

## Instructions to Authors

### Editing Policy

- The Journal of Kansai Medical University (J Kansai Med Univ), an official journal of Kansai Medical University edited and issued by the Medical Society of Kansai Medical University, publishes the results of research in the fields of medicine, healthcare, and other academic areas by the members of Kansai Medical University.
- The Journal is free, available online from J-Stage administered by the Japan Science and Technology Agency. Copies of the bound Journal are issued by printing-on-demand once a year.
- The Journal mainly consists of reviews, mini reviews, original articles, case reports, conference proceedings, annual research reports, summaries of dissertation reviews, and contributed articles.
- The Journal accepts articles contributed by the members of Kansai Medical University. Reviews, mini reviews, original articles and case reports are reviewed for acceptability by at least two reviewers. The final decisions on acceptance, format and style of each manuscript are made by the managing editor.

### Acceptance of Manuscript Submissions

- A submitted manuscript of an article should have a title page indicating the category, article title, authors' names and institutional affiliations, and contact information (telephone, fax numbers, and e-mail address).
- A printed manuscript should be sent by mail, and an electronic medium, such as CD-R, CD-RW, or USB flash memory, containing text, figures and graphics, should be enclosed with the manuscript or sent by e-mail.
- The manuscript in an electronic medium should be prepared in a common file format (with file extensions such as “.doc”, “.docx” or “.rtf” for text, “.xls” or “.xlsx” for tables, and “.tif”, “.jpg”, “.ppt” or “.pptx” for graphics), and the authors' names, title, computer operating systems (Windows or Mac), and application software and their versions should be specified in the manuscript.
- The manuscript should be sent to:  
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### Composition of a Submitted Manuscript

Acceptable numbers of pages of a printed articles (in PDF) are 5 to 10 pages for a “review”, 4 to 8 pages for an “original article” or a “case report”, and 2 to 5 pages for a “mini review”. The average number of typed characters is about 5,000 per printed page for an English text and about 2,500 for a

Japanese text.

- Review: An article which makes a general comment on a certain field or subject based on references and materials.
- Mini review: A short review mainly introducing studies of the author's group.
- Original article: An article on original and innovative research, development and survey in medical and other relevant fields. Each article consists of an Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgements, Conflict of Interest Statement, References, Tables, Figures, and Figure legends.
- Case report: An article on an actual outpatient or inpatient case which discusses the diagnosis, treatment, prognosis, and methods of caring and nursing based on the patient's clinical history, physical examination findings, and other examination findings. The title of the report should begin with "A Case of...."
- Conference minutes: A collection of abstracts and proceedings of workshops, symposiums, and lectures for graduate students which are mainly held on campus.
- Annual research report: This outlines the studies conducted in each department and a list of research achievements during the year.
- Summary of dissertation review: This is an abstract of the content and a summary of reviewing results.
- Contributed articles, etc.: There is no specific format for contributed articles and other articles.

### The Manuscript

- The first page should indicate the type of manuscript and include the article title, authors' names, institutional affiliations, mailing address and e-mail address, and short running title.
- Japanese manuscript: (See the Instructions to Authors in Japanese)
- English manuscript:
  - a. Use Microsoft Word to prepare an English manuscript and print it double-spaced on A4 paper. Leave margins of about 2.5 centimeters on the left and right, and 3 centimeters at the top and bottom of each page.
  - b. An article should begin with a title page, followed by an Abstract of up to 300 words, up to 7 Key words, the main text consisting of Introduction, Materials and methods, Results, and Discussion, Acknowledgements, Conflict of Interest Statement, References, Tables, Figures, Figure legends, and a Japanese abstract including the title, institutional affiliations, and authors' names if available.
  - c. The prepared manuscript should be proofread by a person who is a native English speaker.
- Terms, abbreviations, and units: Use terms and abbreviations in accordance with the relevant field and academic society. For weights and measures, use the International System of Units (SI).
- Only use distinctive tables, illustrations, and photographs. They should be numbered consecutively by category.

- Additional movies, sounds and high-definition graphic data can be attached as “Supplementary Materials” on the electronic version of the Journal. Supplementary Materials must be up to 5 files and the file size must be up to 10MB total.

#### References

- For cited references, indicate only those which relate directly to the article. References should be numbered consecutively in the order in which they are first mentioned in the main text. Identify references in the main text by numbers in round parenthesis.
- Citations from journals  
Specify the author’s name (names of all the co-authors, if any), article’s full title, journal’s name, and exact volume and page(s) cited (beginning and ending page numbers), year of publication in this order. The titles of European journals and Japanese journals should be abbreviated according to the style used in the lists of Index Medicus and List of Journals Indexed for JAMAS Database, respectively, or other common indexes.

#### Examples of description:

1. Belkina NV, Liu Y, Hao JJ, Karasuyama H, Shaw S. LOK is a major ERM kinase in resting lymphocytes and regulates cytoskeletal rearrangement through ERM phosphorylation. *Proc Natl Acad Sci USA* 106: 4707-4712, 2009.
2. Sutçigil L, Oktenli C, Musabak U, Bozkurt A, Cansever A and Uzun O. Pro- and anti-inflammatory cytokine balance in major depression: effect of sertraline therapy. *Clin Dev Immunol* 2007: 76396, 2007.

- Citation from an independent book

Specify the author’s name (List names of all the co-authors, if any, without using “et al.”), full title, editor, place of publication, publisher, and year of publication in this order.

#### Examples of description:

3. Taylor GI, Lves A, Dhar S. Vascular territories. In: Mathes S (Ed). *Plastic Surgery*. 3rd ed. Philadelphia, Elsever, 2006.
4. Sauerbier M, Giessler GA. The free lateral arm flap for hand and wrist coverage. In: Cooney WP, Moran SL (Eds) . *Master Techniques in Orthopedic Surgery: Soft Tissue*. Philadelphia, Lippincott Williams & Wilkins, 2008. pp.179-189.

#### Supplementary Materials

- It is necessary to write "[Supplementary Material]" right after each Supplementary Material in the article.

Example of description: The detailed data is in the Table S1[Supplementary Material].

After the Reference list, it is required to write "[the names of the Supplementary Materials) is/are available as Supplementary Materials on J-Stage

(<https://www.jstage.jst.go.jp/browse/jkmu/-char/ja/>)". It is recommended that figures and tables be

numbered S1, S2, etc. in order they are distinct from numbering in the main article.

Example of description: Table S1 and Image S1 are available as Supplementary Materials on J-Stage (<https://www.jstage.jst.go.jp/browse/jkmu/-char/ja/>)]

#### Research Ethics and Regulatory Compliance

- When reporting experiments on human subjects, the research should be conducted ethically based on the Declaration of Helsinki and informed consent should be obtained from all the study subjects and patients. Also, approval from institutional ethics committee should be obtained. The national guidelines for clinical studies should be complied with.
- When reporting experiments on animal subjects, the SCAW categories should be adopted and approval should be obtained from institutional animal experimentation committee or the like.
- Authors of research papers should undergo an assessment concerning conflicts of interest with regard to financial deals with a company which manufactures products relating to the research results or a company which manufactures competing products.
- Other matters generally concerning research ethics and research-related regulations should be complied with.
- If any of the above matters applies, describe the assessment results, such as approval number.

#### Flow of a Received Manuscript

- A manuscript will be reviewed by the editors and appropriate experts, and the authors will be informed of the result within one month.
- In special circumstances, a received manuscript will be reviewed promptly and the result will be notified in about three days (excluding holidays).
- When asked to revise the manuscript, the authors should make revisions in accordance with the reviewers' instructions and return the revised manuscript within two months.
- The authors will be notified as soon as it is decided to place the article in the Journal.
- Even after it is decided to place the article in the Journal, the authors may be asked to submit materials again to improve the quality of printed style and photographs.
- The authors are asked to check the proof sheets within one month after the above decision.
- When proofreading, the authors are not allowed to make changes which would affect the space required or to make excessive modifications.
- The whole editing process will be completed within three weeks after proofreading by the authors, and the article will be put on J-Stage for before printing-on-demand disclosure as needed. Separately printed copies will also be sent to the authors.
- Copies of the bound Journal are issued by printing-on-demand in December every year.
- Every article is put in the institutional repository of Kansai Medical University within one year.

#### Publication Fee and Review Fee

- The publication fee is ¥150,000 as the basic cost .
- If a prompt review is necessary, extra charges will be incurred.
- A total of 30 reprints of each paper will be provided free of charge to the corresponding author.
- Additional reprints can be ordered at the time of proofreading, and the reprints will then be printed-on-demand. (The actual expenses incurred will be charged.)
- There are no additional fees for figures in color.

### Copyright

• The copyright and reprographic rights of all the literary works that appear in the Journal shall belong to the Medical Society of Kansai Medical University, beginning from the date of the decision to place each work in the Journal (the date when the manuscript is accepted). The Society shall have the right to publish or place all or part of these literary works in various media including network media. The authors are required to obtain permission from the Society if they wish to reuse manuscripts or figures that have been placed in the Journal.