from an English editing company, and either submits an English Certificate of Proofreading after the acceptance date, or the Editor-in-Chief approves the level of English language in the final manuscript.

Manuscript

Submitted manuscripts are usually not returned.

Proofreading

As a rule, the author's proof will only be the first proof. Major content changes will not be permitted during the proofing stage (changing, deletion, or insertion of text)

Listing fee and reprints

The listing fee will be determined once the number of pages of the published article has been confirmed based on the final proof. All reprints are the responsibility of the author.