

Instructions for Authors

The Journal of the Japanese Association for Acute Medicine is the official journal of the Japanese Association for Acute Medicine and aims to contribute to progress in the establishment of acute medicine as a specialty. The journal publishes reviews, editorials, original articles, case reports, invited articles, correspondence, and a record of local meetings. The journal will accept original articles, case reports, and international correspondence from anywhere in the world. This correspondence includes short communications and letters to the editor. The editor of the journal welcomes articles on original experimental and clinical studies devoted to acute medicine. Membership in the association is not a prerequisite for submission. However, a letter of recommendation from a sponsoring member of the association is requested.

Manuscript

The official languages of the journal are Japanese and English. Submit an original and four copies of the manuscript. The manuscript of an original article should have a title, abstract, text, tables, figures, legends and references. The manuscript of a case report should have the same division as the original article. A correspondence manuscript should have a title page and text. The manuscript of a short communication can include tables and figures.

All manuscripts (including title, abstract, text, tables, legends and references) must be typewritten on 21.6 × 27.9cm (8 1/2 × 11 inches) standard international paper with elite type (12 pitches or 12 characters per inch). Double space everywhere. Provide margins of at least 3.0 cm at the top, bottom, and both sides of all pages. Begin each of the following sections on separate pages: title page, abstract, text, references, tables and legends. Type only on one side of the paper. Type the page numbers consecutively beginning with the title page in the upper right-hand corner of each paper.

Title page

The title page should contain the informative title of the manuscript, full names without academic degrees of all authors, full names of departments and institutions at which the work was performed. 3-5 key words taken from Index Medicus or composed by analogy on the same principles, and a running head of not more than 40 characters. Address, mailing address, telephone and fax, and e-mail address for correspondence is also needed. The total number of authors should not exceed 7. And also should include word counts for text only and the number of figures and tables.

Abstract

The abstract should follow the title page. The abstract, providing the context and background for the study should state the study's purposes, basic procedures, main findings, and principal conclusion. And should consist of approximately 200-300 words for an original article and approximately 200 words for a case report. If the manuscript was prepared in Japanese, Authors also should submit abstract written in English.

Text

The text of an original article should follow the format: introduction, materials and method, results and discussion. Use subheadings and paragraph titles whenever possible. For abbreviations, full spelling is mandatory for the first appearance in the text. Place acknowledgments at the end of the text, before

the references.

Introductions

Provide a context or background for the study, and State the specific purpose or research objective of, or hypothesis tested by, the study or observation.

Material and Method

Describe your observational or experimental participants clearly including eligibility and exclusion criteria and a description of the source population.

Use generic names for all drugs and pharmaceutical preparations. Trade names, along with manufacturer and location must be mentioned.

Describe the methods, apparatus, and procedures in sufficient detail to allow other readers to evaluate and reproduce the result.

Describe statistical methods and details of randomization or blinded observations. Specify the computer software used.

Results

Include only data and illustrative materials that are pertinent to the subject of article. Do not repeat in the text all data in the tables or illustrations. Avoid duplicate representation of the same data in both tabular and graphic forms.

Discussions

Emphasize the new and important aspects of the study and the conclusions.

Do not repeat in detail data or other material given in the introduction, or results section.

Discuss by summarizing briefly the main findings, then explore possible mechanisms and explanations. Compare the result with other studies, state the limitations of the study, and explore the implications of findings for future research and for clinical practice.

State the conclusions and recommendations that can be directly drawn from the present result.

References

In the text, references should be cited consecutively by numbers in the order in which they are first mentioned in the text. A reference list to a journal should be in numerical order, including author's name, the complete title of the article cited, year of publication, volume, inclusive page numbers. A reference list to a book should include author's name, complete title of the article or the chapter, all editor's name, complete title of the book, edition or volume number, place of publication, publisher, year of publication, and inclusive page numbers. If the number of authors exceeds three, type the first three names then "et al". The titles of journals should be abbreviated according to the style used in Index Medicus style. Restrict references to those that have direct bearing on the work described. In the following examples notice the punctuation, do not use all capitals, do not underline.

Journal articles;

- 1) Ramnarayan P, Cronje N, Brown R, et al: Validation of a diagnostic reminder system in emergency medicine: a multi-centre study. *Emerg Med J* 2007; 24: 619-24.

Books;

- 2) Bui DT, Cordeiro PG: Reconstruction of defects of the maxilla and skull base. In: Thorne CH, Beasley RW, Aston SJ, et al eds. *Plastic Surgery*. Lippincott Williams & Wilkins, Philadelphia, 2007: 438-46.

Tables

Type and print each table with double spacing on a separate sheet of paper.

Tables must be numbered in order of appearance with Arabic numerals. Each must have a title and explanatory foot notes (abbreviations and statistical measures of variations, etc.).

Figures

Submit a set of original figures and three sets of their copies. Submit four sets of photographs if there are any photographs in your article. All lettering must be done professionally. Sharp, unmounted, glossy black and white photographic prints, 127 × 173 mm (5 × 7 inches) in size, should be submitted. Letters, numbers, or symbols must not be applied directly to figures, but should be indicated on the tracing paper.

All figures must be numbered in order of appearance with Arabic numerals. Identify each illustration on the back by affixing a gummed label on which is listed: number of the illustration, name of the illustration, name of first author, title of manuscript and an arrow indicating the top.

Legends

Figure legends must provide a brief and must define all abbreviations used there in. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in micrographs.

Length of the manuscript

The length of the manuscript for an original article should be within 30 double space typewritten pages including tables and figures (One table or figure should be considered to be equal to one typewritten text page). The length of the manuscript for a case report and a short communication should be within 10 and 4 typewritten pages, respectively, including tables and figures. That for a letter to the editor should be within 2 typewritten pages.

Submission

All manuscripts submitted to the Journal of the Japanese Association for Acute Medicine must be submitted solely to this journal, and may not have been published in any part or form in another publication of any type. Manuscripts involving human subjects must state approval by institutional human experimentation review committees. Manuscripts involving laboratory animals must state adherence to national or institutional guidelines for the use of experimental animals.

The document of author's agreement also should be submitted. It should include a statement that the submitted manuscript is an original and unpublished work, a statement of fully disclosure of any financial or other relationship with commercial parties a statement that any human investigations were in accordance with the ethical standards of the responsible committee or with Helsinki Declaration of 1975, as revised in 1983, and animal investigation meet appropriate ethical standards of the responsible committee, a statement that the manuscript has been approved by all authors, the name, address and telephone number of the corresponding author.

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Miscellaneous

- 1) There will be a charge to the author if the paper exceeds 10 printed pages. Special expenses, such as for color photographs, will be charged to the author.
- 2) There will be a charge to the author for checking of English by a native speaker if the editor considers it necessary.
- 3) Reprint order forms will be sent with the proofs.