

Instructions to Authors
Japanese Acupuncture and Moxibustion (JAM)

Revised on August 1, 2013

I. Editorial Policy

1. Japanese Acupuncture and Moxibustion (JAM) publishes articles of original research on acupuncture and moxibustion and other related fields that are unpublished or are not to be published in other journals or under review in other journals.
2. The types of contributed manuscripts would be original research, research reports, short communications, clinical reports, reviews, letters to the editor, etc.

II. Copyright

The Japan Society of Acupuncture and Moxibustion (JSAM) has the right to permit to print, publish, cite figures and tables and reprint articles published in J-JSAM. The right to license to create databases, secondary use, reprints, and copy electronically or optically using a copy machine shall be committed to JSAM, and any license fees belong to JSAM.

III. Ethical Considerations

1. (1) Since the World Medical Association (WMA) developed the Declaration of Helsinki, authors of research involving human subjects must observe scientific and ethical norms. The authors should fully explain the research to their subjects prior to experimentation and obtain their informed consent by their own free will. The research shall be approved by an ethical committee of the organization to which the author belongs.
(2) When submitting a clinical trial report, the author should register the information on the clinical trial with the public “clinical trial registration organization” (University Hospital Medical Information Network’s UMIN Clinical Trials Registry {UMIN-CTR}, etc.). In addition, a clinical trial shall be a research project that is conducted by positively assigning the research subjects to an intervention group or to the control group. These assignments shall be noted in the “Methodology” section of the report.
Any research involving laboratory animals must be approved by the head of the institution. The experiment plan shall be implemented from the standpoint of protecting animal rights, and appropriate management and treatment of the animals must be observed throughout the experiment. These steps shall be explicitly stated in the “Methodology” section of the manuscript.

IV. Conflict of Interest

For the manuscript on a clinical trial, the author must mention whether there is any conflict of interest (e.g., research funding {public or private}, financial relationship with a business {including patents}, shareholders, etc.) at the end of the text. If there is any conflict of interest, specify the name(s) of the related compan(ies) or organization(s).

Note: Examples for conflict of interest:

- This research received funding from xxx.
- In examination of xxx, we were provided measuring equipment from xxx.
- There is no conflict of interest.

V. Preparation of Manuscripts

1. Contribution qualifications

Contributing authors are restricted to the regular members, supporting members, and honorary members of JSAM. For joint works, all the authors (including student members) should be members of JSAM. Exceptionally, a person who is not a member of JSAM and takes a lead role in creating the manuscript will be acceptable as a coauthor if he or she is so recognized by the Executive Board after submitting an application.

2. Letter of commitment

Authors should submit a letter of commitment indicating that the manuscript has not been published or submitted for publication elsewhere, and that the copyright of the article is completely transferred to JSAM.

3. Reviewing

Submitted manuscripts are reviewed by at least two experts in the field concerned. Then, the Editorial Committee determines the types of articles and whether the reviewed manuscripts are accepted or rejected. The Editorial Committee may return the manuscript to the author(s) for revisions with the reviewers' comments. Accepted manuscripts are published in the order of acceptance.

4. Cover letter

Manuscripts must be accompanied by a cover letter, which briefly summarizes the background, significance, etc. of the article or clinical report submitted.

5. How to create a manuscript

Manuscripts must be created basically in the order of the following items:

- (1) Introduction,
- (2) Materials and Methods,

- (3) Results,
 - (4) Discussion,
 - (5) Conclusion
 - (6) Acknowledgment,
 - (7) Conflict of interest,
- and

(8) References, in an understandable way.

For the contents of each item, the authors must fully express their opinions and thoughts, and for a clinical trial report (especially for a randomized controlled trial) the authors must follow CONSORT 2010 Statement and STRICTA.

Statistical techniques should be described in detail so that the readers can verify the results reported. If possible, findings should be quantified along with an appropriate index to indicate measurement error or uncertainty (e.g., confidence interval). Since probability numbers, such as *P* value, do not give important information on size effects, authors should avoid relying only on such statistical hypothesis testing. Any software used should be clearly mentioned.

6. Original research/Research reports

(1) Manuscripts must be according to the Instructions for Authors, and perfect in proper form.

(2) Guide for authors to submit manuscripts

1) Style and format

Paper size: A4, number of words per line: 640 words. Add a page number to each page. .

Submit the printed manuscript to the Editorial Office as:

a) The first page of the manuscript should include the title of the paper, the full names of the authors, the names of the affiliated organizations, and the address. Do not use any abbreviation, product name, etc. in the title of the article.

b) The second or later pages should include the title of the article (but not the names of the authors or the affiliated organizations), key words, and text (V. Preparation of Manuscripts 5{1} to {8}), explanation of figures and tables, and abstract (not including the names of the authors or the affiliated organizations).

c) Figures and tables should be as compact as possible, with the title and a brief explanation mentioned in the separate paper.

2) Number of characters

For original research, the length of the text shall be 3,600 words or shorter including V. Preparation of Manuscripts 5(1) to (8) (excluding spaces), and figures and tables are limited to eight (8) in total.

For reports, the length of the text shall be 2,000 words or shorter including references, and figures and tables are limited to six in total.

3) Key words

Select 5 or less key words from the title and abstract, and write them after the title of the article.

4) Title/Abstract

The title of the article is written in lower case letters except that the starting letter is written in upper case. The abstract word limit is 400 words. The abstract is written on a separate paper along with the title of the article. The

abstract is written in a structured abstract format.

5) Notational convention

a) The unit of weights and measures shall be expressed in terms of the International System of Units such as mm, cm, ml, dl, l, ng, µg, mg, g, and kg.

b) Lengths, thicknesses, and the material of acupuncture needles shall be specified according to the requirements of JSAM (J-JSAM, 1986;36(4):305-7.) (e.g., B-cun 13, No. 2, sterile → 40 mm, No. 20, sterile).

c) Notation of acupuncture points and the locations are based on “WHO Standard Acupuncture Point Locations in the Western Pacific Region.”

For example, in the first appearance of an acupoint in the text, its name should be described, for example, as ST36 (*Zusanli*), but for the second appearance and thereafter, only the description of ST36 is required.

d) Numbering system

Numbering of the sections should be made in the following order:

I, II, III. ...

1., 2., 3. ...

(1), (2), (3) ...

1), 2), 3) ...

e) Abbreviation must not be used in the title or abstract.

f) Words and phrases repeatedly used in a paper may be abbreviated, provided that in the first appearance the official usage of the word or phrase must be written followed by the abbreviation in parentheses.

For example, activity of daily living (ADL) ...

g) Significance probability is designated by an uppercase and italic ‘P.’ The abbreviation of “not significant” shall be ‘n.s.’

h) Format of plural references in the text should be as follows:

For consecutive two references, use superscript (1/4 font size) and write in a way as “...^{13, 14}.”

For consecutive three references, use superscript (1/4 font size) and write in a way as “...¹³⁻¹⁶.”

When singular and consecutive literatures are intermingled, use superscript (1/4 font size) and write in a way as “...^{13-15, 19}.”

7) General considerations related to references

The number of references should be limited to 20 in total. Put serial numbers for references in the text and at the head of the references in the order of citation. However, authors must not include citations from manufacturers’ magazines for sales promotion.

Format of references should follow the style outlined in the Vancouver style. The following are examples:

a) Article:

Name of the authors (all the authors and editors of references for up to six authors and editors, and if there are more than six “et al.” should be used), title (full title including subtitle)

b) Journal:

Name of the author(s). title, name of the journal (issuing place, if there is a similar journal name). issuing year; volume (No.): start page-last page (For the last page, the number of the higher digit(s) in the start page repeated in the higher digit(s) of the last page can be omitted.), However, if a journal having no volume No. is cited, the serial No. or issuing year shall be written instead of the volume.

c) Book;

Name of author, title, version, issuing place, publisher, issuing year, start/last pages

d) Books supervised by an editor-in-chief:

e) What must not be cited:

Abstracts, private letters, and unpublished works

However, an article that is accepted but not published should be cited with the journal name and indicated as “in the press.”

f) Journal name abbreviations:

Journal names should be basically abbreviated.

8) Authors can read the proofs only one time.

9) The manuscript (including figures and tables) after printing is not returned to the author.

7. Short communications

(1) Short articles are limited to studies or reports. They should be highly original news flashes or preliminary reports. The same articles that have been published as short communications shall not be published as original research in J-JSAM.

(2) After reviewing, the Editorial Committee will determine whether or not the reviewed manuscripts are accepted,

(3) The style and format shall be as follows:

1) Length of the text and references shall be 1,200 words or shorter. The number of figures and tables shall be two or less in total.

2) Length of the abstract shall be 300 words or shorter.

3) Selected key words shall be 3 or less.

4) Others limits are the same as for original research.

8. Clinical reports

(1) Articles that make evaluation of the effects of acupuncture and moxibustion at daily acupuncture clinical settings are easy to understand, report rare experiences, or are of use in future clinical reports. A report on one case may be accepted. For further instructions, refer to “How to prepare a case report” in J-JSAM vol. 52 No. 3/4 and vol. 53 No. 1.

(2) After reviewing, the Editorial Committee will determine whether or not the reviewed manuscripts are accepted,

(3) The style and format shall be as follows:

1) Length of the text and references shall be 2,400 words or shorter. The number of figures and tables shall be six or less in total.

2) Length of the abstract shall be 400 words or shorter.

- 3) Selected key words shall be 5 or less.
- 4) Other limits are the same as for original research.

VI. Committed article

1. Review

(1) Review articles should describe recent internal or external findings on subjects related to acupuncture and moxibustion, and not be an original report of the author. The authors may, however, focus on their own achievements.

(2) The style and format shall be as follows:

- 1) Length of the text and references shall be 6,400 words or shorter. The number of figures and tables shall be limited to eight in total.
- 2) Length of the abstract shall be 400 words or shorter.
- 3) Key words shall be 8 or less.
- 4) Others are the same as in original research.

2. Letters to the editor

(1) Letters to the editor should an intelligible and explanatory description of knowledge on subjects related to acupuncture and moxibustion.

The style and format shall be as follows:

- 1) Length of the text and references shall be 4,000 words or shorter. The number of figures and tables shall be four or less in total.
- 2) Length of the abstract shall be 400 words or shorter.
- 3) Key words shall be 8 or less.
- 4) Other limits are the same as for original research.

IX. Additional printing

1. The authors may request an additional printing of up to 100 prints.

X. Submission of Manuscripts

1. How to prepare an electronic file

(1) Save the text (including the abstract and references), figures and tables, and explanation of figures in separate files. Each chart is saved to a separate file. Each file is named so that the contents of the file can be determined.

(2) The text (including abstract and references) and explanations of figures and tables must be saved in MS Word or in text format. Either color or black and white figures and tables should be pasted into Power Point and saved, or separately saved in JPEG or PDF format.

(3) The addressee for the manuscripts is the JSAM Editorial Office, email: honbu@jsam.jp.