Instruction to Authors

General

Aino Gakuin publishes original researches, case reports, reviews, short reports and lectures. 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 send one printed copy and an electronic file of the original manuscript including tables and figures to the Editorial Board of Aino Gakuin.

Manuscripts Manuscript should be typewritten double-spaced on one side of A4 white paper, leaving more than 2.5 cm 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 30 sheets. Short report should be shorter than 10 sheets. Numbering of pages should be consecutive from the cover (page 1) through the text, references and legends of figures and tables.

Title and Running Title should be on the first page. The title should be followed by authors' names and institutions and, the address to which the proof should be sent. Running title should be composed of less than 50 characters.

Abstract and **Key Words** should be on page 2. Abstract should be 300 words or less, and key words should be 5 words or less.

Text should be as brief as possible and organized under headings, i.e., Introduction, Material(s) and Method(s), Results, Discussion, Acknowledgements, References and Legends of Figures. Units such as second (sec), minute (min), hour (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. Nomenclatures should be written in italics or with underline.

Figures (photographs, graphs, diagrams) and Tables should be numbered consecutively with Arabic numbers and separated from the text. Each figure and table should be provided with a concise descriptive legend.

Legends of Figures and Tables should appear at the end of the text.

Citations of references in the text should be given by surname of the first author and the year of publication in parenthesis. Where there are two or more authors, the surname of the first author should be followed by "et al.".

References should be listed in alphabetical order under the first author's name, listing all authors, using surnames followed by initials throughout. Don't use "and" in the authors' list. Papers in references should have a complete title. Don't capitalize ordinary nouns, adjectives, etc. in the title of references. Examples for references are as below. Personal communication or unpublished data should not be included in the references. Journal abbreviations should follow Index Medicus style.

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. 2nd ed. Philadelphia, Lippincott Williams & Wilkins, 1111-1156, 1999

Entire book

Hardin KI, Lux SE, Stossel TP: Blood. Principles and Practice of Hematology. 2nd ed. Philadelphia, Lippincott Williams & Wilkins, 2002

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