

Information for Authors

Journal of Tokushima National Hospital (J Tokus Natl Hosp) is an open-access online journal published once or twice a year by Tokushima National Hospital. The Tokushima Hospital Journal (J Tokus Natl Hosp) is an open access online journal issued by the Tokushima National Hospital one or two times a year. The paper must be prepared in accordance with "Recommendations on the implementation, reporting, editing, publication of academic research in medical journals"

(<http://www.icmje.org/icmje-recommendations.pdf>).

The statement contained therein is the author's responsibility. The association reserves copyright and renewal in all published materials and such materials can not be reproduced in any form without the written permission of the Society.

Manuscript

Papers reporting human experimentation will be reviewed in accordance with the precepts established by the Helsinki Declaration. Such papers must include a statement that the human investigations were performed after approval by Institutional Human Investigations Committee. Authors submitting manuscript containing data from experiments involving recombinant DNA molecules must provide a statement which certifies that their experiments complied with the appropriate guidelines approved by the governmental agencies on physical and biological containment procedures.

Manuscript Submission

Authors should submit their manuscripts to the Editorial Office of Journal of Tokushima National Hospital by e-mail: rinsyou@tokushima-nh.hosp.go.jp Main document must be typed double-spaced with wide margins. Tables and Figures should be uploaded separately from the main document. Arrange the paper in the following order: (1) title page; (2) abstract; (3) text, (4) references; (5) figure legends. Number all pages in sequence, beginning with the title page as 1, abstract as 2, etc. Incomplete or improperly prepared manuscripts will be returned to authors without review.

Copyright Transfer

A Certificate of Exclusive Submission and Copyright Transfer must be submitted to the journal's editorial office by fax (+81-883-24-8661) or by PDF formatted file. When sending by fax, please send as a separate page at the same time you submit your manuscript with our Web-based

submission form. When sending by PDF formatted file, please send with the manuscript as an attached file.

Privacy

To protect the privacy of patients, the following items can not be included in the manuscript; Patient's name, initial, ID number, address (only prefecture or state is acceptable), precise dates by which clinical course can be identified (dates should be expressed as the early, middle or end of a specific month), photographs of patient's face (only photographs which do not identify a patient can be used). The following items may be included in the manuscript; patient's age, sex and region of residence

Category of Manuscript

Journal of Tokushima National Hospital include Original Article, Brief communication, Case Report, Review Article, Letters to the Editor

Units of Measurement

All measurements must be expressed in metric system and/or the Systeme International d'Unites (SI). Use a capital letter "L" for liter in the units of measurements in the Text, Figures and Tables (g/dL, mg/dL, IU/L, mg/dL, mEq/L) .

Title Page

Include first name, degree, and affiliation for all authors. Indicate the institution of each author (city and country) at time of study. Include (as a footnote) the name and address of institution from which work originated plus information about grants, and the name and E-mail address of the person to whom reprint requests should be sent.

Key Words

A list of two to six key words and subjects that will be useful for indexing or searching should be added to the bottom of the abstract page.

Text

Do not use acronyms of abbreviations other than those for units of measurement. Using parentheses, cite each reference, figure and table in numerical order [ex.(4, 8-10);(Fig. 2);(Table 3)]. Order of mention in text determines the number given to each. Place acknowledgements at end of text, before references.

References

Number in order of mention. Provide inclusive page numbers for all journal references and book chapters, and the specific page numbers for book references. Indicate all abstracts as "(Abstract)."Use abbreviations for the names of all journals listed in Index Medicus. For those not listed, spell out the full name of English language

journals. When the main text is not in English, use the original language name of the journal and include "(in language)" after the date. If the official English translation of the name of the journal is printed on the cover, include the English name in parentheses after the original name. If only the abstract is in English, include "(Abstract in English)". Citations to unpublished work should not be entered in the list of references unless the paper has been accepted for publication. Include them in the text as "(unpublished observation)", "(personal communications)", or "(manuscript in preparation)", with authors' initials and surnames. Personal communication must be accompanied by a copy of the correspondence or a letter from the correspondent to this editorial office. Follow general arrangement, abbreviations and punctuation as given in Uniform Requirements for Manuscripts Submitted to Biomedical Journals. For periodicals, follow INDEX MEDICUS, listing all authors when six or fewer, when seven or more, list only first three and add "et al." Please note that no periods are used after authors' initials. Sample references are as follows:

Gottlieb SS, McCarter RJ, Vogel RA. Effect of beta-blockade on mortality among high-risk and low-risk patients after myocardial infarction. *N Engl J Med* 1998; 399:489-497.

Hashimoto R, Hasegawa S, Maki T, Tanaka Y. Compulsive manipulation of tools in the left hand following damage to the right medial frontal lobe. *Rinsho Shinkeigaku (Clin Neurol)* 1998; 38: 1-7 (in Japanese, Abstract in English)

Swash M, Schwartz MS. *Neuromuscular Disease. A Practical Approach to Diagnosis and Management*. 3rd ed. Springer-Verlag, London, 1997:89-120.

Wetzler M, Bloomfield CD. Acute and Chronic Myeloid Leukemias. in: *Harrison's Principles of Internal Medicine*. 14th ed. Fauci AS, Braunwald E, Isselbacher KJ, et al Eds. McGraw-Hill, New York, 1998:684-695

Figure Legends

Start at top of new page. Number pages in sequence after last page of references. Identify at the end of each legend and in alphabetical order all abbreviations in the figure described. When arrows are used in the figure, indicate the specific feature in the figure legend followed by "(arrow)". Indicate magnification for all photomicrographs.

Tables

Give each table a number (in Arabic numerals: Table 1, 2, etc.) and a title. Number the tables in the order in which they are mentioned in the text. Do not use vertical rules within body of tables. Provide a footnote to each table, identifying all abbreviations used. Limit tables to number and size necessary for clarity.

Figures

Use black ink for all charts (line drawings). Make decimals, broken lines, etc., strong enough for reproduction when reduced to column width, two-column width, or intermediate width. Do not combine very large type with very small type; all lettering should be of approximately equal size. Use arrows to designate special features. Crop photomicrographs to show only essential field. Do not title the figure; this information should be included in the figure legend. Carefully consider proportion for each part of a multipart figure. Number figures in order in which they are mentioned in the text. Submit written permission from publisher and author to reproduce any previously published figures. Limit figures to number necessary for clarity. When including a photograph of a patient, either the subject should not be identifiable or written permission must be submitted together with the photograph. Permission forms may be obtained from the Editor.

Abbreviations

The following abbreviations or acronyms may be used without explanation; others should be defined at first use in the text.

Drug Names

Generic names should, in general, be used. If an author so desires, brand names may be inserted in parentheses.

Page charges

The Journal publishes a paper free of charge.

Notice of correction

Although sometimes there is a request to correct a published contribution, when the correction is minor and does not affect the reader's understanding of the contribution, such as a spelling mistake or a grammatical error, *Internal Medicine* will not publish such a correction.