

Guidelines for Preparation and Submission of Manuscripts to the Japanese Journal of Rehabilitation Medicine

1. These guidelines specify the requirements for preparing and submitting manuscripts to the Japanese Journal of Rehabilitation Medicine (hereinafter referred to as the Journal) in accordance with Article 2-2 of the Editorial Board Rules.

2. Requirements for Submission of Manuscripts

(1) Manuscripts to be Submitted

The Japanese Association of Rehabilitation Medicine (hereinafter referred to as JARM) accepts the submission of scholarly manuscripts which can contribute to the advancement of rehabilitation medicine, and which have not been published and are not currently under review for publication by any other journal.

(2) Ethical Requirements

Authors shall comply with the following ethical requirements.

- 1) Any research that involves human subjects must be performed in accordance with the principles of the Declaration of Helsinki. Prior to starting research, it is recommended that informed consent be obtained from each subject as well as approval from the author's research institution or its ethics committee or another relevant organization. From the viewpoint of personal information protection, data shall be handled in a way that anonymity is guaranteed. If there is any difficulty in protecting anonymity, written consent should be obtained from subjects in advance.
- 2) Any research that involves animals should be performed in accordance with the recommendations for medical-biological research contained in the applicable international guidelines and with the approval of the author's research institution or its ethics committee or other relevant organization.

(3) Submission of Manuscripts Related to Clinical Trials

Relevant clinical trial information should be registered in an official clinical trial registration agency (UMIN Clinical Trials Registry) prior to the start of the clinical trial. Reporting of randomized control trials (RCT) should comply with the CONSORT 2010 Statement.

(4) Copyright

Authors must agree that the copyright for their article will be transferred to JARM if and when the article is accepted for publication in the Journal. After publication, submission of the same manuscript to another journal will be strictly prohibited without the prior permission of JARM. The manuscript will be published online after being printed in the Journal. Permission should be sought from the rights holder to reproduce any substantial part of a copyrighted work.

(5) Authors

Authors may publish in the Journal regardless of whether they are members of JARM. A maximum of 6 authors, including the lead author and co-authors, per paper, will be allowed in principle. If there are more than 6 authors involved in a manuscript, the submitted manuscript should be accompanied by a document containing information of their individual roles.

(6) Manuscript Submission Agreement

All submissions must be accompanied by the Manuscript Submission Agreement (download the PDF file), which contains a declaration of responsibility for authorship and signatures/seals of all the authors involved.

(7) Conflicts of Interest

Authors should report any commercial association (e.g., consultancies, donations, stock ownership, or patent-licensing arrangements) that may represent a conflict of interest (place a check in the appropriate box at the bottom of the Manuscript Submission Agreement, and, if necessary, submit a separate document containing relevant information [prepared in any format]).

(8) Certificate of English Correction

Authors whose native language is not English should have their manuscript checked by a native speaker of English and submit a certificate of English correction issued by the checker when submitting the manuscript.

(9) Types of Manuscripts

JARM accepts the submission of the following types of manuscripts.

- 1) Original articles: Full-length articles on original research findings leading to a definite conclusion
- 2) Short communications: Articles on new and innovative research findings with a need for prompt publication
- 3) Case reports: Reports on interesting cases offering valuable insights for members/readers
- 4) Other: Reviews, Comments from Members, Features, etc.

(10) Submitted Manuscripts

Submitted manuscripts should be handled in accordance with these guidelines.

(11) Acceptance of Manuscripts

Acceptance or non-acceptance for publication will be determined by the editorial board in consideration of comments from multiple external referees who are experts in their respective fields. Manuscripts in need of revision shall be returned with comments from the editorial board to the authors for rewriting. In such cases, revised manuscripts should be re-submitted within 90 days. Revised manuscripts re-submitted after 90 days will be treated as new submissions.

(12) Proofreading

Authors are allowed to check only the first proof. During such proofreading, however, no modification is allowed to the text, figures, or tables, in principle.

(13) Publication Fee

Publication within the specified page limit is free of charge if the lead author is a JARM member; if the lead author is not a JARM member the costs of publication is the current JARM membership fee.

There will be a charge for extra pages if manuscripts exceed the page limit in the final printed version. Authors are required to pay all relevant costs if they wish to have the manuscript published under urgency or if they require color printing.

(14) Separate Publication

Authors are required to pay the entire costs for separate publication in the regular journal (50 copies per unit) ,if more than 30 copies of paper are requested.

(15) Submission Method

Manuscripts should be submitted through the JARM website (http://www.jarm.or.jp/member/member_publication/) using the Japan Science and Technology Information Aggregator, Electronic (J-STAGE) system.

The title of each file should have one byte for each character with no blank space. The template for manuscripts can be downloaded from the JARM website. For the manuscript submission procedures, see Manual for Author/User Registration on the website.

Contact e-mail address: j-reha@jarm.or.jp

3. Manuscript Requirements

- (1) Manuscripts are to be written in English.
- (2) Each manuscript is to contain the following components in this order: title page, abstract, text, references, legends for illustrations, and figures/tables. The other requirements for each type of manuscript are as follows. No author-identifying information should be included in the manuscript.
 - 1) The first page, which is the title page, should state the type of the manuscript, the title of the article, running title, and key words. The running title, a shortened version of the title, should not exceed 50 characters. Key words (5 or fewer) should be provided in accordance with Regulation 5. For key words, terms from the Rehabilitation Medical Terminology should be used, in principle.
[Example key words] Stroke, Osteoarthritis, Higher brain dysfunction, Splinting, Working

- 2) The second page should carry an abstract of no more than 250 words in English. The abstract should state in summary form the objective, methods, results, and conclusion of the study. However, this does not apply to manuscripts of case reports, reviews, comments from members, or features.
 - 3) Text should consist of Introduction, Subjects and Methods, Results, and Discussion sections for original articles or short communications, and Introduction, Case, and Discussion sections for case reports. There is no need to add a Conclusion section or concluding remarks at the end of the text because they should be already stated in the abstract.
 - 4) References should be presented in accordance with the specified style.
 - 5) Each figure or table should be presented on a separate page. Legends should be presented separately from figures or tables.
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- (3) The template for manuscripts can be downloaded from the JARM website. If not using the template, authors should type the manuscript double-spaced on A4 size paper with margins of 30 mm on all sides, using 12-point font (28 lines per page). In either case, it is recommended to use a word processor installed on a computer.
 - (4) The specified number of pages for each section in each type of manuscript is as shown in the table below.
 - (5) Scientific terms in English should be consistent with those used in the Index Medicus.
 - (6) All numbers should be expressed in Arabic numerals.
 - (7) Units of measurement of the MKS (CGS) system should be used, such as mm, cm, m, mL, L, g, kg, and cm².
 - (8) Names of specific items of equipment or drugs should be presented as follows.
 - 1) Name of item of equipment: Generic name (manufacturer name, product name)
[Example] MRI (Siemens Co., Ltd.; Magnetom)
 - 2) Name of a drug: Generic name (product name[®])
[Example] Eperisone hydrochloride (Myonal[®])

- (9) The full term for which an abbreviation stands should precede its first use in the text.
- (10) References should be numbered and presented consecutively in the order in which they are first mentioned in the text. References are to be identified in the text by Arabic numerals in superscript.

The titles of references may be abbreviated according to the style used in Index Medicus. The names of all the authors of references cited should be presented. When a book is referenced, the name(s) of the editor(s) should also be provided in addition to the title of the book. When a proceeding or abstract is referenced, “(proc)” should be added at the end of the name of the reference.

When referencing a Japanese article, the relevant information (e.g., journal name, article title, author name) of the article should be provided in English. If there is no available information in English about the article, it should be translated appropriately. Because of the change in name of our Journal, any citation from the Journal should be written as “Jpn J Rehabil Med” in the list of references, if the Journal cited is No. 44 or a later edition.

<Examples for “References”>

- 1) Inoue Y: The effect of low-frequency repetitive transcranial magnetic stimulation (rTMS) on unilateral spatial neglect and changes in regional cerebral blood flow (rCBF). *Jpn J Rehabil Med* 2007; 44: 542-553.
- 2) Akiba Y, Ishida A, Murakami K, Harasawa S, Ogoshi K: Evaluation of gastrointestinal complication of upper spinal cord injured patients by gastrointestinal function and endoscopic examination. *Jpn J Rehabil Med* 1994; 31: 178-183.
- 3) Taya K, Ishigami S: Usefulness of RBMT in vocational rehabilitation. *Jpn J Rehabil Med* 2001; 38 (Suppl): S135.
- 4) Mikami M (ed): *Rehabilitation Following a Lower Limb Amputation*. Ishiyaku Pub, Inc., Tokyo, 1995.
- 5) Asayama A: Lumbar spinal stenosis. in *Journal of Clinical Rehabilitation (suppl), Guidelines for Rehabilitation Practice* (ed by Yonemoto K, Ishigami S, Asayama A, Kimura A, Hirasawa T). Ishiyaku Pub, Inc., Tokyo, 1996; pp 188-192.
- 6) Kreutzer JS, Marwitz JH, Seel R, Serio D: Validation of a neurobehavioral functioning inventory for adults with traumatic brain injury. *Arch Phys Med Rehabil* 1996; 77: 116-124.

- 7) Downey JA, Myers SJ, Gonzalez EG, Lieberman JS (eds): The Physiological Basis of Rehabilitation Medicine. 2nd Ed, Butterworth-Heinemann, Boston, 1994.
- 8) Liu M, Ishigami S: Toward future research. In Functional Evaluation of Stroke Patients (ed by Chino N, Melvin JL). Springer Ver-lag, Tokyo, 1996; pp 125-142.
- 9) MacKay-Lyons MJ, Markides L: Exercise capacity early after stroke. Arch Phys Med Rehabil 2002; DOI: 10.1053/apmr.2002.36395. [Note: DOI; Digital Object Identifier. Available from: URL: <http://dx.doi.org/10.1053/apmr.2002.36395>].
- 10) National Guideline Clearinghouse (NGC). Public resources for evidence-based medicine clinical practice guidelines. Available from: URL: <http://www.guideline.gov> (cited 2002 June 12) .
- 11) Statistics and Information Dept., Minister's Secretariat, Ministry of Health, Labour and Welfare. Vital Statistics of Japan; Death rates by cause and by year. Available from: URL: <http://www.mhlw.go.jp/toukei/itiran/gaiyo/k-jinkou.html> (cited 2002 June 12).
- 12) Clinical Evidence. 6 issue [Database on CD-ROM] London: BMJ Publishing Group; 2001 (Updated biannually).

Type	Title and Keywords	Abstract	Text (print on only one side of each sheet; double spaced)	References	Figures and Tables (in total)
Original article	1 page	250 words or less	12 sheets or less	40 or less	10 or less
Short communication	1 page	250 words or less	6 sheets or less	20 or less	4 or less
Case report	1 page	250 words or less	6 sheets or less	20 or less	4 or less
Review	1 page	250 words or less	12 sheets or less	50 or less	10 or less

Note

These guidelines shall take effect from Jan 1, 2013.

These guidelines shall take effect from Mar 14, 2015.

These guidelines shall take effect from Jan 23, 2016.

Manuscript Submission Agreement

No. _____

I hereby submit the following manuscript to The Japanese Journal of Rehabilitation Medicine. I certify that this work has not been previously published nor is currently under review for publication by any other journal. I agree that the copyright of the manuscript will be transferred to the Japanese Association of Rehabilitation Medicine when the article is published in the Japanese Journal of Rehabilitation Medicine.

Lead author:

[Membership No.] [Affiliation] [Name (Signature/Seal)]

Seal

Type of the manuscript: [Original article, Short communication, Case report, Review, Comments from members, Other] (Circle as applicable)

Title of the manuscript:

I, a co-author, hereby certify that I take responsibility for this manuscript similarly to the lead author, and that the manuscript has not been published nor is currently under review for publication by any other journal. I agree that the copyright of the manuscript will be transferred to the Japanese Association of Rehabilitation Medicine when the article is published in the Japanese Journal of Rehabilitation Medicine.

Co-author(s):

[Membership No.] [Affiliation] [Name (Print/Signature)]

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Date of submission: MMM DD, YYYY

* If you are not a member of JARM, please enter your job title in place of the Membership No.
Commercial associations that may pose a conflict of interest: No Yes → Submit a separate report (prepared in any format).