

# INSTRUCTIONS FOR AUTHORS

Only members of the Kawasaki Medical Welfare Society are qualified to contribute their papers. Papers presented in non-Japanese languages (mainly in English) will be accepted by the *Kawasaki Journal of Medical Welfare*.

The contents of the *Kawasaki Journal* are solely the responsibility of the authors. All manuscripts submitted for publication should be addressed to the editorial committee of the *Kawasaki Journal of Medical Welfare*, Matsushima 288, Kurashiki 701-0193, Japan.

The manuscripts should be printed on only one side of 8.5×11 inch paper (A4), double-spaced, and have proper margins. The original and one copy of the manuscript should be submitted.

The cover page should contain the following:

1. The type of the paper (review article, essay, original paper, short report, or material)
2. The language of the paper
3. The title of the paper: Capitalize the first word and content words such as nouns, adjectives, adverbs, etc., but not function words such as prepositions, articles, conjunctions, etc. All the letters of acronyms should be in capital letters.

Ex. Correlation of Aided Hearing Threshold (AHT) and Speech Intelligibility in Profoundly Hearing-Impaired Children

4. The name(s), affiliation(s) and address(es) of the author(s): The first name should be capitalized and all the letters of the second name should be printed in capital letters.

Ex. William SHAKESPEARE

5. The name, address, and telephone number of the contact person
6. The number of pages of the paper: The number of pages in the body, the abstract, the reference, the figure, and the table should be written separately.
7. The key words (not exceeding 5 entries): All the words (except proper nouns) should be in small letters.
8. The running title (not exceeding 40 letters including spaces): The rules of capitalization are the same as those for the article title.
9. The number of extra reprints of the article the author(s) wants to be printed: 30 copies are given to the author(s) without any charge. Extra copies are charged.

Page 1 should contain the title, the name(s) of the author(s), the affiliation(s), and the running title.

Page 2 should contain a one-paragraph abstract and key words. The abstract should not exceed 200 words for an original paper and 100 words for a short report.

All illustrations (not larger than 8×10 inches) must be sufficiently clear to permit the making of engraver's cuts without retouching and to allow reduction to 50~70% of the size. Drawings intended for illustration should be numbered and titled. On the back of each photograph intended for illustration, the top (using ↑), its figure number, and the name of the author should be written in pencil. Only black-and-white photographs pasted on white ground paper are accepted. Color photographs are charged.

Legends should be typed on a separate sheet and numbered consecutively. For photomicrographs, the staining method and magnification should always be given.

Tables should be typewritten on separate sheets, numbered in Arabic numerals, and should have a brief descriptive title. Each column should be headed. No vertical lines should be used in tables.

Numerals should be used for all definite weights, measurements, percentages and degrees of temperature. The forms to be used are: ml or cc, l,  $\mu$ g, mg, g, kg, mm, cm, and m. Percent should be written out in the text.

All important references should be mentioned while unnecessary references should be avoided. The maximum number of references should be 60 for review articles and 40 for original papers. Numerals for referential notification in the body should be in lower case in brackets (Ex.[3]). Those in upper case should be in half parentheses (Ex.<sup>3</sup>).

When mentioning references in papers on literature and language, authors are advised to follow the instructions stipulated in *MLA* (Modern Language Association of America) *Handbook for Writers of Research Papers* (Fourth Edition). References in papers in any other field should be grouped and numbered at the end of the manuscript according to the order cited in the text and include the following information in the order indicated: Name of the author with initials, year, title of the article (capitalize the first letter of the first word only), name of the periodical (in italics), volume (in boldface) and page, as shown below:

(Article in a periodical)

1. Elikins BH, Pagnotto LD and Smith HL (1974) Concentration adjustment in urinalysis. *American Industrial Hygiene Association Journal*, **35**(3), 559–565.

(Article in a book)

2. Rosenberg J (1991) Effects of medications on biological levels of industrial chemicals. In Fiserova-Bergerova V, Ogata M, eds. *Biological monitoring of exposure to industrial chemicals*. ACGIH, Cincinnati, pp159–162.

(Book)

3. Maximow AA and Bloom W (1975) *Textbook of histology*. WB Saunders, Philadelphia, pp89–116.

For articles or books in press, the note “(in press)” should be added at the end. Articles or books which have been submitted or are in preparation should be noted by writing “Unpublished results (or data)” at the top. Articles or books which have been submitted or are in preparation by other authors should be noted by writing “Personal communication” after you get their approval.

The expenses for 6 pages in print including figures and references for review articles, essays and original papers and 4 pages in print for short reports and materials will be borne by the Kawasaki Journal. However, the expenses for additional pages will be and color prints must be paid by the author. Thirty reprints will be given free of charge to the author. The expenses for the covers for reprints and additional reprints should be paid by the author.