

# Journal of Clinical Simulation Research

## Instructions for Authors

### 1. Introduction

The *Journal of Clinical Simulation Research* is the official journal of the Japan Clinical Simulation Organization, which will consider any original contribution that advances knowledge of clinical simulation and related educational programs. Only members of the Japan Clinical Simulation Organization may submit manuscripts to the journal. However, the editorial board can invite contributors who are not members to write articles for the journal. Manuscripts must be solely the work of the author(s), must not have been previously published elsewhere, and must not be under consideration by another journal.

### 2. Types of papers and word limits

Original articles (both clinical and laboratory), reviews, case series, case reports, and short communications will be considered.

*Original articles* : Up to 4,000 words in length (excluding References). There is no limit on the number of tables/figures allowed.

*Review articles* : Up to 5,000 words in length (excluding References) and a maximum of four authors. There is no limit on the number of tables/figures allowed.

*Case series/reports* : Up to 2,000 words in length (excluding References) and up to four tables/figures. Individual case reports should have important and novel learning objectives ; a simple narrative of a complex or challenging patient(s) is not sufficient to warrant publication. Case series dealing with important areas of practice with a thorough review of relevant literature will be considered.

*Short communications* : Up to 2,000 words in length (excluding References) and up to four tables/figures.

### 3. Formatting guidelines

#### *Use of word processing software*

Manuscripts should be written using word processing software such as Microsoft Word. All margins should be at least 25 mm, and the text should be double-spaced. All pages should be numbered consecutively in the bottom right-hand corner, beginning with the title page. Please turn the hyphenation option off, and include only those hyphens that are essential to the meaning. Please be sure to use the symbol function for any special characters.

#### *Language*

Manuscripts should be written in English (American or British spelling is accepted ; please be sure to use one or the other consistently) or Japanese (For authors submitting manuscripts in Japanese, please see the Japanese

guidelines for authors).

Authors whose native language is not English are requested to seek the assistance of a professional language service or native English speaker. Submissions that do not meet basic language requirements will not be accepted for review.

#### *Article structure*

Submissions should be organized in the following manner : title page, abstract with a maximum of five keywords, main text, acknowledgements, references, tables, figures, figure legends, video (as needed), and supplementary data.

#### *Title page*

The title page must contain : (1) the type of submission, (2) the complete title of the paper (the title should not contain abbreviations), (3) name(s) of author(s), with highest academic degree(s) attained (include only MD, PhD, or BSc), (4) department(s) and affiliations(s), (5) full postal and email address, plus FAX and telephone numbers of the corresponding author (If any author's present address differs from that where the work was carried out, it should be supplied in a footnote), (6) a short running title of no more than 50 characters including spaces, (7) source(s) of funding, (8) total word count of the manuscript, including the title page, abstract, text, references, tables and figure legends and number of tables and figures, and (9) number and type of supplementary files.

Submissions that contain the results of human and/or animal studies will be accepted for publication only if the authors have adhered to a high standard of ethics. All clinical investigators must also follow the Ethical Principles for Medical Research Involving Human Subjects outlined in the Declaration of Helsinki (<http://ohsr.od.nih.gov/guidelines/helsinki.html>). The text should include a statement that the study was approved by a local institutional review board or ethics committee and that written consent was obtained from all participants. All authors are requested to disclose any potential conflicts of interest. These include financial, personal, or other relationships with people or organizations that could inappropriately influence the research.

#### *Abstract and key words*

All original articles must have a structured abstract that states in 300 words or less the aims, basic procedures, main findings, and principal conclusions. The abstract should contain the following headings : Objectives, Methods, Results, and Conclusions. Reviews, case reports/series, and short communications do not need a structured

abstract. Below the abstract, list up to five key words. Whenever possible, use terms from the MeSH list of Index Medicus (<http://www.nlm.nih.gov/mesh/>).

#### *Text*

Original articles should use the following subheadings to divide the sections of their manuscript : Introduction, Materials and Methods, Results, and Discussion. Reviews may contain an Introduction, Main text (to be divided into sections), and Conclusions. Case reports/series should be divided into Introduction, Case Description, Review of the Literature (as appropriate), and Conclusions. Short Communications should include an Introduction and Conclusions, with other sections included as appropriate.

#### *Abbreviations and units*

All abbreviations should be explained at their first occurrence. Avoid abbreviations that are not standard or well recognized.

All measurements should be expressed in metric units ; SI units are preferred except in the case of fluid pressures. Authors may wish to consult further recommendations available from the Royal Society of Medicine publication : Units, Symbols and Abbreviations : A Guide for Biological and Medical Editors and Authors (<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1009340/>). Units for atmospheric pressure should be preferably expressed in MPa, but KPa, atm, or ats can also be used. Torr should be used for partial pressure.

#### *References*

In the text, authors should cite references using superscript Arabic numbers in the order in which they appear. In the reference list, cite the names of all authors . Names of journals should be abbreviated according to the Serial Sources for the Biosis database, available in most libraries or from <http://www.biosis.org>.

#### Journal article

Takahashi C, Okudera H, Sakamoto T, Aruga T, Ohta T. The Emergency Coma Scale for patients in the ED : concept, validity and simplicity. *Am J Emerg Med* 2009; 27 : 240-243.

#### Book

American Heart Association. BLS for Healthcare Providers. 1st ed. 2001; Dallas : Amer Heart Assn.

#### World Wide Web

Emergo Train System. ETS Educator program. Available at : <http://www.emergotrain.com/Products/ETSEducatorprogram/tabid/79/Default.aspx>. (Accessed: August 13, 2014)

#### *Figures*

Figures should be cited in a consecutive manner in the text. Ensure that each illustration has a legend that fully explains the content. Supply legends separately, and not underneath the figure. The legend should include a brief title.

#### *Tables*

Tables should not be submitted as images. Authors

should ensure that all units have been included. Each table should include a brief title, and any necessary legends and abbreviations should be included underneath the table. Indicate any footnotes with superscript lowercase letters. Ensure that each table is cited in the text in the order in which they appear using Arabic numbers.

#### 4. Peer review and acceptance

All submissions will be subject to a peer review process. Acceptance, format, and the orders of articles are decided by the Editorial Board.

#### 5. Copyright

Authors must sign a Copyright Assignment Form wherein it is assumed that they have obtained the appropriate permission to use any copyrighted or previously published material. All authors must either sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until receipt of a signed form.

#### 6. Proofreading

Authors will be requested to check the galley proofs for typesetting or conversion errors as well as for completeness and accuracy. Substantial changes in content (such as the addition of new results, corrected values, academic titles, and authorship) will not be allowed without prior approval of the editor. After publication, further changes can only be made in the form of an Erratum, and approved by the Editor.

#### 7. Publication charges

Page charges are ¥ 3,000 per page. Extra charges must be paid for color figures or drawing of tables and figures.

#### 8. Reprints

Authors can order reprints after the proofs have been returned. A form will be provided to the corresponding author with all the necessary information and prices.

#### 9. Submission of manuscripts

Authors should send the submissions to [jcsr\\_editorial@academic-arc.org](mailto:jcsr_editorial@academic-arc.org) as an attachment.

Editorial Office, Journal of Clinical Simulation Research

Email : [jcsr\\_editorial@academic-arc.org](mailto:jcsr_editorial@academic-arc.org)

URL : <http://www.jcso.jp/journal01.html>