

## Manuscript Submission Checklist

\*Before submitting your manuscript, please check off each item on the list below and attach it to the manuscript. If the submitted manuscript does not satisfy the following requirements, it may not be accepted.

- 1. This manuscript has not been submitted to or published in any other publication.
- 2. All authors are members of this society.
- 3. The total number of words in this manuscript, including the main text, references, figures and tables, is within the limit specified in the instructions for contributors (i.e., 12,000 characters including figures and tables; the word count equivalent for figures and tables is 600 characters for half an A4 page and 1,200 characters for a full A4 page).
- 4. In the case of research requiring ethical considerations, details regarding these considerations are provided.
- 5. An A4 format (30 characters × 30 lines) is used.
- 6. Punctuation is used consistently within the manuscript.
- 7. Pages in the main text are numbered.
- 8. Each figure, table or photograph is printed on a single piece of paper, and all of the figures, tables and photographs are numbered serially.
- 9. Desired positions for inserting figures, tables and photographs are rubricated in the right margin of the main text.
- 10. The author names and publication years of references cited in the main text are noted in brackets.
- 11. The authors and years for references in the main text match those for references in the reference list.
- 12. Information on references is consistent with the original.
- 13. References are presented by type in accordance with the instructions for contributors.
- 14. Up to three coauthors are noted for each reference.
- 15. In the reference list, author names are listed alphabetically.
- 16. A 400-character Japanese abstract and a 200-word English abstract are attached.
- 17. In the case of a manuscript written in English, a document proving it has been proofread (including the date and proofreader's signature) has been attached.
- 18. In principle, an abstract is divided into purpose, method, result and conclusion sections, and gives a brief description of each topic.
- 19. The description of the English abstract is consistent with that of the corresponding Japanese abstract.
- 20. The following items are indicated on the cover of the manuscript to be submitted.
  - Upper half
    - Japanese Title
    - English title
    - Author names (in Japanese and Roman letters)
    - Affiliation (in Japanese and English)
    - Number of figures, tables and photographs
    - Keywords (ca., three keywords in Japanese and English)
    - Total number of characters (number of characters in the main text plus the character count equivalent for figures and tables)
  - Lower half
    - Desired type of manuscript
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    - Message to the Editorial Committee

- Contact person's name, contact information (address, phone/fax numbers, e-mail address)
- 21. Four copies of the manuscript (two original copies and two duplicate copies) have been prepared (final manuscript: one original copy).
- 22. Any identifying details from which the contributors can be identified, including names, affiliations and acknowledgements, have been deleted in the two duplicate copies.
- 23. The Pledge and Copyright Transfer Agreement (containing the signatures of all authors) are attached to the final manuscript.
- 24. Conflicts of interest (COI) and authors' contributions to the paper are noted at the end of the main text.