

Instructions to Authors (January, 2003)

I. Submission of papers

1. Qualifications of authors: Authors must be members of the Japanese Society of Laboratory Medicine. (The first author must be a full member, and co-authors must be full members or those who have paid temporary membership fees.) Those contributing from overseas are exempt from paying the membership fees.
2. Contents of papers: Only unpublished papers related to clinical laboratory medicine (clinical pathology) are accepted. Papers related to clinical studies must be in conformity to the Helsinki Declaration.
3. Papers submitted must be written in Japanese or English.
4. Categories of papers: The category (original paper, short communication, review article, case report, technical report, experience report) of the paper must be indicated. The final category is determined by the editorial board.
5. Page limitations: The page limitations are indicated below. Publication of papers longer than the limitations must be approved by the editorial board, and the authors will be charged for the cost of publication of the extra pages.

Number of pages, Original paper, Short communication, Review, Case & Technical report, Experience report

In Japanese

(Tables and figures) (including tables and figures)

In English

(Tables and figures) (including tables and figures)

Number of pages after typesetting

6. Requirements for submitting papers: (1) Follow the "Guideline for the Preparation of Manuscripts" below. (2) All authors must sign and affix a seal in the signatures space of the form attached to the submitted manuscript to confirm their involvement in the submitted paper.
7. The copyright of the papers accepted belongs entirely to the Japanese Society of Laboratory Medicine.
8. Determination of acceptance or rejection: Determined by the editorial board after peer reviews.
9. Reprints: Authors will receive up to 30 reprints free of charge. Contact the editorial office for the cost of extra reprints.
10. Manuscripts should be submitted to:
The Japanese Journal of Laboratory Medicine
Postal code: 101-0064
5F, Takahashi Building,
1-7-1 Sarugaku-cho, Chiyoda-ku, Tokyo
Tel: 03-3295-0351 FAX: 03-3295-0352

II. Guideline for the Preparation of Manuscripts

1. All manuscripts must be written horizontally on A4 sheets using a personal computer or a word processor. Japanese manuscripts must be formatted as 400 characters (20 characters × 20 lines) per page, and English manuscripts must be double-spaced with 26 lines per page and 60 characters including spaces per line.
2. Two hard copies of the manuscripts must be submitted. Papers accepted for publication must be provided in an electronic medium by indicating the OS and software used for preparation.
3. Structure of paper: Each paper must have the title, authors' names, affiliations and their addresses, an English abstract, key words, and the body of the text. The text must be organized as Introduction, Materials and Samples (or Methods), Results, Discussion, Conclusions, References, Figure Legends, Tables and Figures.
4. The title should concisely summarize the contents. Abbreviations should be avoided in the title as much as possible.
5. The English abstract must be within 250 words. It must describe the objectives, methods, results, and conclusions in specific terms.
6. Five or less key words must be provided in both Japanese and English. (Only English key words must be provided with English papers.) The key words should be selected from the Index Medicus and other standard references.
7. Contents of the text:
 - a. Write the Introduction concisely and clarify the significance, position, and purpose of the study.
 - b. In the Methods and Samples (or Materials), provide information sufficient for follow-up experiments. (1) If a commercial kit is used, present the compositions of the reagents unless they are described elsewhere. (2) If the literature is cited, avoid explaining its contents unless there is a marked difference from the cited literature. (3) If an automatic analyzer is used, clarify the analytical conditions. (4) If a material is critical for the study, describe its source and the method of its procurement (Reference: Clinical Pathology Volume 50, No. 5, Page 438).
 - c. In presenting clinical cases, provide relevant and necessary laboratory findings.
 - d. Itemize the results as much as possible and explain quantitative experimental results using a figure or table. If a new measurement method is used, provide its features including the accuracy, precision, range of validity, sensitivity, and specificity.
 - e. In the Discussion, avoid repeating the results and clearly state the originality of the paper. Sufficiently discuss the relations of the findings with the purpose of the study.
 - f. The Conclusions must be concise and summarize the contents of the text in concrete terms.
8. Expressions:
 - a. Indicate references cited in the text with reference numbers in superscripts (e.g. Miwa et al.¹⁾).
 - b. Show the names of foreign authors in their native languages, but represent place or country names in the English format.

- c. Indicate abbreviations in () after the first occurrences of the terms in full spellings. Do not overuse abbreviations even if they are well known in related fields.
 - d. Units of weights and measures are gradually shifted to the SI system. Follow Appendix 1 for the time being and indicate SI units in parentheses if possible.
9. Present references as in Appendix 2. Avoid citing textbooks and unpublished papers. Indicate abstracts in proceedings as abstracts, following the examples shown in the appendix.
10. Tables and figures:
- a. Prepare all figures and tables including legends in English.
 - b. Indicate the place where the figure or table should be inserted in the margin of the text.
 - c. Avoid repeating the data presented in the text in tables and figures.
 - d. Use monochrome photographs. The use of color photographs is limited to cases approved by the editorial board. The authors must bear the cost of publishing color photographs.
 - e. Include a scale in electron micrographs.

[Appendix 1] Weights and measures

- a) Only the following prefixes are permitted.
- b) Do not use double prefixes: Ex. $\mu\mu\text{g}$ ($\gamma\gamma$) \rightarrow pg .
- c) Length: $\mu \rightarrow \mu\text{m}$, $\text{m}\mu \rightarrow \text{nm}$, $\text{Å} \rightarrow 0.1 \text{ nm}$ (or 100 pm).
- d) Volume: Use [l] instead of dm^3 , cc , mm^3 , etc. Ex. $\text{dm}^3 \rightarrow \text{l}$, $\text{cc} \rightarrow \text{ml}$, $\text{mm}^3 \rightarrow \mu\text{l}$.
- e) Concentration: Express molar concentrations in mol/l rather than M. Other concentration units such as mg/dl, g/dl, g/l may be used, but the denominator is preferred to be [l]. Ex. $7 \text{ g/dl} \rightarrow 70 \text{ g/l}$, $100 \text{ mg/dl} \rightarrow 1 \text{ g/l}$ ($1,000 \text{ mg/l}$).
Do not use a prefix in the denominator. It is preferred to shift to molar concentrations for agents with known molecular weights.
- f) Replace mol/min/ by mol/(min·l) or $\text{mol}\cdot\text{min}^{-1}\cdot\text{l}^{-1}$.

[Appendix 2] References

- a) Cite 20 references at the maximum. Number the references in the order of their appearance in the text with Arabic numerals, which are superscripted with a closing parenthesis at the end of the cited parts. List the references at the end of the text.
- b) Prepare the list of references according to the style of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (the "Vancouver" style). (For details, see Igaku no Ayumi 1998;186:812-4 and 872-9, Ann Intern Med 1997;126:36-47, or related homepages.)
<http://www.acponline.org/journals/annals/01jan97/unifregr.htm>
<http://www.ama-assn.org/public/peer/wame/uniform.htm>
Abbreviate journal names according to the table of abbreviations of journal names of the *Japana Centra Revuo Medicina* or the *Index Medicus*.
- c) Indicate the names of all authors if they are 6 or fewer. If there are 7 or more authors, indicate the first 6 authors followed by "et al". Do not put a period after the initials of the authors' names.