

# Instruction to Authors

## General

Aino Gakuin publishes reports of original research, case reports, reviews, short reports. The content of the manuscripts should be original (not previously published), and manuscripts should be written in English. All statements in published reports are the responsibility of the authors. Authors should submit one set of the original manuscript and two copies including tables and figures to the Editorial Board of Aino Gakuin.

**Manuscripts** should be typewritten double-spaced on one side of A4 white paper, leaving more than 2.5cm wide margins on the left and right. Full papers should report complete findings of original research. The length of text in original paper and review should, in principle, not exceed 15 sheets. Short report should be shorter than 8 sheets.

**Numbering of pages** should be consecutive from the cover (page 1) through the text, references and legends for figures and tables. Page 1 should contain titles, author's name(s), institution(s), **Running title** (less than 50 characters), address to which proofs should be sent. Page 2 should contain **Abstract** of the paper (300 words or less) except for reviews, and **Key words** (5 or less).

The **Text** should be as brief as possible and organized under headings, i.e. Introduction, Material(s) and method(s), Results, Discussion, Acknowledgements and References.

**Units** such as seconds(sec), minutes(min), hours(h), m, cm, g, mg, kg, ml, l, cal, kcal, ppm, etc should be used without punctuation. Otherwise, the International System of Units (SI) should be used whenever possible. **Abbreviation** should be spelled out at the first appearance. Nomenclature should be written in italics or with underline.

All **Figures** (photographs, graphs, diagrams) and **Tables** should be numbered consecutively with Arabic numbers and separated from the text. For each figure and table, separate sheets should be used with its serial number and a brief explanatory title. Each figure and table should be provided with a concise descriptive legend. The **Legends** are part of the text and should be listed at the end of the figures and tables as separated sheet(s).

**Literature citations** in the text should be given by author(s) and year of publication in parenthesis. Where there are two or more authors, only the first surname should be named, following by "et al."

The list of **References** should be in alphabetical order under the first author's name, listing all authors up to six, if in case that there are more than six authors, using et al. (surnames followed by initials throughout; do not use "and") and the complete title (in English and French titles, do not capitalize nouns, adjectives, etc), according to the following examples. Personal communication or unpublished data should not be included in the references. Journal abbreviations should follow Index Medicus style. In the following examples, notice the punctuation.

### Journal article

Atwell JD, Spargo PM : The provision of safe surgery for children. Arch Dis Child 367 : 345-349, 1992

### Book chapter

John SD, Swischuk LE : Pediatric chest. In : Brant WE, Helms CA, eds. Fundamentals of diagnostic radiology. 2<sup>nd</sup> ed. Philadelphia. Lippincott Williams & Wilkins. 1111-1156, 1999

### Entire book

Hardin KI, Lux SE, Stossel TP : Blood. Principles and practice of hematology. 2<sup>nd</sup> ed. Philadelphia, Lippincott Williams & Wilkins, 2002

When manuscripts are accepted for publication and sent to the printer, authors read **Two proofs**. New supplement or modification should not be permitted at proofreading except for minor corrections.

**Reprints** may be ordered on the first page of the manuscript and those costs are free for 30. Author should pay the costs more than 30 are requested.