

INSTRUCTION FOR THE 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 in *Kawasaki Journal of Medical Welfare*.

The findings and opinions in *Kawasaki Journal* are solely the responsibility of the authors. All manuscripts submitted for publication should be addressed to Dr. Masana OGATA, the managing editor of *Kawasaki Journal of Medical Welfare*, Matsushima 288, Kurashiki 701-01, Japan.

The manuscripts should be typewritten on only one side of 8.5 × 11 inch paper (not on thin paper), 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 typed in capital letters.

Ex. William SHAKESPEARE

5. The name, address, and telephone number of the contact person.
6. The number of pages of the body of the paper: The number of pages for the abstract and reference and the number of the figure and the table should be noted 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) want 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 type written 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, μ g, mg, g, mm, cm and m. Percent should be written out in the text.

All important **references** should be mentioned while unnesessary reference should be avoided. The maximum number of references should be 60 for review articles and 40 for original papers. References 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 indiated: 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 CL (1974) Concentration adjustment in urianalysis. *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, pp. 159—162.

(Book)

3. Maximow AA and Bloom W (1975) *Textbook of histology*. WB Saunders, Philadelphia, pp. 89—116.

For articles or books in press, the note “(in prees)” 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.

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