

## Guidelines for Authors

### Aims and Scope

**The Tohoku Journal of Experimental Medicine (TJEM)** is one of the oldest and the most prestigious periodicals in Japan and the world. The TJEM is an international general medical journal founded in 1920, and is published online (Open Access) and with a monthly print issue by the Tohoku University Medical Press.

Our mission is to publish peer-reviewed papers in all branches of medical sciences including basic medicine, social medicine, clinical medicine, nursing sciences, disaster medicine, and education for healthcare professionals, and to present new information of exceptional novelty, importance and interest to a broad readership of the TJEM.

The TJEM is open to original articles in all branches of medical sciences from authors throughout the world. The TJEM also covers the fields of disaster science that include health aspect. Case reports, which advance significantly our knowledge on medical sciences or practice, are also accepted. Review articles, Letters to the Editor, Commentary, and News and Views will also be considered. In particular, the TJEM welcomes full papers requiring prompt publication.

### Ethical Issues

#### *Authors' Responsibility*

Papers, which will be simultaneously or have been published in any other periodicals or proceedings, will not be accepted. Manuscripts submitted under multiple authorship are reviewed on the assumption that all listed authors concur in the submission and that the final version of the manuscript has been seen and approved by all authors.

Each author should have participated in conceptions and design, execution, analysis, or interpretation of data. Each author must agree to the terms stated in the **Authors' Responsibility Form** and sign on this form. The corresponding author is required to submit the copy of the completed **Authors' Responsibility Form** to the Editorial Office online via Editorial Manager® for the TJEM, by e-mail (office@journal.med.tohoku.ac.jp) when submitting a revised manuscript.

#### *Experimental Subjects*

Scientific investigations involving human subjects must be in accordance with the ethical standards formulated in the Helsinki Declaration of 1964 and must have been formally approved by the appropriate institutional review board, ethical review committee, or equivalent.

#### *Experimental Animals*

Animal experiments must follow the ethical standards, and measures taken to protect animals from pain or discomfort should be mentioned. All research animals must be acquired and used in compliance with national legislation

and local institutional review board requirements.

#### *Conflict of Interest*

Authors/reviewers should clearly declare any conflicts of interest.

#### *Scientific Misconduct*

All work must be free of falsification, fabrication, and plagiarism. The Editors reserve the right to reject manuscripts describing research that does not meet acceptable standards of research behavior as determined by the Helsinki Declaration, national or local legislations on human studies or animal experiments, institutional review board, or equivalent.

The Editor-in-Chief of the TJEM reserves the right to withdraw a published paper without consent of the author(s), in case of any misconduct of the author(s) relating to a published article. The decision of withdrawal by the Editor-in-Chief and its reason will be notified to the author(s) by e-mail. However, publication fees already paid by the authors cannot be refunded.

### Manuscript Preparation Guidelines

#### *Before Writing a Manuscript*

Authors are advised to consult recent issues of the TJEM for the general format such as layout of tables and citation of references.

<http://www.jstage.jst.go.jp/browse/tjem/list/-char/en>

#### *Repositories and Preprint Servers*

The TJEM welcomes manuscripts based on a large scale of data posted to the Repository or the Database. However, the TJEM does not welcome manuscripts which have been posted to preprint servers before the submission to the TJEM.

#### *Writing a Manuscript*

##### *General Preparation*

- The TJEM is a general medical journal, which is not specialized for the certain field of medicine. Prepare the manuscript for a broad readership of the TJEM!
- Articles are written in English with American spelling.
- Use a standard font size (e.g., 12-point) with doublespace.
- Provide the page number for each page, starting from the title page. Providing the line number is also welcome to make the review process easier.
- Each abbreviation should be defined when appeared for the first time.
- Avoid abbreviations which are used only in a specific field and are unfamiliar to general readers.
- Insert a space between a number and a symbol. For instance, mean  $\pm$  S.D., =, <.

### **The Title Page**

- The title page must contain a main title, a running title, the full name(s) of all author(s), their affiliation(s) where the work was performed, and information for corresponding author, including complete corresponding address and e-mail address.
- Abbreviation should not be used in the main title, except commonly used one such as DNA, RNA, etc.
- The vague title must be avoided. The title should be written for readers outside the discipline.
- A running title must not exceed 60 characters, including space.

### **The Abstract Page**

- The abstract should state the backgrounds/rationale, objectives, findings, and main conclusions of the work in a single paragraph of 250 words or less. No heading is required.
- State the significance of your findings in the abstract.
- The abstract should be written for readers outside the discipline.
- Abbreviations should be avoided in the abstract as far as possible.
- No references are allowed in the abstract.
- Provide **five keywords** in alphabetical order after the abstract. Abbreviations should be avoided in the Keywords as far as possible.

### **The Main Text**

Each type of papers should contain sections, as shown below:

- Original articles: Introduction, Materials and Methods, Results, and Discussion.
- Case reports: Introduction, (Methods), Case Presentation, (Results), and Discussion. The Methods and Results sections are optional in Case reports. The Methods section should be included in Case reports if special examinations were done to reach the diagnosis, and/or the scientific research was done to clarify the pathophysiology of the disease. The Results section may be included if novel findings are obtained by the scientific research in the Case report study.
- Review articles: Introduction, other optional sections and Conclusion. Systematic reviews and scoping reviews should follow the relevant guidelines (Shaikh 2022, Affun-Adegbulu 2022).

Ref.

Shaikh, I.A., Davies, P., Man, A. (2022) Chapter 2.6. The current state of the evidence: Mapping the evidence and systematic reviews. in WHO guidance on research methods for health emergency and disaster risk management, revised 2022. World Health Organization. <https://apps.who.int/iris/handle/10665/363502>. License: CC BY-NC-SA 3.0 IGO

Affun-Adegbulu, C., Ardalan, A.. (2022) Chapter 3.6 Assessing the problems and developing a scoping review.

in WHO guidance on research methods for health emergency and disaster risk management, revised 2022. World Health Organization. <https://apps.who.int/iris/handle/10665/363502>. License: CC BY-NC-SA 3.0 IGO

Regardless of the article type, the backgrounds and the aim of the study should be clearly written in the Introduction for a broad readership of the TJEM.

### **Informed Consent and Animal Welfare**

In cases where a study deals with human subjects or live animals, the Methods section of the manuscript must include a statement that all experiments were performed in compliance with the relevant laws and/or institutional guidelines, and a statement that the study was approved by the institutional review board, if necessary. A statement must also be included that informed consent was obtained from human subjects.

**Acknowledgments** (Optional), **Author Contributions** (Optional) and **Conflict of Interest** are placed at the end of the main text. All sources of funding should be declared in the Acknowledgments.

### **References**

References are cited in the main text by the first author's last name and year of publication in parenthesis, as shown below.

- Single author: (Shibahara 2020)
- Two authors: (Shibahara and Takahashi 2020)
- Three or more authors: (Shibahara et al.2020)
- Two or more references can be cited in the order of publication years, such as; (Hodgkinson et al. 1993; Hughes et al. 1993; Steingrimsson et al. 1994; Hozumi et al.2012)

References are listed after the main text in the alphabetical order under the first author's name: Last name(s), followed by initials of first and middle names; year of publication (in parentheses); title of article; title of periodical (abbreviated according to Index Medicus and italic); number of volume (bold); and the first and last pages. Publications by the same author(s) in the same year should be listed as 2007a, 2007b, etc. In the reference with more than fifteen authors, give the first fifteen authors and then use et al.

When a book is referred to, the reference should include; author's name; year of publication (in parentheses); title of book (capitalized and italic); edition (if any); publisher; place of publication; and page(s).

A reference management tool, **EndNote**, offers a current **Output Style** file that can assist you with the formatting of your references. In case of submitting, Do Not Remove "EndNote Add In" from Word file (DOC, DOCX).

Personal communications or unpublished papers should not be included in the list of references.

Please note the following examples.

1) A journal article:

Misu, T., Fujihara, K., Nakamura, M., Murakami, K., Endo, M., Konno, H. & Itoyama, Y. (2006) Loss of aquaporin-4

in active perivascular lesions in neuromyelitis optica: a case report. *Tohoku J. Exp. Med.*, **209**, 269-275.

2) A chapter in an edited book:

Nagel, R.L. (2003) Disorders of Hemoglobin Function and Stability. In *Blood: Principles and Practice of Hematology*, 2nd ed., edited by R.I. Handin, S.E. Lux & T.P. Stossel. Lippincott Williams & Wilkins, Philadelphia, PA, pp. 1597-1654.

3) A book:

Nordlund, J.J., Boissy, R.E., Hearing, V.J., King, R.A., Oetting, W.S. & Ortonne, J.-P. (2006) *The Pigmentary System. Physiology and Pathophysiology*, 2nd ed., Blackwell Publishing, New York, NY.

### Tables

- Tables should be prepared in editable files, such as Word and Excel.
- Table(s) are placed after References.
- A large size of Table is not welcome. The final printed size of Table, including its title, legends and footnotes, should be less than one printed page.
- Authors should emphasize the most essential points in Table by providing understandable title and legends to each Table.
- Abbreviations should not be used in the title as far as possible.
- Indicate the noticeable findings with some markers in each Table.
- All the abbreviations used in Tables must be defined in the footnotes.

### Figures

- Figures should be prepared in PowerPoint, J-PEG or PDF files. The PowerPoint file is the most preferred.
- Figure legends should be placed after the References.
- Authors should emphasize the most essential points in Figure by providing understandable title and legend to each Figure.
- Abbreviations should not be used in the titles as far as possible.
- Indicate the noticeable findings with some markers in each Figure.
- Provide explanation for symbols in figure legends.
- All the abbreviations used in Figures must be defined in the legends.
- Photographs of high quality may be requested for printing of morphological data.
- Provide a scale bar in a representative morphological photo.

### Graphical Abstract

- Graphical Abstract should be submitted with the manuscript.
- Graphical Abstract should contain image(s) or representative figure(s), showing the summary or the conclusion of the article.

- Graphical Abstract should be prepared in J-PEG, PowerPoint or TIFF with less than 2.0 MB.
- Graphical Abstract will be displayed on the online journal only. Graphical Abstract is not published in the issue.

### Supplementary Material

- Supplementary Figures/Tables will be published as PDF file in the online journal only.
- Supplementary file(s) can be downloaded at the 'Supplementary material' of Article overview, or at the end of the online publication on the HTML.
- Supplementary Figures/Tables must be numbered Supplementary Fig. S1, Supplementary Fig. S2, etc., and Supplementary Table S1, Supplementary Table S2, etc.
- Titles and legends of Supplementary Figures/Tables need to be included in the respective Figure/Table. References for the Supplementary Figures/Tables should be listed in the Supplementary file, if required.
- All the supplementary Figures/Tables must be referred to in the manuscript at an appropriate point in the text.
- Supplementary Figures/Tables should be less than totally 5.0 MB.
- If authors hope to submit other types of supplementary material, please consult the TJEM office by e-mail ([office@journal.med.tohoku.ac.jp](mailto:office@journal.med.tohoku.ac.jp)).

### Manuscript Submission

Authors should submit their manuscript files online via Editorial Manager® for the TJEM.

<http://www.editorialmanager.com/tjem/>

The manuscript files should be provided in the Word version of a manuscript (the title page, the abstract, the main text, references, and legends to figures), the Word or Excel version of Tables, and the PowerPoint, J-PEG or PDF version of the Figures. Tables and Figures should be uploaded separately as individual files.

When the conversion of the manuscript files to a PDF file is completed after uploading files in the Editorial Manager® of the TJEM, authors should carefully check the quality of the manuscript PDF before the final submission, particularly Tables and Figures.

Authors should suggest qualified reviewers with complete mailing addresses. In an effort to expedite the review process, please provide us with e-mail addresses and affiliations of the potential reviewers. Please note that final decision on reviewers used is at the discretion of the Editorial Board.

The TJEM requests no submission charges.

### Peer Review

All the submitted manuscripts, including the Invited Review articles, are subject to initial review by Editor(s), and Similarity Check plagiarism screening. The Editor(s) will determine if a submitted manuscript should be returned without peer review or sent for peer review. If the manuscript is returned without peer review, the author is notified immediately.

If the manuscript warrants full peer review, the Editor

assigns two independent reviewers, including the Editorial Board Members. All reviewers who review a manuscript remain unknown to the authors. Every manuscript is treated as privileged information. The Editor-in-Chief makes the final decision based on the comments and the recommendations of the reviewers.

The primary criteria for judging the acceptability of a manuscript are its novelty and/or scientific importance. In addition, manuscripts should be written clearly and simply for readers outside the discipline or non-specialist readers. Manuscripts judged lacking in these respects are declined, even if the experimental work appears technically sound.

### ***Submission of the Revised Manuscript***

Please indicate the corrections and changes made in red in the revised manuscript. The response letter should summarize the changes made and include a list of your point-to-point responses to the critiques of reviewers. The revised manuscript and the response letter should be uploaded with Word version.

When submitting a revised manuscript online, the corresponding author is required to submit the copy of the completed **AUTHORS' RESPONSIBILITY FORM** and **AUTHORS' AGREEMENT FORM** to the Editorial Office online via Editorial Manager® for the TJEM. Please note that these submission forms do not guarantee acceptance of your paper.

### ***Changes to Authorship***

Any addition, deletion or rearrangement of author names in the authorship list must be made only before the manuscript has been accepted and only if approved by the Editor-in-Chief of the TJEM. The corresponding author must write the reason for the change in author list and the agreement of all authors with the addition, removal or rearrangement on the accompanying letter of the revised manuscript. In the case of removal of author(s), the confirmation letter from the author(s) being removed must be accompanied with the revised manuscript.

### ***Post Acceptance***

The Advance Publication is introduced in April 2022. The PDF of your accepted manuscript will be uploaded soon with DOI in the Advance Publication by J-STAGE. <https://www.jstage.jst.go.jp/browse/tjem/> The corrections of the PDF of your accepted manuscript are not welcome.

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