

## Instructions to Authors

Created November 1, 2007, Last updated February 22, 2011

### PREREQUISITES FOR PUBLICATION

The editors of the Clinical Journal of Gastroenterology abide by the recommendations formulated by the International Committee of Medical Journal Editors (<http://www.icmje.org/>). A Certificate of Exclusive Submission and Disclosure of Conflict of Interest, available on-line at <http://www.springer.com/12328>, must be submitted to the journal's editorial office by uploading it as a PDF via ScholarOne Manuscripts.

**IMPORTANT:** Upon receipt of a Certificate of Exclusive Submission and Disclosure of Conflict of Interest with all of the authors' signatures, manuscripts are officially recognized as submissions.

### ETHICS

All investigations on human subjects must be carried out in accordance with the World Medical Association Helsinki Declaration, adopted in 1964 and amended in 1975, 1983, 1989, 1996, and 2000, 2002, 2004 and 2008.

### DISCLOSED POTENTIAL CONFLICT OF INTEREST

When submitting a manuscript to the Clinical Journal of Gastroenterology, all authors are required to disclose any financial relationship (within the past 12 months) with a biotechnology manufacturer, a pharmaceutical company, or other commercial entity that has any interest in the subject matter, materials, or process(es) discussed in the manuscript. Therefore the Conflict of Interest Disclosure Statement on the ScholarOne Manuscript should be completed at the time of submission. The matters requiring disclosure are outlined in the JSGE Conflict of Interest Policy, available on-line at <http://www.jsge.or.jp/english/journal/journal.html> (IV. Matters Requiring Disclosure).

When your manuscript will be accepted for publication, all of the disclosures will appear in your articles as "Conflict of interest" as follows.

#### Conflict of interest

A (author name) serves as a consultant to Z (entity name); B's spouse is chairman of Y; C received a research grant from X; D received lecture fees from V; E holds a patent on U; F has been reimbursed by T for attending several conferences; G received honoraria for writing promotional material for S; H has no conflict of interest.

If you, your spouse, or other immediate family member, has any of the listed relationships with a commercial entity that has an interest in the subject matter in your manuscript, please refer to the JSGE's definition for potential conflict of interest which must be disclosed.

### MANUSCRIPT SUBMISSION VIA SCHOLARONE MANUSCRIPTS

Authors should submit their manuscripts to the Clinical Journal of Gastroenterology online to facilitate even quicker and more efficient processing. Electronic submission substantially reduces the editorial processing and reviewing time and shortens overall publication time. Please log in directly at: <http://mc.manuscriptcentral.com/cjg> and upload your manuscript following the instructions given. In case you encounter any difficulties while submitting your manuscript online, click on the Get Help Now icon in the upper right corner.

➤ ScholarOne Manuscripts Requirements:

On the top page of ScholarOne Manuscripts, please check the most recent system requirements.

➤ Author Accounts:

Authors entering the journal's ScholarOne Manuscripts site can either create a new account or use an existing one. When you have an existing account, use it for all your submissions; you can track their status on the same page. If you have forgotten your user ID and password, please enter your mail address in Password Help. You will then receive an automatic e-mail with your user ID and password. Alternatively, please create a new account and then follow the instructions given on the screen.

➤ Getting Started

Once you have logged into your account, ScholarOne Manuscripts will lead you through the submission process in an orderly, step-by-step process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process later at the same point for that manuscript.

While submitting your electronic manuscript, you will be required to enter data about your manuscript in the system. These include full title, author names and affiliations, and so forth, as listed below under Manuscript Preparation. Support for special characters is available. At any point during this process, there are Help buttons available for frequently asked questions.

➤ Uploading Files

Main Documents: Main documents of articles should be uploaded in rich text format (.rtf) or as a Microsoft Word document (.doc).

Tables: Use the table functions of your word-processing program, not spreadsheets, to make tables. Tables may be uploaded separately from the main document or inserted into the main document.

Figures: Common graphic files such as GIF, JPEG, EPS, and TIFF are supported. Please upload figures that are satisfactory for the review process.

Certificate of Exclusive Submission and Disclosure of Conflict of Interest: The form, downloaded from <http://www.springer.com/12328>, should be uploaded showing all authors' signatures.

After uploading the parts of the article in this manner, the system will convert the files to PDF format. You can view the result of the conversion with Adobe Acrobat Reader. You will be also notified by e-mail that your submission was successful.

At any point during this process, there are Help buttons available to see frequently asked questions. If the total size of the files exceeds the file volume (30MB) for online submission, reduce the resolution of large files for initial submission.

➤ Keeping Track:

After submission, you may return periodically and monitor the progress of your submission through the review process. If you are unable to submit your manuscript via ScholarOne Manuscripts, please contact the editorial office:

The Editor, Clinical Journal of Gastroenterology, The Japanese Society of Gastroenterology, K-18 Building, 8th Floor, 8-9-13 Ginza, Chuo-ku, Tokyo 104-0061, Japan.

Fax: +81 3 3289 2359

e-mail: [cjg-edi.board@jsge.or.jp](mailto:cjg-edi.board@jsge.or.jp)

## MANUSCRIPT PREPARATION

### ➤ Manuscript Form

Abstract, text, references, and table and figure legends must be typed double-spaced with wide margins. Incomplete or improperly prepared manuscripts will be returned to authors without review. A separate title page should be provided.

Abstract, text, acknowledgments, references, tables, and legends should begin on separate pages and follow in that order. Standard abbreviations and units should be used. Define abbreviations at first appearance, and avoid their use in the title and abstract. All manuscripts must be written in English. Authors whose native language is not English should seek the assistance of a colleague who is a native English speaker and is familiar with the field of work.

### ➤ Title Page

The title should be brief, specific, and informative. Include full names of authors, academic affiliation, and address (including telephone, fax number, and e-mail address).

### ➤ Abstract

An abstract of not more than 200 words is required. Also supply 3–5 key words for indexing.

### ➤ Text

The body of the article should be divided into three sections: Introduction, Case Report, and Discussion. The Introduction should state the purpose and value of the presentation of the individual case. In Case Report, detailed description of the case should be presented with the minimum number of tables and illustrations. The originality or educational implication of the case for diagnosis and treatment should be described clearly. In Discussion, new and important findings should be discussed with reference to other reported work, and conclusions should be added.

### ➤ References

Number references consecutively in the order cited in the text. Accuracy of reference data is the author's responsibility. Personal communications and unpublished data should not be included in the text. If such a citation is from someone other than the author(s), a letter should be submitted in which the direct quotation is given with the signature of the person quoted. Unpublished papers accepted elsewhere may be included in the list by designating the journal followed by (In press) in parentheses. Provide inclusive page numbers for all references. Journal titles should be abbreviated as in Index Medicus. In principle, only materials published in English can be used as references. When absolutely unavoidable, papers published in a language other than English may be used, but only if they have an English abstract. For papers written in a language other than English, follow the style of example 2 below. (Include English abstract information in parentheses.) In citation of articles, list the first six authors only and add "et al." if there are seven or more authors.

1. Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5-year follow-up. *Br J Cancer*. 1996; 73: 1006-12.
2. Ikeda M, Shiralori K, Shimizu K, Watanabe S, Hayashi N. The mechanisms of the inhibition of gastric acid secretion induced by intraduodenal amino acids in rats (in Japanese with English abstract). *Nippon Shokakibyo Gakkai Zasshi (JJSG)*. 1997; 94: 12-20.
3. Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven; 1995. p. 465-78.

4. Schofield PF, Haboubi NY, Martin DF. Highlights in coloproctology. Berlin Heidelberg New York: Springer, 1993.
5. O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. *Eur J Nucl Med Mol Imaging*. 2004. doi:10.1007/s00259-003-1399-3.
6. O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. *Eur J Nucl Med Mol Imaging*. 2004;31:555–63. doi:10.1007/s00259-003-1399-3.

➤ Tables

Cite all tables in the text. Each table should be given a number and a brief informative title and should appear on a separate page. The title should be included with the table. Explain in footnotes all nonstandard abbreviations that are used. Footnotes should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data) and included beneath the table body.

➤ Figures

Cite all figures in the text in consecutive numerical order. Figure legends should be typed on a separate page. Submission of previously published figures should be avoided. If they are necessary, they must be accompanied by an acknowledgment of the source and permission by the copyright holder. All figures should be numbered using Arabic numerals. Figure parts should be denoted by lowercase letters. If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure legends and citations.

For more information about preparing illustrations, please follow the hyperlink (<http://www.springer.com/12328>) to the artwork instructions.

➤ Electronic Supplementary Material:

Electronic Supplementary Material (ESM) for an article will be published in the electronic edition of this journal provided the material is:

- submitted in electronic form together with the manuscript
- accepted after peer review

ESM may consist of:

- information that cannot be printed: animation, video clips, sound recordings (use QuickTime, AVI, MPEG, animated GIF, or any other common file format)
- information that is more convenient in electronic form, e.g., sequences, spectral data, etc.
- large quantities of original data that relate to the article, e.g., additional tables, large numbers of illustrations (color and black-and-white), etc.

Legends must be brief, self-sufficient explanations of the ESM. ESM is to be numbered and referred to as S1, S2, etc.

After acceptance for publication, ESM will be published as received from the author in the online version only. Reference to this material will be given in the printed version.

## CLINICAL REVIEWS

Systematic and personal reviews on clinical gastroenterology are welcomed. The review articles should have a Title page, Abstract (not more than 250 words), Text, References, and Tables/Figures if necessary.

## AFTER ACCEPTANCE

During the production phase the following issues must be clarified:

➤ Offprints/Reprints

Offprints can be ordered by the corresponding author.

➤ Color in Print

Online publication of color illustrations is free of charge. For color in the print version, authors will be expected to make a contribution toward the extra costs (¥60,000 for the first and ¥30,000 for each additional page). Otherwise the figures will be printed in black and white. Please note that, in such cases, it is the authors' responsibility to prepare figures to be illustrative enough to convey the necessary information even after they are converted into black and white.

➤ Proofreading

Authors are informed by e-mail that a temporary URL has been created from which they can obtain their proofs. The purpose of the proof is to check for typesetting errors and the completeness and accuracy of the text, tables, and figures. Substantial changes in content, e.g., new results, corrected values, title, and authorship, are not allowed without the approval of the Editor.

➤ Online First

An article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the article can also be cited by issue and page numbers. After online publication, further changes can be made only in the form of an Erratum, which will be hyperlinked to the article.

➤ Open Choice

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription-based article, but in addition is made available publicly through Springer's online platform SpringerLink. We regret that Springer Open Choice cannot be ordered for already published articles. The basic fee for Springer Open Choice is \$3,000 USD, which can be invoiced in Euros. Invoicing will be done according to the location of the paying party (designated in the "Bill to" section of the Order Form). Customers providing payment from the Americas will be charged in US dollars, and customers providing payment from Europe, Africa, and Asia will be charged in Euros. VAT is not included in the \$3,000 price and will be added, at a standard rate, for customers who receive invoices in Euros. For further information, see Springer Open Choice at <http://springer.com/openchoice>.