

# Hiroshima Journal of Medical Sciences Submission Guidelines

## (Aim of the Hiroshima Journal of Medical Sciences)

The Hiroshima J. Med. Sci is an English-language journal with a history of more than 50 years since publishing its first issue in 1951. This journal fulfils a vital role in providing an avenue to swiftly announce research to the rest of the world. With the current internationalisation and diversification of research, the aim of this journal is the proactive submission of English-language papers in medical-related fields.

The journal only accepts unpublished original papers (including research articles, case reports and review articles) relating to new findings or technology. Contributions from all countries must be in English only, and only papers written in correct English will be accepted.

## (Peer review)

A peer review is conducted to determine if the contributed paper is suited to the journal, and to deliberate the impartiality of the content of the article. The peer review is performed by experts, including editors, and the content is not disclosed to a third party.

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.

## (Contribution)

• Manuscripts are only accepted in electronic data format. Please send the manuscript to the Hiroshima Journal of Medical Sciences email address ([medpress@hiroshim-u.ac.jp](mailto:medpress@hiroshim-u.ac.jp)). Do not send the manuscript in PDF format. If the transmitted data is too large (3MB or more), the data should be sent in batches or written onto a CD-R/USB and posted to the Hiroshima Journal of Medical Sciences.

• The author will be notified of the report on the manuscript via email.

• It is necessary to write 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 ethical material and declarations of conflicts of interest.

• All copyrights inside or outside Japan for papers submitted to the Hiroshima University Medical Press (HUMP) shall in principle belong to the HUMP as 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. The submitted manuscript will not be accepted if the following inadequacies are found.

The requirements for the summary have not been met.

The manuscript contains figures or tables that do not match the descriptions in the main text.

The manuscript is missing important information (**Ethical material and declaration of conflict of interest**).

The manuscript is missing a cover letter. (Attach a cover letter when submitting a manuscript. Address the cover letter to the Editor-in-Chief, state the reasons for requesting review from the Hiroshima Journal of Medical Sciences as well as the background and significance of the research, and include a declaration of originality and declaration that the paper is not a duplicate submission.)

## (Rules for thesis formatting): General

1. Use Microsoft Word.
2. Use A4-size paper.
3. Set the margins to 3.5 cm for the top margin, and 3 cm for the bottom, left, and right margins.
4. Use **Times New Roman** (recommended) 12-pt font.
5. Use 1.5 spacing (or double spacing) for the body of the text up to the end of the references.
6. Use a 5-space indent at the beginning of each paragraph.
7. Leave one half-character space after full stops (.), colons (:), semicolons (;), question marks (?), and exclamation marks (!).
8. 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 (metre, kilogram, litre) or an integer of 10 thereof. Express temperature in Celsius (°C). Express blood pressure as millimetre 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 International System of Units (SI).  
SI units are not universal, so when it is appropriate to use a different unit, display that unit in parentheses.
9. For abbreviations, use hr for hour, and do not use a full stop after the abbreviation.  
Use only standard abbreviations. Avoid use of abbreviations in the manuscript title. Spell out abbreviations (other than standard units of measurements) the first time the term is used and state the abbreviation in parentheses after the term.
10. Use upper case for the title of each section, and use left alignment for the titles and main text. Do not justify the text.
11. The structure of the manuscript generally comprises the following sections in the order stated below.
  - 1) **Title** 2) **Author (s)** 3) **Institution(s)** 4) **ABSTRACT** 5) **Keywords** (1–4 words) 6) **INTRODUCTION**
  - 7) **MATERIALS AND METHODS** 8) **RESULTS** 9) **DISCUSSION** 10) **REFERENCES**

Other aspects include the Running Title (abbreviated title), Legend(s), Table(s), and Figure (s).

Use a heading for each of the items 7)–10). Headings other than those listed above may be used depending on the content. **CONCLUSION(S)** (after the **DISCUSSION**) may be added if needed. However, do not add a **SUMMARY**, because that information is stated in the **ABSTRACT**.

1. Cover letter: Title, institution, author(s), letter to the Editor-in-Chief (around 600 characters on the aim and content of the paper), and a declaration that the paper is not a duplicate submission. Do not use abbreviations in the title.
2. State the Title, Author(s), Institution(s), Running title, keywords, and author contact details on the front cover. Start numbering the manuscript pages, indicating the front cover as page 1.
3. Capitalise the first letter of each word in the title (nouns, adjectives, and adverbs). Do not capitalise prepositions.
4. Leave one blank line under the title, then list the names of all the authors. Use upper case for the last name and first letter of the first name. Write 'and' between the second last and last name instead of a comma. Add an asterisk (\*) at the end of the name of the author who is the contact person 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 immediately after the author's name to differentiate between multiple institutions. Include one to four keywords and capitalise the first letter of each word.

5. Capitalise 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.
6. Use around 250 words for the **ABSTRACT**, which should be written as a single paragraph without subdividing the paragraphs for each item.
7. References: All references cited in the article are to be listed as **REFERENCES** at the end of the main text in alphabetical order of the authors. Include the following information in the list. If there are two or more authors with the same name, list the author with the earlier publication date first.

**[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 D.O.I. or Accessible URL.

Example: 1) Levine MM, Pierce NF: "Immunity and vaccine development," Cholera, 285–327, Barua D, Greenough III WB (eds.), Plenum Medical Book Co., New York, 1992.

2) Ojaimi, E., Morgan, I. G., Robaei, D., Rose, K. A., Smith, W., Rochtchina, E. and Mitchell, P. 2005. Effect of stature and other anthropometric parameters on eye size and refraction in a population-based study of Australian children. *Investigative Ophthalmology and Visual Science*, 46 (12): 4424-4429. <http://dx.doi.org/10.1167/iovs.05-0077>

3) Burnett, R.S., Della Rocca, G.J., Prather, H., Curry, M., Maloney, W.J. and Clohisy, J.C. 2006. Clinical presentation of patients with tears of the acetabular labrum. *J Bone Joint Surg Am.* 88: 1448–1457. DOI:[10.2106/JBJS.D.02806](https://doi.org/10.2106/JBJS.D.02806)

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 in the example below. The following is a reference example.

Example:) Plain radiography<sup>1,6,14,18,23,27</sup>, computed tomography (CT)<sup>4,7,12,16,17</sup>, and magnetic resonance imaging (MRI)<sup>10,15,21,22,24,25</sup> 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<sup>4,7,12,16,17</sup>.

### **(Diagrams and Tables)**

1. Attach diagrams and tables as an attachment and allocate consecutive numbers and titles. Tables should be called Table 1 (Table 1), Table 2 (Table 2)... Figures should be called 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 a scale memory in microscopy photographs. Any symbols, arrows, or letters used in microscopy photographs must stand out against the background. Explain the scale memory 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 (public domain).

5. Arrange the figure explanations 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 explanation in the main explanation to stipulate the meaning of each symbol, etc.

#### **(Heading numbering)**

The basic numbering order 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 not left on 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 was difficult about obtaining IC 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 state the applicable reason on the documentation sent with the submitted paper. If multiple institutions participated in the clinical trial, summarise that information as 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 conflict of interest)**

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

#### **(After selection (after acceptance))**

After the manuscript has been selected, the final paper decided for acceptance will be used as the submitted manuscript.

#### **(Decision on acceptance)**

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

#### **(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 proof of the final manuscript will be performed by the English editing company Editage (Cactus Communications Inc.) under exclusive contract to the Hiroshima Journal of Medical Sciences. However, this may not necessarily be required if the author requests a second proof 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 proofs will only be the first proof. Major content changes will not be permitted during the proofing stage (changes to, 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.