

1. Qualifications for submission

The Journal of the Nihon University Medical Association is primarily a place for members of the Association to publish their research. Invited articles requested by the editorial committee are also published.

2. Ethics

(1) The journal does not accept redundant or duplicate submissions. However, articles approved by the editorial committee, including already published articles in accordance with the “Manuscript submission rules for biomedical journals,” will be published. When using figures published in other journals, written permission from the copyright holder of the original must be included.

(2) Articles already published on a preprint server are permitted, but this preprint must be declared.

(3) When reporting research on human subjects, indicate whether the experimental procedures were carried out in accordance with the Helsinki Declaration of 1964, as revised in 2013; the Ethical Guidelines for Medical and Health Research Involving Human Subjects, issued in 2021 by the Ministry of Education, Culture, Sports, Science and Technology and the Ministry of Health, Labour and Welfare of Japan; the Guidelines for Clinical Studies of Gene Therapy, as revised in 2019; and any other regional and national laws and guidelines. In addition, indicate after the “Conclusion” that the study was conducted after approval by the institutional ethics committee and the agency pursuant to the committee.

(4) Personal information must be protected in compliance with the “Guidelines for patient privacy protection in medical articles including case reports and presentations in academic meetings” published by the Council of Surgical Societies. The authors have the responsibility of obtaining informed consent from patient(s) if the article includes personally identifiable information.

(5) When reporting research on animal subjects, indicate after the “Conclusion” that the research was approved by the Animal Experiment Committee of Nihon University and that the procedures were carried out in accordance with the rules of the Nihon University School of Medicine Guidelines for Animal Experiments.

(6) The Nihon University Medical Association is the copyright owner of all works published in the journal. Authors may not use their published contributions without written consent from the Association.

(7) Credit for authorship requires substantial contributions to (a) conception and design or analysis and interpretation of data, (b) drafting of the article or critical revision for important intellectual content, and (c) final approval of the version to be published.

(8) Unauthorized articles are prohibited. If the possibility of plagiarism, duplication or fabrication is suspected during the peer review, the editorial committee will proceed with deliberations to determine if fraud has occurred.

(9) Authors should disclose any conflict of interest regarding their article in accordance with the criteria of the Nihon University Medical Association (NUMA) (see the NUMA website). Conflicts should be described in a “Disclosure” section in the article placed just before the references. If authors have no conflict of interest to disclose, state that there is “No conflict of interest” in this section.

Example disclosure of conflicts of interest:

Disclosure statement

Taro Nihon; lecture fee (Nichidai Pharmaceuticals), donations (Nichidai Pharmaceuticals), research funding and grants (Nichidai Pharmaceuticals), and gifts and travel expenses (Nichidai Pharmaceuticals).

3. Article types

Review article (5,000 words maximum)

Original article (5,000 words maximum)

Clinical case report (3,000 words maximum)

Topic^{*4}

Feature article (5,000 words maximum)

Series (5,000 words maximum)

Book review/List of Outstanding Papers^{*4}

Manuscripts must be typewritten and double-spaced.

*1: A running title (no more than 20 words) is required for all article types.

*2: Figures, tables, and photographs are not included in word counts.

*3: Both English and Japanese keywords are required.

*4: No limit, but a manuscript of one printed page is recommended.

*5: No limit.

4. Arrangement of manuscripts

(1) Manuscripts must be typewritten using 12-point font on A4 size paper with line numbers in the left margin and page numbers at the bottom center of each page.

(2) Only one-byte alphanumeric characters should be used.

(3) The title page must include the article type; complete title of the article; name(s) of the author(s) with highest academic degree(s), including only MD, PhD, or BSc; affiliation(s) of the author(s); correspondence contact information, including telephone, fax and email address; and total number of tables and figures. If work in the manuscript has been presented as an abstract at a conference, the date and venue of the presentation should be specified at the bottom of the title page. If the manuscript is part of a PhD dissertation, this should also be indicated at the bottom of the title page.

(4) Original articles, clinical case reports, and special reports must be organized as follows:

Title page, English abstract, Japanese abstract (if the article is written in Japanese), Key Words, Running Title, Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgments, References, Figures, Tables, and Photographs. Review articles should have an English abstract.

(5) Manuscripts should be written in a clear and concise style.

(6) All units must conform to the International System of Units (SI). Single spaces must be inserted before and after the unit of measurement.

(7) Non-English words should be written using the most reasonable Romanized spellings. Latin scientific names of animals and biological nomenclature should be italicized.

(8) An abbreviation should be preceded by the full term at first use in the text.

(9) Illustrations should be numbered in order of appearance using Arabic numerals. Each illustration must have an English legend. Numbers, letters and symbols should be large enough

to be legible after reduction.

(10) References should be numbered consecutively in the order in which they are first mentioned in the text. The titles of journals should be abbreviated according to the style used in PubMed and those of Japanese journals in Igaku Chuo Zasshi (ICHUSHI). When there are four or more authors, include the first three and add "et al." Refer to the examples below:

Journal article

- 1) Majima T. Immunological study on experimental pneumonia hypersensitivity. *Nihon Univ J Med* 1986; **45**: 29-40.
- 2) Harada K, Okada T, Usami H, et al. Pericardial effusion in Kawasaki disease. *Nihon Univ J Med* 1986; **28**: 9-15.

Book

- 3) Miyaji T. Hemoglobin abnormality and thalassemia. *Miwa's Hematology* (edited by Shiro Miwa). Kobundo, Tokyo, 1981; 719-776.
- 4) Bast RC, Knapp RC. Monoclonal antibodies reactive with human ovarian carcinoma. In: Wright GL, editor. *Monoclonal antibodies and cancer*. New York: Marcel Dekker Inc., 1984; 341-352.

Refer to the style for English references described in *N Engl J Med* 1991; 324: 424-428, and include Japanese references using this style.

(11) Manuscripts must conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals published by the International Committee of Medical Journal Editors.

5. Submission of manuscripts

For manuscript submission, go to the website of Nihon University School of Medicine. From there, you can access the NUMA website and enter the J-STAGE submission and review system. Submission site URL: <http://mc.manuscriptcentral.com/jnuma>

Before submission, download the "commitment/consent form for coauthors" at the NUMA website. This form should be signed by all coauthors and submitted with your manuscript.

6. Acceptance of manuscripts

All manuscripts are evaluated by the editorial committee through a peer review system. Upon request, the editorial committee will issue a certificate of publication.

7. Dissertation

If the manuscript is part of a PhD dissertation and has been placed in the Nihon University Repository, this should be indicated in the Acknowledgments to avoid misunderstanding. When part or all of the manuscript will be used as a dissertation, please obtain approval from the Secretariat.

8. Proofs

If accepted, a draft of the manuscript will be sent to the author for minor proofreading. The style of the manuscript may be revised by the editorial committee.

9. Publication charges

The first 3 pages are printed free of charge. Invited articles are generally printed free of charge.

10. Reprints

Reprints are available in multiples of 50 when ordered with the return of the draft.

11. Address for submission of manuscripts:

Nihon University Medical Association
30-1 Oyaguchi Kamicho Itabashi-Ku
Tokyo 173-8610 Japan
Phone: +81-3-3972-8111 (ext. 2182)
E-mail: med.igakukai@nihon-u.ac.jp

複写権の案内

複写される方へ

本誌に掲載された著作物を複写したい方は、社団法人日本複写権センターと包括複写許諾契約を締結されている企業の方でない限り、著作権者から複写権等の行使の委託を受けている次の団体から許諾を受けて下さい。

〒107-0052 東京都港区赤坂9-6-41 乃木坂ビル 一般社団法人 学術著作権協会
TEL: 03-3475-5618 FAX: 03-3475-5619 E-mail: jaacc@mtd.biglobe.ne.jp
著作物の転載・翻訳のような複写以外の許諾は、直接本会へご連絡下さい。

アメリカ合衆国における複写については、次に連絡して下さい。

Copyright Clearance Center, Inc.
222 Rosewood Drive, Danvers, MA 01923 USA
Phone: (978) 750-8400 FAX: (978) 750-4744

Notice about photocopying

In order to photocopy any work from this publication, you or your organization must obtain permission from the following organization which has been delegated for copyright clearance by the copyright owner of this publication.

Except in the USA

Japan Academic Association for Copyright Clearance (JAACC)
6-41 Akasaka 9-chome, Minato-ku, Tokyo 107-0052 Japan
TEL: 81-3-3475-5618 FAX: 81-3-3475-561
E-mail: naka-atsu@muj.biglobe.ne.jp

In the USA

Copyright Clearance Center, Inc.
222 Rosewood Drive, Danvers, MA 01923 USA
Phone: (978) 750-8400 FAX: (978) 750-4744