

Author's Checklist for Digital Manuscript Submission

To: The Japan Society for Oriental Medicine

Date:

Title of the paper: _____

First author: _____

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【1】 General

- The main text file (MS Word format)
- Any illustration file (MS PowerPoint format)
- The paper being submitted has never been submitted to other journals
- Both the first author and the corresponding author of the paper submitted are members of The Japan Society for Oriental Medicine
- Papers dealing with human subjects have strictly confirmed to the Declaration of Helsinki
- Form 5-2, (this) Checklist file (available at the Society's website)

Upon approval for publication, the author(s) shall submit a Copyright Transfer Agreement (Form 6)

【2】 The Title Page

- Indicates the type of paper it is: *Original Article (Full Paper), Review, Clinical Report, Basic Study, Theory & Discourse, Letter to the Editor, or Short Communication*
- Does not contain drug trade names or abbreviations
- Includes the full names of all authors, their affiliations (complete with laboratory or department names) and their addresses (including post codes)

【3】 The Abstract Page

- Is provided in both Japanese (400 characters or less) and English (250 words or less)
- Contains five (5) or less keywords taken from the abstract (in Japanese and English)

【4】 The Main Text

- Contains no unnecessarily long written expressions
- Has been provided with page numbers throughout

【5】 Any Figures and Tables (charts, diagrams)

- Each give an indication of where they are to be inserted into the main text

【6】 References

- Are listed in the same numerical order which they first appear in the main text
- Cite the names of all authors, titles, journal/book names, volumes, pages (from beginning to end), publication year (Anno Domini), and do not use 「etc.」 or 「et al.」

【7】 Manuscript Submission is done by

- E-mailing the Main Text, as well as any Figures and Tables file to:
office@jsom.or.jp
- Faxing this Checklist (Form 5-2) to:
The Japan Society for Oriental Medicine the Editorial Office
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