

Guidelines for Manuscript

1. Download the template “Template 1” for Reviews, Original Articles, and Notes, or “Template 2” for Letters and Others from the website of the Society (<http://www.rnsj.jp/>) and rename it for your own paper manuscript. The file already contains the pages for all necessary components and is set to have 30 lines/page and 80 characters/line. You do not have to add a page when moving from one component to the next. The file shows automatically page numbers and line numbers, where necessary. Your manuscript must be a single file by composing the following components;
 - 1) Paper title: one page. If you are Japanese, add the title in Japanese after the English title.
 - 2) Abstract and about three keywords: one page. If you are Japanese, add the abstract in Japanese after the English abstract.
 - 3) Body text
 - 4) Acknowledgement, funding, conflict of interest
 - 5) References
 - 6) Tables: one table per page
 - 7) Figures: one figure per page

2. The figures and tables should be numbered consecutively in respective serial numbers, e.g., Fig. 1, Fig. 2, or Table 1. The proper insertion places of the figures and tables should be indicated in red in the text.

3. Numbering should be hierarchical: I., II., III. for chapters, 1., 2., 3. for sections, 1), 2), 3), or (1), (2), (3) and so on. For items, use a), b), c).

4. Volume limits of articles

Category	Word limits	Abstract	Figures/Tables
Reviews	About 4000 words	About 200 words	Up to 5, converted to 150-400 words each.
Originals	About 5000 words	About 200 words	Up to 5, converted to 150-400 words each.
Notes	About 5000 words	About 200 words	Up to 5, converted to 150-400 words each.
Letters	About 3000 words	Not required	Up to 2, converted to 150-400 words each.
Others	About 4000 words	Not required	Converted to 150-400 words each, if any.

5. Tables and Figures should be embedded in about the size when printed on separated pages at the end of manuscript, numbered consecutively, respectively, and their locations in the body should be clearly shown in red. Figures should be in pdf or jpeg, while Tables should be in doc (docx) or xsl (xlsx).

6. References should be described as in the following, basically in the Vancouver reference style.
 - 1) References should be serially numbered in order of appearance (one number assigned to each quoted reference) and indicated by superscript Arabic numerals with a closing parenthesis in the text.
 - 2) References should be listed in order of the number at the end of the text.
 - 3) Up to three authors may be listed. If more, then list the first three authors and represent the rest by “et al.” No full points or spaces are needed with the abbreviation of first and middle names.
 - 4) Journal titles should be presented without abbreviation.
 - 5) If a reference is only in Japanese, it should be cited in “romaji (roman letters).”

7. Typical reference styles

【Journal articles】

Champion R. Developing responsibility. *Nursing Times*. 1991, 87(27). 38-39.

Books】

Kellman RM, Marentette LJ. *Atlas of Craniomaxillofacial Fixation*. Lippincott Williams & Wilkins, Philadelphia, 1999.

【Chapter in a book】

Horsman MR, Overgaard J. The oxygen effects and tumor microenvironment. Steel GG ed. *Basic Clinical Radiobiology*. 3rd ed. Hodder Arnold, London, 2002. pp.158-168.

【Electronic Material】

Gostin L. Drug use and HIV/AIDS. JAMA HIV/AIDS Web site. June, 1996. (Accessed June 26, 1997). <http://www.ama-assn.org/special/hiv/ethics>.