

Information for Authors

Revised on April 1, 2014

<New Instruction>

4. Copyright

6. Where to submit manuscripts, how to prepare manuscripts, entering Acknowledgment on the system not in the manuscript

1. Editorial policy

The *Journal of Neuroendovascular Therapy (JNET)* is the official journal of the Japanese Society for Neuroendovascular Therapy (JSNET). The JNET publishes peer-review original research related to neuroendovascular therapy, including clinical studies, state-of-the-art technology, education, and basic sciences.

2. Categories

The categories for paper submissions are **Original Research, Review Article, Case Report, Technical Notes, and Image of the Issue**. Submitted manuscripts should not contain previously published material and must not be under consideration for publication elsewhere.

3. Peer-review

Manuscript decisions are based on peer reviews and editorial discretion. Articles will be edited to conform to the individual style of the *JNET*.

4. Copyright

After publication the copyright of the article shall accrue to The Japanese Society for Neuroendovascular Therapy. Authors agreement should be declared during submission process on the system. Note that each author of a manuscript should receive a submission confirmation mail sent from the system when submission is completed. Author may use their own article in part, whole, or translation. When authors use whole part of their own article in another article, they should obtain permission from the society.

1) The article may not be published elsewhere or transmitted in any form or by any means, either in part or in whole

without the express permission of The Japanese Society for Neuroendovascular Therapy, except articles presented at meetings held by this society.

2) The article may not infringe on the copyright of other articles. Permission should be obtained by authors beforehand if necessary.

3) All authors who contributed the article should be included in the author list.

4) Permission of publishing the article should be obtained beforehand by appropriate persons or institutions if necessary.

5. Conflict of Interest

Authors of the Journal of Neuroendovascular Therapy must clearly indicate at the time of submission any conflicts of interest by means of Author Disclosure of Relevant Financial Relationships, which is prescribed in the Instructions to Authors. Conflicts of interest should be stated at the end of a research paper immediately before the references. If no conflict exists, authors should state "The authors declare that they have no conflict of interest." With regard to conflicts of interest to be clearly indicated at the time of submission, authors shall disclose matters according to the guidelines prescribed below. If one or a few authors have a conflict to disclose, further to that statement, there should be an additional statement for those remaining authors who do not have any, e.g. "All remaining authors have declared no conflicts of interest."

Matters for which disclosure is required shall be matters that occur from one year before paper submission to the time of submission.

1) Presenting authors who are officers or advisors of companies or for-profit organizations shall report annual remuneration from a single company or organization of 1,000,000 yen (equivalent) or more.

2) Presenting authors shall report stock ownership in cases where profit (the sum of dividends and profit on sale) from shares of a single company during a one-year period is 1,000,000 yen (equivalent) or more or where they own 5% or more of the total shares.

3) Presenting authors shall report patent royalties or licensing fees from companies or for-profit organizations in cases

where royalties or licensing fees for a single patent are 1,000,000 yen (equivalent) or more per year.

- 4) Presenting authors shall report honoraria (such as lecture fees) paid by a company or for-profit organization as compensation for the time or labor of a researcher engaged for conference attendance (presentation) in cases where annual honoraria from a single company or organization are 1,000,000 yen (equivalent) or more.
- 5) Presenting authors shall report manuscript fees paid from companies or for-profit organizations as compensation for writing for a pamphlet or other publication in cases where annual manuscript fees from a single company or organization are 500,000 yen (equivalent) or more.
- 6) Presenting authors shall report research funding from companies or for-profit organizations provide in cases where the total amount of research funding paid for a single instance of clinical research is 2,000,000 yen (equivalent) or more. Presenting authors shall report scholarships (grants) in cases where the total annual amount paid to a single research leader from a single company or organization is 2,000,000 yen (equivalent) or more.

Moreover, the author shall report if the author belongs to lecture or course financially maintained by private donations of company.

6. Preparation of Manuscript

1) Manuscript Submission

All manuscripts should be submitted through online submission/peer-review system below. After a submission completed, authors are to receive a submission acknowledgement mail which is sent to all co-authors.

<http://mc.manuscriptcentral.com/jsnet>

Submissions received before and on March 31, 2014 are to be reviewed by email until the final decision is made.

Manuscript format

The electronic files should be saved in the file format separately as below.

- Title page: Word
- Text (Abstract~Figure Legends): Word
- Table: Word, Excel
- Figure: JPEG, TIFF
- Movie: MPEG, AVI, etc

Each manuscript component in text file should begin on a new page in this order: abstract, main text, disclosure statement, references, and legends of figures. The manuscript should be typed double-spaced with a 12-point typeface, in the international paper format (8 1/2 by 11 inch) or A4 format (21.2 by 29.7 cm) with margins of at least 1 inch (2.5 cm). Sequential numbering should begin with the title page.

To ensure anonymity in the peer review process, authors' names should appear on only the full title page; names of authors, their initials, or their institutions should not be referred to in the text or the illustrations. The anonymity of patients and subjects must be preserved. Acknowledgment, if any, should be entered on the submission system during submitting procedure.

All authors should be personally and actively involved in the work leading to the report and be responsible for its contents. The following sentence must be stated at the bottom of the title page; "All authors pledge that this manuscript does not contain previously published material and is not under consideration for publication elsewhere."

An acknowledgement of any financial support should also be stated on the title page.

2) Title page

The title page should include the complete names of all authors (first name, middle initial[s], and surname) with academic degrees and their institutional affiliations, as well as the complete mailing address including zip code, telephone number, facsimile number and e-mail address of the principal author responsible for correspondence and reprints. The title page should also indicate the type of article (**Original Research, Review Article, Case Report, Technical Notes, or Image of the Issue** on the right upper corner) and contain a list of key words (three to five).

3) Abstract

The abstracts of **Original Research** and **Review Article** papers should contain a maximum of 400 words and include the four clearly identifiable elements; objectives, methods, results and conclusions. The abstracts of **Case Reports** and **Technical Notes** papers should contain a maximum of 250 words with the similar elements; objectives, case presentation and conclusions. No abstract is required for **Image of the Issue** articles.

4) Text

Manuscripts should in principle be submitted in the following sections on separate pages: Introduction, Methods and Materials (or Case Presentation), Results, Discussion, and Conclusion. If any, add Acknowledgment after Conclusion. Disclosure Statement (COI) should be stated before References for all types of manuscript.

The lengths of the manuscripts (including the abstract, main text, references and the legends of the figures) should adhere to the following rules depending on the category of the manuscript. The numbers of figures and tables are to be included in the length of the manuscripts. The author should reduce the length of the manuscript depending on the number of figures and tables (one figure or table is calculated as a quarter of a page or 300 words) based on the following rule.

Review Article: An article that may be requested by the Editorial Board with the purpose of reviewing recent developments on specific topics as reported in literature. No personal opinions or personal experiences are expressed. Up to 8 printed pages (9,600 words) in length including up to 10 figures or tables.

Original Research: An article that reports on completed original investigations and provides conclusive evidence. Up to 6 printed pages (7,200 words) in length including up to 8 figures or tables.

Case Report(s): Case Reports are a brief description of one or two cases of interest, in which neuroendovascular treatment played an important role. Up to 5 printed pages (6,000 words) in length including up to 6 figures or tables.

Technical Notes: A Technical Notes article is a brief report on a new technique or procedure, modification of a certain technique, or new equipment in the field of neuroendovascular treatment. Up to 5 printed pages (6,000 words) in length including up to 6 figures or tables.

Image of the Issue: This is a brief report of an interesting case that features excellent imaging and has educational importance. Up to 2 printed pages (2,400 words) in length including up to 4

figures or tables.

Manuscripts longer than the stated limits will not be accepted in principle, but may be approved after consideration by the Editorial Board with expenses for the additional pages to be met by the authors.

We strongly encourage authors for whom English is not their native language to seek assistance from a colleague experienced in medical terminology and translation to ensure that words and expressions are used both accurately and clearly, and that they convey their intended meaning.

5) References

References should be typed double-spaced and listed consecutively in the order cited in the text. All references must be cited in the text and tables.

References to journal articles should include (1) surnames and initials (without periods) of the first three authors and “et al.” for all others, (2) article titles, (3) abbreviated journal names (as per the Index Medicus), (4) volume numbers, (5) inclusive page numbers, and (6) year of publication.

An example is as follows:

Tanoue S, Kiyosue H, Okahara M, et al, Para-cavernous sinus venous structures: anatomic variations and pathologic conditions evaluated on fat-suppressed 3D fast gradient-echo MR images. *AJNR* 2006; 27: 1083-89.

References to books should include (1) surnames and initials (without periods) of the first three authors and et al. for all others, (2) chapter title, if any, (3) editor(s), if any, (4) title of the book, (5) publisher, (6) city of publication, (7) inclusive page numbers, and (8) year of publication. Volume and edition numbers, and the name(s) of translator(s) should be included when appropriate.

An example is as follows:

Osborn AG: *Diagnostic Neuroradiology*. Mosby. St. Louis, 15-36, 1994.

6) Legends of Figures

Legends of figures should be brief and specific, and should appear on a separate manuscript page after the references. Legends must be numbered consecutively. Indicate figure

numbers. Any symbols or abbreviations appearing in an illustration must be defined by a corresponding description in the legend.

7) Figures and Tables

Figures (photos and illustrations, etc.) should be submitted as digital data using such software as Adobe Photoshop. CT, MRI and angiography images etc. must be acquired using a GREY SCALE with a minimum resolution of 300 dpi. Line art or figures requires a resolution of at least 1,200 dpi. Color images must be acquired using the CMYK method only (RGB is not accepted). These images should be saved in the JPEG or TIFF format. Each image should be a separate file with the figure number indicated in the file name. Color illustrations are to be published online for free, but authors must cover the extra cost of color reproduction for printing. Images already imbedded in MS Word, PowerPoint or other documents containing a low-resolution image are unsuitable for printing.

Sagittal projections or lateral images are to be submitted with the patient facing the reader's left. Axial projections on CT scans or MR images are to be submitted as "viewed from below".

Tables should be prepared with MS Word or MS Excel, and separated from the text. All tables are to be numbered in the order in which they are cited in the text, and are to include a brief title at the top, as well as a footnote explaining any abbreviations used in the body of the table. Each table must be a separate file. Tables of image data or collecting text boxes are not acceptable.

7. Human and Animal Studies

Manuscripts reporting the results of studies on human subjects must include a statement in the first paragraph on Materials and Methods to the effect that informed consent was obtained after the nature of the procedures had been fully explained. In addition, a statement from the appropriate institutional review boards affirming approval of the procedures is required in the same paragraph in the Materials and Methods section. The maintenance and care of experimental animals in order to provide humane treatment and to ensure reliable results are described in the Japanese National Institute of Health guidelines for the use of laboratory animals. Authors must affirm, in the first paragraph of the Materials and Methods section, their compliance with these guidelines or approval by the appropriate institutional review board or animal care committee.

8. Proofs and Reprints

The first proofreading is the author's responsibility. Up to 30 reprints are free of charge. Order reprints at the time as corrections of the galley proof. The minimum reprint order is fifty. An order form and price list for reprints will be sent to the principal author with the first proof.

Peer review questions should be addressed to:

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