Guidelines for authors

Japanese Journal of Nephrology and Pharmacotherapy: JJNP

1. Scope and editorial policy
(1) JJNP publishes original articles, reviews, brief reports, and case reports in all areas of the pharmacotherapy of kidney disease. Submission of a manuscript to JJNP implies that the submitted material has not been previously published and is not under consideration for publication elsewhere.
(2) Once accepted, article copyright will be transferred to the Japanese Society of Nephrology and Pharmacotherapy (hereinafter referred to as the Society).
(3) All clinical studies should comply with the latest revision of the Declaration of Helsinki (originally adopted in 1964).
(4) All animal experiments should be conducted in accordance with the latest version of the Guidelines for Proper Conduct of Animal Experiments, originally published in 1980 by the Science Council of Japan.

2. Submission eligibility
The corresponding author must be a member of the Society. Membership is not required for submissions solicited by the Society.

3. Manuscript format
(1) Title: The title should be short and informative. An English title should also be provided.
(2) Author names: The full name of each author should be provided. The affiliation of each author must be indicated by a numeric superscript.
(3) Affiliations: Author affiliations should be listed with the numbers used in the author list.
(4) Up to five keywords should be given in either Japanese or English.
(5) Abstract: All submissions should include an abstract in Japanese (up to 800 characters) and the corresponding English abstract (up to 400 words). The English abstract should be accompanied by the English title, a list of authors, and a list of their affiliations written in Romanized Japanese.
(6) It is advisable that authors whose first language is not English be assisted by a native English speaker in preparing the English abstract. The name and affiliation of the person who edited/proofread the abstract should be given in the manuscript. Authors will be charged if the English abstract requires substantial editing.

4. Preparation of manuscripts
(1) In general, original articles (up to 12,000 characters) should be prepared in a format of 35 characters/line × 35 lines/page, and may be printed on A4-size papers in portrait orientation.
(2) In general, reviews (up to 20,000 characters) should be prepared in a format of 35 characters/line × 35 lines/page, and may be printed on A4-size papers in portrait orientation.
(3) All pages in the text should be numbered.
In general, brief reports (up to 9,000 characters) and case reports (up to 4,000 characters) should be prepared in a format of 35 characters/line × 35 lines/page, and may be printed on A4-size papers in portrait orientation. The total number of figures and/or tables must not exceed two.

(5) The maximum character count does not include the title, author names, and author affiliations. Figures and tables count toward the page count and will be printed in the size of a business card (occupying one-eighth of a page).

(6) Manuscript should be prepared with the most appropriate software, such as Microsoft Office Word, Excel, and PowerPoint. Online submission is preferred to hard copy submission. Files can be sent as e-mail attachments to the Administrative Office of the Society. PDF files are accepted for figures and tables.

(7) Both Microsoft Windows and Macintosh operation systems are acceptable for manuscript preparation, provided that the versions of applications and operation systems used are supported at the time of submission.

(8) The main text, the figures and tables, and the abstracts should be submitted as separate files. Figures and tables should not be embedded in the word processing document.

(9) All figures and tables must be described in the main text. They should have a title and be presented in the order they are mentioned in the text. Figures and tables should be numbered separately.

(10) Images (preferably black and white) should be sent in a high-resolution digital format (e.g., JPEG format).

(11) Abbreviations should be defined in brackets after their first appearance in the text (e.g., chronic kidney disease (CKD)). After being defined, the abbreviation should be used exclusively.

(12) The editorial board may change technical terms, symbols, and the format of figures and tables to the JJNP standard terms and formats.

(13) Review articles may include figures and tables published elsewhere, provided that the original publications are clearly indicated. It is necessary to obtain permission from the authors and publishers of previously published material.

(14) Names of foreign countries, persons, locations, and agents should be written in English. All measurements must be given in units such as mm, cm, mL, L, mg, mmol, and N/10.

(15) The maximum number of references is 30 for original articles, 50 for reviews, and 10 for brief reports and cases reports. References should be numbered, and ordered sequentially as they appear in the text. The reference list should be provided after the main text. Please follow the style below in preparing reference lists.

(A) Books. The following information should be included in order: author names (when there are more than six authors, the first six will be listed, followed by et al. in English or in Japanese); title of article; editor names; title of book; place of publication; publisher name; publication year (Western calendar year); pagination (first page-last page).


(B) Journals. The following information should be included in order: author names (when there are more than six authors, first six will be listed, followed by et al. in English or in Japanese); title of article; name of journal; publication year (Western calendar year); pagination (first page-last page).

Journal abbreviations should be in accordance with those in Index Medicus and Igaku Chuo Zasshi (Japan Medical Abstract Society).

5. Publication charges
(1) Authors will not be charged for publication.
(2) Thirty reprints will be provided free of charge. Additional reprints (in packs of 10) can be ordered by sending a reprint order form with galley proofs. Authors will be charged 3,000 yen for 40 or 50 reprints, and 5,000 yen for 60, 70, 80, 90, or 100 reprints.

6. Acceptance and proofreading
(1) Manuscripts are generally reviewed by two or more committee members. The editorial board makes the final decision concerning publication based on the reviewers’ reports. Accepted manuscripts will not be returned to the authors.
(2) When revisions are requested, revised papers should be submitted within 6 months, unless specified, or they will be treated as new submissions.
(3) Authors are responsible for the first proofreading of the approved manuscript, and then the editorial team will proofread later drafts. Only typographical errors should be corrected in the galley proofs.
(4) The editorial board may solicit invited papers.

7. Copyright and responsibility of authors
(1) Authors are responsible for the content of their manuscripts.
(2) For collaborative studies, in accordance of Item 3 of Article 64 of Japanese Copyright Laws, co-authors should appoint a corresponding author (denoted with a superscript asterisk: *) who represents them in fulfilling their responsibilities. The editorial board will regard the corresponding author as the person responsible for the content of the manuscript, and for other duties during the process of publication.
(3) Copyright will be transferred to the Society if the manuscript is accepted.
8. Conflict of interest
Authors must disclose any relationships (financial or other interests) with corporates or commercial entities that pose a conflict of interest, at the time of manuscript submission. All disclosures should be stated at the end of the text.

Please see the attached table, “Guidelines for conflict of interest” published by the Society, to find out the types of relationships that should be disclosed. If authors have no conflict of interest to declare, they must state: “Conflict of interest declaration: None”.

9. Print submissions
All manuscripts should be sent to:
Administrative Office, Japanese Society of Nephrology and Pharmacotherapy
Division of Clinical Pharmacology
Center for Clinical Pharmaceutical Sciences
School of Pharmacy, Kumamoto University
5-1, Oe-Honnachi, Chuo-ku, Kumamoto-shi, Kumamoto 862-0973, Japan
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E-mail: shnaga@kumamoto-u.ac.jp

10. These guidelines may be revised only upon approval at the governing board meeting, councilors meeting, and general meeting.
Supplementary provision
These guidelines became effective on 1 June 2012.

Attached table
The Japanese Society of Nephrology and Pharmacotherapy, Guidelines for Conflict of Interest

The conflict of interest disclosure policy of the Society requires all authors to disclose all relevant conflicts of interest (see below) in the previous year (from 1 January to 31 December). They should be stated at the end of the main text.

Conflicts of interest to be declared
(1) Payment for lectures: A total of 500,000 yen/year or more from a single company or organization.
(2) Payment for articles: A total of 500,000 yen/year or more from a single company or organization.
(3) Remuneration (Compensation for consulting services, for membership on board of directors, etc.): A total of 1,000,000 yen/year or more from a single company or organization.
(4) Equity interests (stocks): A total of 1,000,000 yen/year or more in a single company or organization, or holding more than 5% of stock in a company or organization.
(5) Patent income: A total of 1,000,000 yen/year per patent or more.
(6) Research funding: A total of 2,000,000 yen/year or more from a single company or organization provided to the institute, center, or laboratory that is financially linked to the author.
(7) Scholarship and other donations: A total of 2,000,000 yen/year or more from a single company or organization provided to the institute, center, or laboratory that is financially linked to the author.
(8) Sponsorship of research laboratory, institute, or other type of body: Authors must declare affiliation with a research laboratory, institute, or other type of body supported by a company or other organization.
(9) Travel expenses and gifts: A total of 50,000 yen/year or more from a single company or organization.