

# Tokyo Women's Medical University Journal

## Submission Checklist

(Last updated September 11, 2018)

Please ensure that all boxes are checked prior to submission.

### Documents to be presented:

- Three copies of the manuscript
- Manuscript's data files in an electronic format
- The file containing the title page and main text (including information on ethical review and conflict of interest) is to be labeled "Main Text.docx".
- The files containing figures, photographs, tables, and explanatory materials are to be labeled, among others, "Figures.pptx" and "Tables.xlsx", accordingly.
- The file containing the abstract is to be labeled "Abstract.docx".
- Application Form for Submissions

### For original articles (Degree thesis):

- Signatures of the relevant professor, head of teaching unit, and supervisor
- Certification of English language editing
- Submission Checklist (this document)

### Manuscript format:

- A4-size paper with 2.5 cm margins on all sides
- Use "Times New Roman" font type and size 12.
- Abbreviations must be defined at their first appearance in the text.
- Specification of modified letters (italics, superscripts, subscripts, primes, etc.)
- Page numbers are placed at the bottom center of the page.
- Subheadings numbered in the order of 1. → 1) → (1)
- Ensure that the manuscript is within the permitted number of pages.

### For original and review articles:

- No more than 3,000 words
- Figures and tables: 10

### For case reports:

- No more than 1,500 words
- Figures and tables: 5

### Title page:

- Limited to one sheet of A4-size paper
- Manuscript type: Original Article/Review Article/Case Report
- Title
- Author's name (s) (NOTE: given name first, followed by the family name in capital letters)
- Affiliation (s)
- Contact details (postal address and e-mail address)

### Layout of the main text:

#### For original articles:

- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion
- Acknowledgments
- Conflict of Interest
- References

#### For review articles:

- Introduction
- Conclusion
- Acknowledgments
- Conflict of Interest
- References

#### For case reports:

- Introduction
- Case Report  
Patient/Chief complaint/  
History of past illness/History of  
present illness/Blood gases, etc.
- Results
- Discussion
- Conclusion
- Acknowledgments
- Conflict of Interest
- References

**Ethical review:**

- NOTE: After approval, where approval has been obtained in applicable cases, please note such approval in the "Materials and Methods" section.
- Not applicable

**Conflict of Interest:** Place the statement before the references.

Where there is no conflict of interest

- Indicate "The author(s) indicated no conflicts of interest."

Where there is a conflict of interest

- Indicate "About ○% of this study was supported by ×××."

**References:**

- Reference numbers are given in the order of their appearance in the main text.
- Reference materials are indicated in the main text in parentheses.
- Author's name (s) are written in the following format: family name first, followed by the given name
- Periods are not added to indicate abbreviations.
- Abbreviations of journal titles must adhere to the Japan Medical Abstracts Society and Medline guidelines.
- Page numbers are not abbreviated (correct: 234-236; incorrect: 234-6).
- Other descriptive methods are correct.

For journals:

- 1) Kawamura M, Shigemoto M, Moriyoshi Y et al: Mechanism of cysteamine-induced duodenal ulcer in rats. J Tokyo Wom Med Univ 56: 668-676, 1986

For books:

- 1) Kidokoro Y: Shinkeikinsetsugo no keisei. *In* Kinhassei no Saiboseibutsugaku (Ozawa E, Shimada Y, Masaki T eds), pp 259-282, Gakkai Shuppan Center, Tokyo (1983)

**Figures (photos) and figure legends:**

- Please ensure consistency in font and font size when composing figures.
- Number the figures clearly in the order in which they appear in the main text by using **bold fonts**.

For reproductions:

- Consent for reproduction must be obtained. Please provide a written statement of consent.
- Indicate clearly your sources of original information.

**Tables:**

- Include titles and explanatory material.
- Configured in a horizontal layout only
- Number the tables clearly in the order in which they appear in the main text by using **bold fonts**.

**Abstract:**

- Limited to one sheet of A4-size paper
- Title
- Main text: approximately 200 words
- Keywords: maximum of five words

Date: \_\_\_\_\_

Signature: \_\_\_\_\_