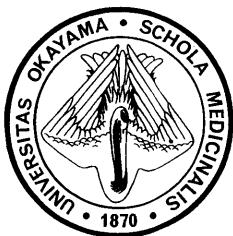


# ACTA MEDICA OKAYAMA

**Instructions to Authors**



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## Instructions to Authors

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*Acta Medica Okayama* publishes papers relating to all areas of basic and clinical medical science. Papers may be submitted by those not affiliated with Okayama University. Only original papers which have not been published or submitted elsewhere and timely review articles should be submitted. Case reports are considered if justified by their unique significance. Papers may be full length articles or brief notes. Prior consultation with the editor is recommended before preparing or submitting review articles. The original and two copies of the manuscript should be submitted. Responsibility lies entirely with the author for all statements contained in the paper, including bibliographic references. Manuscripts must be in English. For any investigation involving human subjects, informed consent must be obtained from the subject(s) and/or their guardian(s) and this must be clearly stated in the paper.

### Form of Manuscripts

Manuscripts should be typewritten with double spacing and wide margins on good quality typing paper. American spelling is to be used and all pages must be numbered consecutively starting with the title page. The first page (title page) should include the title, the names of the author(s), the institution where the study was conducted, and a running title of less than 40 letters and spaces. All authors should be listed by full name. The affiliation of each author should be specified. The corresponding author's complete address should be written, including telephone and fax numbers and, if possible, an e-mail address for the purposes of correspondence. The names of Japanese authors should be written in both English and Japanese. The second page should contain an abstract of no more than 200 words for full-length articles or 100 words for brief notes, and a list of no more than five unabbreviated key words. The Introduction begins on page 3. Following this, the standard format of full-length articles is: Materials and Methods, Results, Discussion, Acknowledgments, References, Tables, Legends to Figures, and Figures. For brief notes, subdivision into

Materials and Methods, Results, and Discussion may be omitted. Manuscripts in this category should be concise and must not exceed four printed pages including references, figures, and tables. Latin words should be italicized (*e.g.*, *in vitro*, *in vivo*, *i.e.*, *per se*, *etc.*). For reference, see the *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (Cambridge University Press).

### Abbreviations

The following abbreviations should be used: l, ml,  $\mu$ l, kg, g, mg,  $\mu$ g, ng, pg, m, cm, mm,  $\mu$ m, nm, h, min, sec, msec, M, mM, and °C. Other ambiguous abbreviations should be defined upon first mention. Abbreviations should appear in parentheses immediately after their first mention and may be used alone thereafter in the text.

### Tables

Tables should be used efficiently, *i.e.*, only when the data cannot be presented clearly in the text. For aid in designing tables in an acceptable style, consult recent issues of *Acta Medica Okayama*. Each table should be typed on a separate page with a suitable caption at the top and a legend at the bottom. The caption and legend should be written so that they are comprehensible without reference to the text. Cite all tables in the text and number them in order of appearance.

### Figures

Three complete sets of figures must be submitted. Authors should bear in mind the page size of *Acta Medica Okayama* (82 mm in width for a single column and 170 mm in width for double columns). Original figures should be no larger than 170 × 213 mm in order to fit into the size of the text columns. Photographs should be glossy and as high in contrast as possible. Full-size figures, properly laid out and in no need of reduction, are ideal and save valuable editorial and layout time. For a reference, see recent issues of *Acta Medica Okayama*. Color illustrations are not acceptable unless the author is prepared to cover all costs involved in color reproduction. Figure legends should be written as concisely as possible while

ensuring that they are comprehensible without reference to the text. All figures should be cited in the text and numbered in order of their appearance. The figure number, the author's name and "top" should be indicated in pencil on the back or margin of each illustration. The legends for figures should be typed on a separate page.

### References

All literature cited in the text, including table and figure legends, should be identified by number written in parentheses in order of appearance. References should be listed in numerical order at the end of the manuscript under the heading "References" and should be typed with double spacing throughout. Citation of references written in a language not commonly understood or contained in obscure journals or books should be avoided. Titles of journals should be abbreviated according to the *Serial Sources for the Biosis Data Base* (Philadelphia, Pennsylvania). The full title of the article and the name of all authors as well as the first and last page numbers should be given. Examples of citation style are as follows:

1. van Holde KE, Lohr DE and Robert C: What happens to nucleosomes during transcription? *J Biol Chem* (1992) **267**, 2837-2840.
2. Hara Y and Wakasugi H: Intestinal absorption of iron chelates. *Igaku to Seibutsugaku* (1973) **86**, 93-98 (in Japanese).
3. Graham DI: Hypoxia and vascular disorders; in Greenfield's *Neuropathology*, Adams JH and Duchon LW eds, 5th Ed, Edward Arnold, London (1992) pp 153-268.
4. Lever WF and Schaumburg-Lever G: *Histopathology of the Skin*. 7th Ed, JB Lippincott, Philadelphia (1990) pp 252-268.

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Manuscripts are sent to two specialists who decide whether to accept or reject the article or to return it to the author(s) for revisions. In the case of revised manuscripts, two copies of the revised manuscript should be returned to

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Manuscripts for consideration by *Acta Medica Okayama* should be sent to:

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