

Authors guideline of the Journal of Japan Society for Laser Surgery and Medicine

1. Introduction

The Journal of Japan Society for Laser Surgery and Medicine is published quarterly as a bulletin of the Japan Society for Laser Surgery and Medicine (JLSM), and other information concerning laser surgery and medicine. Of the 4 issues per year, one issue features summaries of annual meeting of JLSM.

2. Author's Qualifications

At least one of the authors must be a member of the JLSM. However, this does not apply in an invited manuscript.

3. Ethical considerations

Investigations with human subjects must state that the research followed guidelines of the Declaration of Helsinki, and was approved by the institutional human experimentation committee or equivalent, and that informed consent was obtained. Any experiments involving animals must be approved by an institutional ethical committee which must be declared in the text.

4. Copyright Management

Copyright should be managed in accordance with the copyright policy of the JLSM.

5. Manuscript Submission, Acceptance and Publication

Online submissions are recommended.

<http://mc.manuscriptcentral.com/jjslsm>

Acceptance or rejection of the manuscript will be determined by an Editorial Board for the Journal of JLSM. The Editorial Board will issue a publication certification to an applicant.

6. Referees and Revision for a Submitted Manuscript

The Editorial Board will assign referees based on the content of the submitted manuscript, and will decide whether or not to publish and to revise the manuscript based on referees' comments. If a manuscript is not resubmitted within 3 months after the manuscript has been returned to the author(s), such manuscript will be regarded as having been withdrawn.

7. Compliance of Related Regulation

The author(s) should understand the content of the "Copyright Transfer and Declaration of Compliance with Related Laws and Regulations" and declare in said document that the content of the manuscript complies with related laws. In the event of a lawsuit pertaining to a published manuscript due to factual errors, or misrepresentations or misunderstandings in this declaration, the JLSM and the Editorial Board assume no responsibility.

8. Instruction for Authors

Abstract and Text of the Manuscript

- 1) The manuscript is written in Japanese or English. The abstract and the text is typed on white A4 paper and double spaced.
- 2) The following information is described on the first page of the manuscript:
 - Title
 - Name(s) of author(s)
 - Name(s) of organizations to which the author(s) is affiliated
- 3) Abstract and Keywords:
 - An abstract and approximately five keywords are attached/inserted before the main text.
- 4) The unit should be used in the international system of units (SI).
- 5) The manuscript should be written in the following order: "Introduction", "Materials and Methods", "Results", "Discussion" and "Conclusion".
- 6) The prescribed number of pages for each part of the thesis shall be as follows. The manuscript should have about 1000 words per page.
 - a. Original article, Review article within 10 pages
 - b. Case Report within 5 pages
 - c. Short Notes within 2 pages
 - d. Letter to the Editor within 2 pages

Figures and Tables

- 1) Figure or Table should be placed on a sheet of A4 paper each, and each should be marked with numbers (Fig. 1, Fig. 2...) (Table 1, Table 2...). When there is a place in the text where the insertion of a diagram is desired, such insertion mark in red on the manuscript. Photographs are counted as figures.

- 2) Legends and captions of the figures/table should be described and attached to the manuscript.
- 3) If color is desired in the print version of the journal as well as in the online version, the author must clearly indicate which figures are intended to be printed in color as part of the submission process. The fees for color printing are charged to the author(s) except for invited manuscripts. Otherwise the figures will be printed in black and white. Online publication of color illustrations is free of charge.
- 4) Proper consideration should be made of materials that can identify individuals, including hiding the eyes and face of patients in photographs when patients are used in case examples.

References

References are each numbered, ordered sequentially as they appear in the manuscript. When cited in the text, reference numbers are superscript, not in parentheses unless they are likely to be confused with a superscript number. Only one publication can be listed for each number. Published conference abstracts, numbered patents and preprints on recognized servers are included in reference lists, but text, grant details and acknowledgements are not.

- Examples of reference inserted in the main text
There is a report that ...^{1,2)}
- Example of reference for quotation

For journals:

T. Kushibiki, K. Awazu: Enhancement of osteoblast differentiation by regulating circadian clock protein, Cryptochrome, with blue-violet laser irradiation to mesenchymal stromal cells. *Jpn. J. Laser. Surg. Med.*, 28: 91-96, 2007.

For books:

T. Kushibiki: Laser-tissue interaction, K. Awazu (eds), *Laser Technology for Medical Applications*, 377-384, 2007, Elsevier Science KK.

Disclosure of Conflict of Interest

If the manuscripts are related in clinical trials or research about drugs, quasi-drugs and medical devices, authors are required to disclose their conflict of interest in subjects or materials discussed in their papers. The following statement is required in the end of the manuscript.

- I certify that I have no affiliation with financial involvement in any organization or entity with a direct financial interest.
- I have the affiliation with financial support by XXX Co., Ltd. for this clinical trial.

9. Proofreading

Proofreading should be done by the author(s) and returned within the specified time period. Corrections are marked in red and changes, deletions and insertions other than mistypes should not be made. All manuscripts are not returnable.

10. Publishing Costs

- 1) Publishing costs and referee examination fees are free of charge except for followings.
- 2) The color reprinting fees for figures, table, photographs and other such items is required, except for invited manuscript.
- 3) Additional reprints must be ordered by more than at least 20 reprints and the fees are required. A chart indicating the fees for additional reprint is shown below.

Reprint Rates

Copies No. of Pages	20	50	100	150	200
1-2	¥ 10,000	¥ 18,000	¥ 23,000	¥ 28,000	¥ 33,000
3-6	¥ 20,000	¥ 28,000	¥ 33,000	¥ 38,000	¥ 43,000
7-10	¥ 36,000	¥ 43,000	¥ 48,000	¥ 53,000	¥ 58,000
Additional Fee	8,000/Page	9,000/Page	10,000/Page	11,000/Page	12,000/Page

11. Requirements for a Submitted Manuscript

Online submissions provided by ScholarOne Manuscripts® (<http://mc.manuscriptcentral.com/jjslsm>) are recommended.

The manuscripts should be prepared as a PDF file (.pdf) or Microsoft Word file (.doc or .docx). The private information, which is name(s) of author(s), organization(s) and contact address(s) etc., should not be included in the manuscript because the data for referees are automatically prepared by the uploaded files.

※ Required data for online

- The data about author(s) information (article title, name(s), affiliation(s), corresponding author, contact author and the contact information including address, TEL, FAX and E-mail).
- Manuscript with article title, abstract, keywords, references. Please does not include the private information about author name(s) and the affiliation(s).
- Legends of figures and tables. It is accepted to include them in the manuscript data.
- Figures and tables. It is also accepted to include them in the manuscript data.
- Author(s) information (The face picture of author(s) and the summarized biography).
- Copyright transfer form. It is accepted to send by post mail or e-mail to the address of editorial board as below.
- Cover letter.

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Supplementary Provisions

1. Particulars required for enforcing these provisions should be stipulated respectively in related rules.
2. Revisions of these provisions must receive the consent of the Editorial Board of the JSLSM.
3. These provisions were enacted and approved by the Board of Directors on November 14, 2008.
4. Reprint rates were revised on March 1, 2010.
5. Requirements for a submitted manuscript were revised on June 27, 2012.
6. Figures and Tables were revised on January 1, 2015.
7. Ethical considerations, and Figures and Tables were revised on April 1, 2016.

Copyright Rules for the Japan Society for Laser Surgery and Medicine

Purpose

Article 1 These rules have been decided upon in connection with dealing with copyright to a manuscript carried in the Journal for the Japan Society for Laser Surgery and Medicine published by the Japan Society for Laser Surgery and Medicine (JSLSM).

Terms

Article 2 The definitions of the terms used in these rules shall be as follows:

1. Copyright: means copyright provided for in Chapter 17 of the Copyright Law of Japan (reproduction rights, performing rights and performance rights, public transmission rights, oral rights, exhibition rights, distribution rights, transfer rights, rental rights, translation rights and adaptation rights, rights of the original author(s) in connection with use of secondary works) and further, publishing rights in reproduction rights, and electronic media rights (including rights of public transmission)
2. A work: means a work provided for in Chapter 2, Section 1, Subsection 1 of the Copyright Law of Japan
3. Author(s): means the person(s) who creates a work stipulated in Chapter 2, Section 1, subsection 2 of the Copyright Law of Japan

Attributing Copyright

Article 3. The copyright to a manuscript carried in the Journal shall, as a general rule, belong to the JSLSM, regardless of whether [the manuscript is] domestic or foreign.

Transfer of Copyright

Article 4 With respect to transfers of copyright from author(s) to the JSLSM, at the time of submission of a manuscript by author(s) to the JSLSM, the copyright rules will be accepted, and they shall come into force upon submission of the Copyright Transfer Form and Declaration of Compliance with Related Laws and Regulations.

2) In the event that it is determined that the manuscript in question is not to be carried in the Journal, the JSLSM will return all copyright in the manuscript in question to the author(s).

Use of Copyright

Article 5 The consent of the JSLSM is not required when the author(s) on his/her/their own uses the work for private purposes within the meaning of Chapter 30 of the Copyright Law of Japan.

2) In the event consent for use of the copyright to a manuscript carried in the Journal is requested by third parties, the editing committee of the Journal shall discuss same, and so long as it is deemed appropriate, grant such consent.

3) In the event that by means of the preceding paragraph, payments are received from a third party, such payments will be transferred to the JSLSM account and used effectively for academic activities.

Responsibilities of Author(s)

Article 6 With respect to the content of a manuscript carried in the Journal, the author(s) shall be responsible on his/her/their own for the part which the author(s) created and participated in.

2) In the event that a manuscript carried in the Journal causes a violation of copyright or other rights and profits of a third party, the part of the manuscript in question which the author(s) created and participated in shall be entirely the responsibility of the author(s) of the manuscript in question.

Dealing with Copyright Infringement

Article 7 In the event of copyright infringement by a third party pertaining to a manuscript carried in the Journal, the JSLSM and the author(s) shall discuss how to deal with it, and find a solution.

Exception to Management [by the Rules]

Article 8 In the event that the manuscript of the manuscript is requested when the JSLSM and other associations hold business activities in cooperation [with one another] and a particular decision is made between JSLSM and the other associations, the decision in question shall apply and take priority over these rules.

Treatment of Previously Published Works

Article 9 These rules shall apply mutatis mutandis to the copyright held by the JSLSM in the work prior to the enforcement of these rules, except where there is a separate request from the author(s) and the JSLSM has appropriate reasons to accept the subject request.

Date of Coming into Force

Article 10 These rules came into force on November 14, 2008.

Supplementary Provisions

1. Matters not provided for in these rules with respect to copyright shall be determined in accordance with the Copyright Law of Japan.
2. A work published by the JSLSM means a manuscript carried in the Journal, as well as other abstract collections and quasi-publications published for recitals carried out in cooperation with other associations. Also, the media for same shall mean printed sales material, free distribution materials, CD-ROMs and other media created by the electronic media, as well as home pages and other means offered by electronic submissions.
3. Particulars required for enforcing these rules shall be stipulated respectively in related rules.
4. Revisions to these rules must be approved by the editing committee of the JSLSM.
5. These rules were enacted and approved by the editing committee on November 14, 2008.

Copyright Transfer Form and Declaration of Compliance with Related Laws and Regulations

(Please submit this transfer form when you submit your manuscript)

Title of manuscript: _____

Name of author(s) (all members): _____

Affiliated organizations (all members): _____

- All of the authors understand the statements in the “Copyright Rules for the Journal of Japan Society for Laser Surgery and Medicine”, and agree to the transfer of copyright to the “Japan Society for Laser Surgery and Medicine” (hereinafter referred to as the “JLSM”).
- The author(s) indicated above confirm that the manuscript indicated above meets all of the items described below.
 - The submitted manuscript and theses with a substantial resemblance thereto have not been made public in the past. Further, the author(s) declares that he/she/they is/are not planning to make the manuscript available to publications other than the JLSM Journal (however, information regarding a manuscript disclosed in summaries of JLSM general meetings and related JLSM sponsored public meetings are excluded).
 - The manuscript complies with the Copyright Law and does not violate the copyright of other publications. The author(s) has obtained written consents for reproductions requiring consents.
 - With respect to content involving humans, the manuscript complies with the Helsinki Declaration and has been “carried out ethically” and “with informed consent” within the spirit of such declaration.
 - Investigations with human subjects must state that the research followed guidelines of the Declaration of Helsinki, and was approved by the institutional human experimentation committee or equivalent, and that informed consent was obtained.
 - With respect to content involving animals, it is clearly indicated [in the manuscript] that [such content] has been carried out ethically pursuant to the “Policies concerning experiments on animals of the to which the author(s) is affiliated”
 - The manuscript is in compliance with the “Ethical guidelines concerning clinical research”, “Ethical guidelines concerning epidemiology studies”, “Ethical guidelines concerning analysis and research on human genomes and genes”, “Existing research guides used for the composition of human tissues extracted in surgery”, “Guidelines regarding the protection of private information” and other recently related laws and policies of related government ministries, agencies and organizations.
- The copyright transfer form will become invalid in the event of non-compliance.

We hereby certify that paragraphs 1-3 above are true.

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Signatures of all members are required

Please mail this form to the address below

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