

INSTRUCTIONS FOR AUTHORS

LATEST INFORMATION REGARDING SUBMISSION

Manuscripts should be submitted online at: <http://mc.manuscriptcentral.com/ped> Submission fee: \$20.

Pediatrics International is the official bimonthly English journal of the Japan Pediatric Society, publishing articles of scientific excellence in pediatrics and child health.

REVIEW AND SELECTION OF PAPERS

Original articles are evaluated by at least two expert reviewers assigned by the Editor. To assist with a prompt, fair review process, authors are encouraged to provide in the submission letter the names, complete addresses, and email addresses of several potential reviewers with the appropriate expertise to evaluate the manuscript. The Editor will correspond with the authors and make the final decision on the manuscript. Rapid Communications will be evaluated by a member of the Editorial Board.

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ETHICS

Investigations on human subjects should conform to accepted ethical standards. Fully informed consent should be obtained and noted in the manuscript. Patient anonymity should be preserved.

Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was carried out and that it conforms to the provisions of the Declaration of Helsinki in 1995 (as revised in Tokyo 2004), available at <http://www.wma.net/e/policy/b3.htm>.

STYLE OF MANUSCRIPTS

All contributions should be written in English. Spelling should be either British or American (current English usage), but must be consistent throughout the manuscript. Manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication', as presented at <http://www.ICMJE.org>. The Editor reserves the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision. Manuscripts should be as concise and clear as possible. Manuscripts not following the Instructions for Authors shall be returned to the authors.

MANUSCRIPT CATEGORIES

Authors are invited to submit articles in the following categories:

Original Articles

Clinical Investigations: Human studies, especially in clinical settings, as well as field works of child health.

Laboratory Investigations: Experimental animal studies and studies *in vitro*.

Patient Reports: Case reports of significance.

Rapid Communications: Short papers, brief laboratory investigations and preliminary communications which report new and exciting results requiring rapid publication.

Letters to the Editor: Any topic of discussion, clinical observation, as well as objective and constructive criticism of published articles in *Pediatrics International*.

Abstracts: Abstracts and proceedings of conferences.

Features

Invited Papers: Papers by experts on progress in major areas of pediatrics and child health. *Japan Today*: Papers by invitation on current diagnostic/therapeutic guidelines and statistics in Japan. *Proceedings and Symposia*: Proceedings of international meetings closely related to the Japan Pediatric Society. Symposia on topics in pediatrics and child health. *Photos in Pediatrics*: The purpose of this section is to present state-of-the-art images that assist in the diagnosis of both common and unusual cases of pediatric illnesses. The Editors will select photos based on their educational or artistic value and interest to the pediatric community. Submissions are welcome and must be accompanied by a brief caption for each photo as well as a description of why this image or series of photos would be of interest to our readers. All work submitted to the Journal must be original and the author's own material, or appropriate permission obtained. Black and white figure reproduction is free of charge but authors must pay for colour figure reproduction. *Book Reviews*: Reviews of newly published literature of interest.

SUBMISSION OF MANUSCRIPTS

A submission fee of \$20 applies to all manuscript types. Payment is by credit card only at the point of submission. Credit cards accepted are Mastercard, VISA and Amex. This submission fee is not refundable; however, there is no fee for further submissions of revised manuscripts.

Manuscripts should be submitted online at <http://mc.manuscriptcentral.com/ped>. Instructions for submission are available at the submission site. For assistance, please contact Ms Kumi Asanuma, *Pediatrics International* Editorial Office (email: ped@leaf.ocn.ne.jp; tel: + 813-3818-0091; fax: + 813-3816-6036).

Authors must supply an email address as all correspondence will be by email. Two files should be supplied: the covering letter and the manuscript (in Word or rich text format (.rtf)). The covering letter should be uploaded as a file not for review in keeping with the double-blind review process.

All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

Submissions should be double-spaced.

All margins should be at least 30 mm.

All pages should be numbered consecutively in the top right-hand corner, beginning with the title page.

Do not use Enter at the end of lines within a paragraph.

Turn the hyphenation option off; include only those hyphens that are essential to the meaning.

Specify any special characters used to represent non-keyboard characters.

Take care not to use l (ell) for 1 (one), O (capital o) for 0 (zero) or (German esszett) for (Greek beta).

Use a tab, not spaces, to separate data points in tables. If you use a table editor function, ensure that each data point is contained within a unique cell (i.e. do not use Enter within cells).

Figures should be supplied as separate files, with the figure number incorporated in the file name. For submission, low-resolution figures saved as .jpg or .bmp files should be uploaded, for ease of transmission during the review process. Upon acceptance of the article, high-resolution figures (at least 300 d.p.i.) saved as .eps or .tif files should be uploaded. Digital images supplied only as low-resolution files cannot be used. For further information about submission of figures after acceptance, please see Blackwell Publishing's web pages for digital graphics standards at <http://authorservices.wiley.com/bauthor/illustration.asp>.

Clinical and Laboratory Investigations should not exceed 25 typed pages, including references, figures and tables.

Patient Reports and *Rapid Communications* should not exceed five typed text pages, with no more than three figures and/or tables and 10 references. An abstract is not necessary. The size of figures and tables should be no more than one final printed page.

Letters to the Editor may be edited for length, grammatical corrections, and journal style. Authors will be asked to approve editorial changes that alter the substance or tone of a letter or response. All letters should not exceed 500 words with up to 5 references, up to 1 figures/tables, and no abstract required.

Conventional Manuscript

The manuscript should be arranged as follows, with each section beginning on a separate page, except in the category of Rapid Communication.

Covering letter

The covering letter should state that the manuscript is being submitted to *Pediatrics International* only, that it has not been, and will not be submitted elsewhere, and that should it be published in *Pediatrics International*, it will not be published elsewhere without permission of the Editors. Authors must also declare any financial support or relationships that may pose conflict of interest.

Title page

The title page should include the following, in this order:

- (1) Category of manuscript: The category of manuscripts (as listed above) should appear on the title page.
- (2) Title: The title should be concise and informative, not exceeding 80 characters and spaces. The main title

should, where possible, contain the major key words used in the body of the paper. If a subtitle is necessary, it should be linked to the main title with a colon.

- (3) Running title: A short running title, no longer than 40 characters and spaces, should be provided.
- (4) Full names and academic degrees of the authors.
- (5) Departments and institutions in which the work was performed.
- (6) Name(s) and address(es) of the author(s): The full postal address, telephone and facsimile numbers, and email address of the author who will check the proofs and receive correspondence should be included (in English and Japanese for local authors), as well as the present address of any author if different from where the work was carried out.
- (7) Number of text pages, reference pages, tables, figures and legends to figures.

Abstract

This should be a concise, structured abstract of no more than 250 words, consisting of four paragraphs labeled as Background, Methods, Results and Conclusions. They should briefly describe, respectively, the purpose, basic procedures, main findings and the principal conclusions of the investigation. New and important information should be emphasized.

Key words

Five key words, for the purposes of indexing, should be supplied below the abstract, in alphabetical order, and should be taken from those recommended by the US National Library of Medicine's Medical Subject Headings (MeSH) browser list at <http://www.nlm.nih.gov/mesh/meshhome.html>.

Main text

The text of observational and experimental articles is usually divided into sections with headings Methods, Results and Discussion. Long articles may need subheadings within some sections.

The purpose of the article and the rationale for the study or observation should be summarized in an introductory paragraph.

Methods should be described in sufficient detail to leave the reader in no doubt as to how the results were obtained.

Results should be presented in a logical sequence in the text. Tables and figures should not include material appropriate to the discussion.

Discussion The new and important aspects of the study and the conclusions should be emphasized, without repeating data in detail. This section should consider the implications of the findings and their limitations. Link the conclusions with the goals of the study, and relate the observations to other relevant studies. New hypotheses and recommendations, when appropriate, may be included.

Acknowledgments should be made only to persons who have genuine contributions and who endorse the data and conclusions. The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations.

References

Cite references in text by using superior Arabic numerals in the order in which they appear in the text. Abbreviate titles of the journals according to *Index Medicus*. List all authors when six or fewer; when seven or more list only the first three and add *et al*. Authors are responsible for the accuracy of the references.

Examples of correct reference format:

Standard journal article:

- 1 Saito H, Murakami H, Mori C. Upshaw-Schulman syndrome in two siblings. *Pediatr. Int.* 1991; **32**: 373–6.
- Chapter in a book:*
- 2 Tildon JT, Roeder LM. Metabolic and endocrine aspects of SIDS: An overview. In: Tildon JT, Roeder LM, Steinschneider A (eds). *Sudden Infant Death Syndrome*. Academic Press, New York, 1983; 243–62. *Books and other monographs:*
- 3 Hutson JM, Beasley SW, Woodward AA. *Jones' Clinical Paediatric Surgery*, 4th edn. Blackwell Science, Melbourne, 1992.

Tables and Figures

Tables should be included on a separate page, numbered with Arabic numerals and accompanied by short titles at the top. Each table must be referred to in the text. Explanatory matter should be placed in footnotes below the tabular matter and not included in the title. All non-standard abbreviations should also be explained in the footnotes. Footnotes should be indicated by *, †, ‡, §. Statistical measures such as SD (standard deviation) or SEM (standard error of the mean) should be identified in headings. Vertical rules and horizontal rules between entries should be omitted.

Figures All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Figures should be sized to fit within the column (83 mm), intermediate (118 mm) or the full text width (173 mm). Magnifications should be indicated using a scale bar on the illustration. Authors will be charged for the publication of colour figures.

Figure Legends Type figure legends on a separate page. Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

Units and Abbreviations

Manuscripts should be in metric units. Standard abbreviations may be used and should be defined in the Abstract and on first mention in the text. In general, a term should not be abbreviated unless it is used repeatedly and the abbreviation is helpful to the reader.

Proofs and Offprints

It is essential that corresponding authors supply an email address to which correspondence can be emailed while their article is in production.

Notification of the URL from where to download a Portable Document Format (PDF) typeset page proof, associated forms and further instructions will be sent by email to the corresponding author. The purpose of the PDF proof is a final check of the layout, and of tables and figures. Alterations other than the *essential* correction of errors are unacceptable at PDF proof stage. The proof should be checked, and approval to publish the article should be emailed to the Publisher by the date indicated; otherwise, it may be signed off by the Editor or held over to the next issue.

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ACCEPTED ARTICLES

Peer reviewed, accepted original articles/Japan Today/Rapid Communication are published online as and when they are ready, prior to inclusion in and issue and before copy-editing.

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