
The Japan Society for Oriental Medicine's journal *Kampo Medicine*
Instruction to Authors (revised March 2008)

1. Scope of the Journal

The Japan Society for Oriental Medicine's journal, *Nihon Toyo Igaku Zasshi* (English name: *Kampo Medicine*), contains previous unpublished papers under the headings *Original Articles*, *Reviews*, *Clinical Investigations*, *Basic Investigations*, *Theories and Discourses*, *Letters to the Editor* and *Short Communications* on Kampo, acupuncture and moxibustion, as well as on closely related studies in the fields of medical science and pharmacology.

2. Contributor Qualifications

Both the first author and the corresponding author of papers submitted must be members of The Japan Society for Oriental Medicine. This does not, however, apply to requested *Reviews*. As a general rule, such *Reviews* are requested by the Editorial Committee.

3. Unpublished Papers

3-1:

Contributed papers may be in either Japanese or English. As a general rule, they are to be submitted via digital media (CD-ROM, USB storage device, floppy disc, etc.), according to the literary requirements given below. Digital Media Input Requirements must also be referenced.

3-2:

Contributed paper must not have been submitted to other journals.

3-3:

Papers dealing with human subjects must strictly confirm to the Declaration of Helsinki (as adopted in 1964, revised in 2000 and added notes of clarification in 2002 and 2004). Furthermore, animal studies must be carried out based on ethics codes of a certain institution dealing with animal experiments.

3-4:

When submitting papers related to clinical trials, such clinical trial information must have been publicly registered, before trial start, at a clinical trial registration system (such as UMIN Clinical Trials Registry in Japan).

4. Acceptance or Rejection of Papers

4-1:

The acceptance, rejection or ranking for publication of manuscripts will be decided by the Editorial Committee, and guided by the opinions of multiple judges commissioned by the Editorial Committee. Revisions in format, length and style of the manuscripts (illustrations, etc. included) may be required of the authors.

4-2:

Manuscripts required for re-submission must be re-submitted, with revisions, within the time frame laid out by the Committee.

5. Submitted Paper Specifications

5-1: Digital Media Input Requirements

Media such as CD-ROMs, USB storage devices and floppy discs (non-returnable) are to be employed. Computers used must be Windows™, documents in Microsoft Office Word™ (“Word” herein), and illustrations in Microsoft Office PowerPoint™ (“PowerPoint” herein).

File names must be an abbreviated indication of a name (the author’ s), a keyword, and main text (illustration or table) content (for example; “ItohHeadacheText.doc” , “YamadaAsthmaIllust.ppt” , etc.). Where there are multiple files, it is best to have them in a single folder (labeled for example, “ItohHeadache” , “YamadaAsthma” , etc.).

Additionally, when external (non Level-1, Level-2 JIS standard) characters which may not convert properly are used, either a printed manuscript with problem areas penciled in red, or a similar PDF file must also be delivered.

5-2: Paper Manuscripts

One original, two copies, one digital medium (meeting 5-1 requirements above), and one Checklist Form 5-1, are to be sent to by ordinary registered post to the address below.

The Japan Society for Oriental Medicine
Kampo Medicine Editorial Committee
Kokusai-Hamamatsucho Bldg. 6F,
1-9-18 Kaigan, Minato-Ku, Tokyo 105-0022, JAPAN

5-3: Digital Manuscripts

One Checklist Form 5-2 is to be faxed to the address below. The main text (Word) file and any illustration (PowerPoint) file are to be e-mailed to the address below. Additionally, when foreign (non Level-1, Level-2 JIS standard) characters which may not convert properly are used, a PDF file must be sent as an attachment.

The Japan Society for Oriental Medicine
Kampo Medicine Editorial Committee
Fax: +81-3-5733-5078
E-mail: office@jsom.or.jp

6. Copyrights

The copyright of papers published in *Kampo Medicine* shall be vested in The Japan Society for Oriental Medicine. Upon approval for publication, the author(s) shall submit a Copyright Transfer Agreement (Form 6), affixed with their personal seal or signature.

7. Manuscript Requirements

7-1: Length by Submission Type

Original Articles, *Clinical Investigations* and *Basic Investigations* shall not exceed more than 20 printed pages, or more than 10 illustrations (including photographs). *Short Communications* shall not exceed more than 4 printed pages, or 2 illustrations (including photographs). The length of *Theories and Discourses*, and *Letters to the Editor* shall be determined by the Editorial Committee.

7-2: Language and Page Format

Papers are to be written in either Japanese or English. Documents are to be prepared in Word, for vertical printing of horizontal type, on white A4 (210mm x 297mm) paper. They are to be prepared in 12 to 14 point type, with 28 characters by 28 to 30 lines per page for Japanese, or no more than 30 lines per page for English. When sending printouts, page numbers must be listed at the bottom-center of each page, starting with the title page as page 1.

7-3: Page Arrangement

A: Title Page, page 1

The first page shall list all titles, authors, their affiliated institutions (complete with laboratory or department name) and addresses, in Japanese and English. Abbreviations and trade names must not be used in the title page. Corresponding author names shall be marked with an asterisk (*), and their affiliated institutions (complete with laboratory or department name), addresses, telephone and fax numbers, and e-mail addresses given. In the case of randomized controlled trials (RCT), the phrase “Randomized Controlled Trial” must appear either as part of the paper’s main title, or its subtitle.

B: Abstract and Keywords Page, page 2

The second page shall reflect the essence of the main text, in a simplified manner. It is to be summarized in both Japanese (not more than 400 characters), and English (not more than 250 words). Keywords (no more than 5) must be included below both the Japanese and English abstracts.

C: Main Text Organization, from page 3 on

It is desirable that the main text be divided into the following headings. These may be combined or abbreviated as necessary, and are: *Introduction*, *Subjects*, *Materials and Methods*, *Results*, *Discussion*, *Conclusions*, *Acknowledgments*, and lastly *References*. RCT papers shall confirm to the revised CONSORT Statement (2001).

D: Cited References

References cited shall be numbered in sequence within the main text, and listed at the very end of the text in the same, sequential order. Each reference shall be given with the name of its authors, its title, a publication name, volume number, beginning and ending page number, and publication year (Anno Domini). In the case of publications with no volume number (for example, the *Japan Medical Journal*), an issue number or date of publication shall be given instead. In the case of ancient references which have not been re-issued: pre-modern texts should be listed where possible

with the author or editor's name, text name, year complete, year published (or year compiled), publisher's name, place published, as well as the applicable folio (leaf) number (front or back), page or item number: while rare or valuable books should also list the owner to which they belong. As a general rule, citing manufacturer sales promotion materials is not allowed.

Cited Reference Examples

1. Hanakawa S.: Increase of urinary 6-keto-prostaglandin level by preoperative administration of goreisan or tokishakuyakusan to the patients with gallbladder stones or polyps. *J. Med. Pharm. Soc. Wakan-Yaku*, 9, 32-9, 1992
2. 草木太郎：難治性活動性肝炎の柴胡剤と桂枝茯苓丸の併用療法，日東医誌，31，19-27，1980
3. Hanaeda M, Koeda N, Oeda O, and Tahata M.: Scientific reevaluation of Kampo prescriptions using modern technology. In Recent Advances in the Pharmacology of Kampo (Japanese Herbal) Medicines. Ed. Hanaeda M, 213-218, E. Medica Ltd., Tokyo, 1988
4. 樹木次郎，森山三郎：漢方診療辞典，60-65，北山堂，東京，1975

E: Preparation of Figures and Tables

E-i: For Paper Manuscripts

Clear figures and tables, ready for print, must be used. Preparation costs for any pictorial plates sent shall be borne by the authors. Photographs shall be developed onto paper prints (no slides). Those wishing color publication of their photographs, however, must provide both paper prints and slides. All illustrations, figures and tables must list the author's name on the reverse side, and be numbered top and bottom. This numbering must be listed on a separate sheet, indicating where each illustration should be inserted in the main text.

Each figures shall constitute 1 numbered page, and be appended to the main text. Any explanations of these shall be given on a separate sheet of paper, and also appended to the main text.

E-ii: For Digital Manuscripts

Tables and figures shall be prepared in PowerPoint. Each page shall be given a corresponding table or figure number. It is preferable that photographs be saved in the JPEG format.

F: Abbreviations, Units, Kampo Formulae Names

Abbreviations shall be clearly spelled out, in full, upon first occurrence. This does not apply, however, to generally understood abbreviations (such as ATP, cAMP, cDNA, DNA, mRNA, UV, etc.). Units shall be given in the following, usual manner: m (for meter), g (for gram), l (for liter), sec/min/h/d (for time), ° C (for temperature), etc. Roman alphabet spellings for Kampo formulae and crude drug names are covered in Attachment 1. These Roman alphabet, as well as Japanese spellings, are based on comparison charts Appendix 1 and Appendix 2 (see Attachment 1, Appendix 1, Appendix 2).

Kampo Formulae Listing Examples

- 1) “abcto extract (maker, g/day)” - where () are given upon first occurrence only.
- 2) “xyzto (decoction)” - where grams and place of production are given in the paper’ s final references.

8. Typesetting and Author’ s Corrections

Typesetting format shall be left to the discretion of the Editorial Committee. As a general rule, the author is allowed to make corrections to the paper once (its wording and spelling, figures and tables only, not its layout). Authors who wish to make secondary corrections (to the layout) must write a request to that effect, when submitting their first corrections. Secondary corrections, to other than obvious wording and spelling errors, will not be allowed. Those requiring reprints shall list the number of reprints needed, on the first page of their proof paper (up to 30 original manuscript copies are free of charge). As a general rule, manuscripts submitted for publication and digital media are non-returnable.

9. Submission Fees

9-1: Page Submission Fees

Page submission fees will be charged separately to the authors when necessary, or in cases of color figures.

9-2: Reprint Costs

Reprints are charged for, and must be ordered in units of 10 copies. However, 30 reprints of the original manuscript are provided free of charge. Further original manuscript copies will be charged separately.

Reference Literature

- 1) Moher D, Schulz KF, Altman D. The CONSORT Statement: Revised Recommendations for Improving the Quality of Reports of Parallel-Group Randomized Trials. *JAMA* 285, 1987-91, 2001.
- 2) International Committee of Medical Journal Editors (ICMJE): Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (*Updated October 2007*), <http://www.icmje.org/>.)

Attached forms: Forms 5-1 and 5-2 (Checklists for Manuscript Submission)

Form 6 (Copyright Transfer Agreement)

Attachment 1: Standard Kampo Formulae and Crude Drug Nomenclature (available from our website, or *Kampo Medicine*, 59 (1), 168-173, 2008)

Appendix 1: Roman Alphabet Spellings for Kampo Formulae (available from our website, or *Kampo Medicine*, 59 (1), 174-179, 2008)

Appendix 2: Roman Alphabet Spellings for Crude Kampo Drugs

Remarks

We are in the process of creating a standardized Kampo nomenclature list, in English, while adhering to the conventions below. Your cooperation in adhering to these conventions will be appreciated.

- 1) Give the readings of document and doctor names, as pronounced in their country of origin, once.

Examples: Shanghanlun (傷寒論), Zhang Zhongjing (張仲景), Kokan' igaku (皇漢医学)

- 2) Give definitions of keywords when necessary.

Example: *Heibyō* (并病); *Heibyō* is a concept of disorder ranging between Tai yang disease and Yang ming disease in Shanghanlun.

- 3) Please consult us if you have any questions about nomenclature conventions.