

Author's Check List

Title of submitted manuscript: _____

※ The Manuscript will not be accepted if it is not in accord with, or if it is inadequate to, the author's check list. Verify the following items and mark with a ✓ sign.

_____ The manuscript was written within a limited number of words (Original article: 5,000 words, Case report: 2,500 words, Review article: 6,000 words).

_____ The manuscript is written in MS Word.

_____ The manuscript is written in accordance with the contribution rules.

_____ The English abstract and article have been proofread by a native speaker.

Cover Letter

_____ Recorded on the cover letter are the following: the title of the article, author, affiliation of the author, name of the institution, contact information of the corresponding author (address, phone number, and e-mail), declaration of ethical conduct in research, conflict of interest.

Copyright Transfer Form

_____ I have enclosed the article copyright transfer form signed by all authors.

English Abstract

_____ I have written an English abstract of 300 words or less (Case report: 250 words).

_____ I have had my English abstract proofread by a native speaker.

_____ Writing a structured abstract, I have completed the following fields (Background, Objects, Methods, Results, and Conclusion).

_____ The results in the English abstract and the original coincide.

_____ I have added less than six, but more than three, key words in alphabetical (ABC) order.

_____ For the selection of keywords, refer to the Medical Subject Headings (MeSH) in PubMed (<https://meshb.nlm.nih.gov/search>).

References

_____ All the references should be listed in the order of citation in the text. When inserting citation in the text, enter their numbers in the brackets.

_____ I have marked the title of the journal with Index Medicus' acronyms.

_____ I have checked that the format and punctuation of the references follow the contribution rules.

_____ I have written the last name with initials for authors writing in English.

_____ All co-authors should be listed unless there are more than seven authors, in which case the first six are listed, followed by "et al."

Tables

_____ The title of each table is placed in a caption on top of the table and all of this is written in English.

_____ The titles for the tables are brief.

_____ Table footnotes should use these symbols: a, b, c, d, e, f, etc.

_____ The table is self-explanatory and has not duplicated information from the text or pictures.

_____ The outcomes of the table have been reconfirmed and the values are the same as in the text.

Figures

_____ The title of each figure is in a caption at the bottom of the figure and all of this is written in English.

_____ The figures are JPG (JPEG), GIF, and TIFF files (300 dpi or higher).

_____ The explanations for figures (beside the titles) make the figure fully understandable to readers.

The author(s) has completed the check list and is sending this check list with the manuscript.

Corresponding Author's Signature _____ Year _____ Month _____ Day