

Submission guidelines

1. Title

The title page should include the following information:

Type of paper, the complete title of the paper, the first and last names of authors, the names of the institutions where the authors conducted their research, the running title, contact details for the authors

All headings, subtitles, and titles must start with a capital letter. Conjunctions, articles, and prepositions must not start with a capital letter (except when they are used at the start of a sentence). Two-letter verbs (go, do, am, is, be) must be capitalized. However, “do” must not be capitalized when it functions as an auxiliary verb.

The following are exceptions:

- Words such as cAMP, cDNA, and p53 whose first letter is generally decapitalized should be written as such even at the beginning of the sentence.
- The names of genes should be written in decapitalized italics even at the beginning of a sentence e.g.: *bcl-*, *c-fos*, *c-myc*, p53. In the case of gene products, they should be written as: BCL-2, c-FOS, c-MYC, p53, etc.
- For words such as: In Vitro, In Situ etc. the “In” should be capitalized.

2. Running title

The running title should be expressed as a summary of the title, containing 40 letters.

e.g. Segmental pancreatic transplantation

3. Summary

The summary should be written in less than 150 words. Authors should avoid itemization and line breaking. An underline should be drawn below the summary and 3-6 key words should be given.

e.g.

A 52-year-old woman complained of recurrent upper eyelid mass in her left eye. The lesion was excised under the histopathological diagnosis of squamous cell carcinoma. Although it involved 67% of the length of the upper eyelid margin, we could encompass the defect using a Tenzel semicircle rotation flap. The functional result was excellent. This technique may be useful in the repair of defects involving up to two-thirds of the upper eyelid margin. Strong immunostaining for proliferating cell nuclear antigen, Ki-67, epidermal growth factor receptor and c-erb B-2 was demonstrated in this tumor.

Key words : squamous cell carcinoma, Tenzel semicircle rotation flap, immunohistochemical study

4. References

All literature cited in the text should be identified by a number written in square brackets in order of appearance.

Examples of citation style are as follows:

1) *In the case where the cited literature is a journal*

(1) Rodriguez-Calvo T, Suwandi JS, Amirian N, *et al.* Heterogeneity and lobularity of pancreatic pathology in type 1 diabetes during the prediabetic phase. *J Histochem Cytochem* 2015;63:626-36.

(2) Yoshizawa M, Chiba S. Management of reproductive-age women with epilepsy. *Nihon Rinsho* 2014;72:865-74. (Eng Abstr)

- ① Author, title, name of journal (in the order of year; volume; page)
- ② Whenever a digital object identifier (DOI) is assigned, it needs to be included.
- ③ For cases where there are up to six authors, the names of all authors should be given. In cases where there are more than seven authors, the names of three authors with the affixation *et al.* should be given.
- ④ The name of the journal should be abbreviated for use in the MEDLINE (PubMed) journal. The titles of journals without an official name in English should be romanized. For journals containing English abstracts, (Eng Abstr) should be included. For journals without English abstracts, (in Japanese) should be included.
- ⑤ The abbreviation for The Shimane Journal of Medical Science is Shimane J Med Sci.

2) *In the case where the cited literature is a book*

(1) Venables WN, Ripley BD. *Modern Applied Statistics With S*. 4th ed. New York, NY: Springer Publishing Co; 2003.

(2) Phillips SJ, Whinsnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, eds. *Hypertension: Pathophysiology, Diagnosis, and Management*. 2nd ed. New York, NY: Raven Press; 1995:465-78.

- ① Author and Editor, book title, version number, place of publication, publisher, and year of publication should be listed in that order.
- ② When referring to a chapter of a book, write In: followed by editor, book title, year of publication, chapter.
- ③ When the book is part of a series, write the year of publication, the title of the series, and the volume number of the book.
- ④ Write the name of the book in italics.

3) *In cases where the cited literature is a website*

Health, Labour and Welfare Ministry. Sudden infant death syndrome.
<http://www.mhlw.go.jp/stf/houdou/0000101529.html>. (updated October 26, 2015. accessed December 22, 2015).

Write the author, organization, title, website name, publication date, and access date.

4) *Use the following examples as a reference.*

(Ceang HT, personal communication)
(Godman JR, unpublished observations)
(Lehninger AL, manuscript in preparation)

For a literature citation in cases where the names of the author, title, and journal title occur repeatedly, you should not abbreviate with *ibid*.

5. Table

- 1) You should print out one table per page. This applies even when the tables are detailed and contain much data.
- 2) The subject should be written on the upper side of the table e.g. Table 1. Distribution to radiology. You should not end with a full stop.
- 3) For citations, use Table 2, or Tables 2 and 3.
- 4) You should not use vertical ruling.
- 5) You should indicate the insertion point for tables in the margin of the printout.

[Example]

Table 1. Effect of poly (ADP-ribose) formation on template activation for DNA synthesis and endonuclease activity

Treatment	[³ H]TMP incorporated		Nuclease units	Activity %
	μmol/μg DNA	%		
Control	23.03	100	1.25	100
1 mM NAD	5.44	19.4	0.19	14.8
1 mM NAD plus 20 mM nicotinamide	24.9	88.9	1.15	92.0

6. Figure

- 1) Figures and photographs should be printed on A4 size paper. To clearly distinguish between figures, you should write the author's name, and the number such as Fig.1.
- 2) For citations, use Fig.1, or Figs.1 and 2.
- 3) You should indicate the insertion point in the margin of the printout.
- 4) Letters and symbols used in figures should be written clearly.

7. Figure Legend(s)

Explanations of figures should be a separate component.

8. Footnote(s)

Refer to footnotes by including information in the margin of the relevant page of the manuscript and affixing superior numbers to the body of the text. e.g. AAAS¹.

9. Important points

- 1) Scientific names throughout the text should be written in italics, e.g. *et al*
- 2) Symbols used to indicate radiation should be placed at the upper left-hand side, e.g. ³²P
- 3) Regarding units, use the symbols or abbreviated forms from the International Committee of Medical Journal Editors. You should make one space before the abbreviated symbol; you should not close with a full stop. In the case of %, °C, however, you should not leave a space.