

INSTRUCTIONS TO AUTHORS

The *Kawasaki Journal of Medical Welfare* accepts original and unpublished scholarly manuscripts in the medical welfare field and other fields of relevance. Papers must be submitted in English. If the author's native language is not English, have the paper checked by a native English professional before submission. The contents of the *Kawasaki Journal* are solely the responsibility of the authors. The signatures of all members on the required form must accompany the submission of the paper.

Only members of the Kawasaki Medical Welfare Society are qualified to contribute their papers.

All manuscripts submitted for publication should be addressed to:

Editor-in-Chief, Kawasaki Journal of Medical Welfare
Matsushima 288, Kurashiki 701-0193, Japan

Send queries about specific manuscripts to the Editorial Office.

Via phone: 086-462-1111 extension number: 54095

Via facsimile: 086-463-3508

The manuscripts should be printed on only one side of 8.5×11 inch paper (A4), double-spaced, and have proper margins. The authors must follow the restrictions below:

type of paper	abstract	body
review article	within 200 words	within 10 pages
essay	within 200 words	within 10 pages
original paper	within 200 words	within 10 pages
short report	within 100 words	within 4 pages
material	———	within 4 pages

The original and one copy of the manuscript should be submitted.

1. **Cover page** (for submission): It should contain the following:

(a) Type of paper (review article, essay, original paper, short report, or material)

(b) Title of paper

(c) Number of pages in the paper

ex. authorship agreement: 1

cover page: 1

abstract: 1

body: 7

references: 2

figures: 5

tables: 3

legend: 1

(d) Key words (not exceeding 5 entries): All the words (except proper nouns) should be in small letters.

(e) Running title (not exceeding 40 letters including spaces)

(f) Number of extra reprints the author(s) needs with / without cover page: See 7 and 8 for further details.

(g) 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

(h) Name, address, E-mail address, facsimile number and telephone number of the contact person

2. **Abstract:** An abstract or summary must be submitted on a separate page.

3. **Tables:** Tables should be typed double-spaced on separate sheets, numbered in Arabic numerals, and

should have a brief descriptive title. No vertical lines should be used in tables.

4. **Figures and Illustrations:** (not larger than 8×10 inches)

(a) **Figures:** In general, clear glossy photographs should be submitted. However, in the case of line drawings, original artwork is acceptable. Lettering and symbols should be sufficiently large so that the figures may be substantially reduced in size.

(b) **Illustrations:** Photomicrographs, electron micrographs, etc., should be submitted as sharp, well-contrasted glossy prints. The publisher will reduce the figures to fit the page.

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. Color printing requires special arrangements with the publisher. The full cost is to be borne by the corresponding author(s).

5. **Legends:** Legends should be typed on a separate sheet and numbered consecutively. Legends should be brief, and they must not represent a duplication of information provided previously in the text.

6. **Reference style:** Numerals for referential notification in the body should be in lower case in brackets (Ex. [3]), not in upper case in half parentheses (Ex.³).

(a) When mentioning references in papers on Humanities, authors are advised to follow the instructions stipulated in the MLA (Modern Language Association of America) Handbook for Writers of Research Papers (Sixth Edition).

(b) References in papers in any other field (Natural Sciences and Social Sciences) should be cited in a caption or table, those references are to be in sequence with the text. The following examples demonstrate correct style:

(1) **Journal articles:** Surname and initials of the author(s), title of article, name of journal, volume number, inclusive pages, year.

Scholz H, Kurtz A: Endothelium derived relaxing factor is involved in the pressure control of rennin secretion from the kidneys. *J Clin Invest* 91: 1088-1091, 1993.

(2) **Articles in books:** Surname and initials of author(s), title of article, chapter number (if present), title of book, volume (where applicable), editor, edition (other than first), city, publisher, year, inclusive pages.

Weidner N, Buckalew VM Jr: Sick cell anemia, sickle cell trait, and polycythemic states, in *Renal Pathology* (vol 2), edited by Tisher CC, Brenner BM, Philadelphia, JBLippincott Company, 1989, pp. 1417-1436.

(3) **Books:** Surname and initials of the author(s), title and subtitle, edition (other than first), city, publisher, year, volume (where applicable), inclusive pages (if specific pages are being cited).

Aggarwal BB, Gutterman JU: *Human Cytokines: Handbook for Basic and Clinical Research*. Cambridge, Blackwell Science, Inc., 1992.

A citation should be listed as "In press" only if it has received final acceptance from a journal or book editor. "Personal communication" and "unpublished results (or data)" should not be cited. Finally, all authors should be listed in the references; "et al." is unacceptable.

7. **Reprints:** 30 reprints will be supplied free of charge (Cover page is not included.). There will be an additional ¥1,500 charge to the author if cover pages are requested.

8. **Publication costs:** The costs for additional pages in the article must be paid for by the author. Please refer to the chart below.

Unit Price list

Monochrome (1 Page)	¥4
Color (1 Page)	¥8
Bookbinding Charges	¥20
Cover Charges	¥1,500

Calculation example

ex.1

50 Copies No Cover Monochrome 4 Pages

$$((4 \text{ Pages} \times ¥4) + ¥20) \times 20 \text{ Copies} = ¥720 + (\text{tax})$$

ex.20

100 Copies With Cover Monochrome 8 Pages Color 2 Pages

$$((8 \text{ Pages} \times ¥4) + (2 \text{ Pages} \times ¥8) + ¥20) \times 70 \text{ Copies} + ¥1,500 = ¥6,260 + (\text{Tax})$$

ex.3

Copies \ Pages	Pages					
	4 pages	6 pages	8 pages	10 pages	12 pages	14 pages
30+ <u>20</u>	720	880	1,040	1,200	1,360	1,520
30+ <u>70</u>	2,520	3,080	3,640	4,200	4,760	5,320
30+ <u>120</u>	4,320	5,280	6,240	7,200	8,160	9,120

※ The first 30 copies are free of charge. (Cover page is not included.)

There will be an additional ¥1,500 charge to the author if cover page is requested.