

Modern Rheumatology

Instructions for Authors

Revised on July 6, 2017

Editorial policies

1. Aims and scope

Modern Rheumatology publishes original papers in English on research pertinent to rheumatology and associated areas such as pathology, physiology, clinical immunology, microbiology, biochemistry, experimental animal models, pharmacology, and orthopedic surgery.

Occasional reviews of topics which may be of wide interest to the readership will also be accepted. In addition, concise papers of special scientific importance that represent definitive and original studies will be considered.

Letters should be limited to commentaries on previous articles published in *Modern Rheumatology*, subjects related to rheumatology, or topics of potential interest to members of the Japan College of Rheumatology. Rapid Communications should be very short reports of research findings, with no abstract.

Other types of articles may be published at the discretion of the Editorial Board.

Papers are welcomed from members of the Japan College of Rheumatology and nonmembers alike.

Six issues and a supplement are published per year. Papers may be submitted electronically at any time.

Peer review

Papers are subject to peer review by at least two referees and the Editors, and to editorial revision of the language and contents. The Editorial Board is responsible for the acceptance, rejection, and order of publication of papers.

If authors are requested to revise and resubmit the paper, it should be completed within 2 months. Failure to do so will constitute a withdrawal from publication.

Plagiarism

Modern Rheumatology has a strict policy against plagiarism. We define plagiarism as the use of extracts from another person's work that are not placed in quotation marks, without the permission of that person, and without acknowledgement to that person (using the appropriate reference style), with the result that your article presents these extracts as original to you. By submitting your work to *Modern Rheumatology*, you warrant that it is your original work, and that you have secured the necessary written permission from the appropriate copyright owner or authority for the reproduction of any text, illustration, or other material. If any article submitted to *Modern Rheumatology* is found to have breached any of these conditions, the Editorial board reserves the right to reject that article and any others submitted by the same authors. The Editorial board may also contact the authors' affiliated institutions to inform them of its findings.

2. Prerequisites for publication

The *Modern Rheumatology* is a signatory journal to [the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), issued by the International Committee of Medical Journal Editors (ICMJE Recommendations), and to the Committee on Publication Ethics (COPE) [code of conduct](#) for editors. We follow [COPE's guidelines](#).

Authors should certify that no part of the work described has been published before (except in the form of an abstract or as part of a published lecture, review, or thesis) and that the work is not under consideration for publication elsewhere. If the inclusion of direct quotations, tables, or illustrations that have ap-

peared in copyrighted material is absolutely necessary, they must be accompanied by written permission in English for their use from the authors and copyright holder.

Authors should also certify that if and when the manuscript is accepted for publication, the authors agree to automatic transfer of the copyright to the Japan College of Rheumatology, and that the manuscript, or its parts, will not be published elsewhere subsequently in any language without the consent of the copyright holder.

Manuscripts submitted for publication must contain a statement to the effect that all human studies have been reviewed by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in an appropriate version of the WMA Declaration of Helsinki-Ethical Principles for Medical Research Involving Human Subject. It should also be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted. Reports of animal experiments must state that the "Principles of laboratory animal care" (NIH publication No. 86-23, revised 1985), as well as specific national laws where applicable, were followed.

The editors reserve the right to reject manuscripts that do not comply with the above-mentioned requirements. The author will be held responsible for false statements or failure to fulfill these requirements.

Authors must disclose any financial or personal relationships that may pose conflicts of interest. In the manuscript, all such relationships must be declared in a "Conflict of interest" before the reference list.

The Certification Form, included in each issue and which also may be downloaded from the website (<http://www.tandf.co.uk/journals/authors/healthcare/imor-certification-form.pdf>), must be signed by all authors and submitted with manuscripts. This form must bear the handwritten signatures of all authors. In the Certification Form, authors must disclose any financial or personal relationships that may pose conflicts of interest. Upon receipt of the Certification Form, manuscripts are officially recognized as submissions. The Certification Form can be submitted to the journal's Editorial Office in the following ways:

- A scanned file (PDF, TIFF, or JPEG) of the original signed Certification Form may be uploaded through Editorial Manager or sent as an attached file by e-mail.
- The signed Certification Form may be sent by fax or postal mail.

3. How to submit

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing time and shortens overall publication time. Please connect directly to the site: <https://www.editorialmanager.com/morh> and upload all your manuscript files following the instructions given on the screen. Please use the Help option to see the most recently updated system requirements.

Author accounts

Authors entering the journal's Editorial Manager 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 username and password, please click the link "Send Username/Password" and enter your e-mail address. You will then receive an automatic e-mail with your username 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, Editorial Manager 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 mentioned below under Manuscript preparation. Support for special characters is available.

Uploading files

Main Documents: Main documents of articles should be uploaded in rich text format (.rtf) or as Microsoft Word documents (.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 and for printing according to Artwork guidelines described in the end of this instruction. Please avoid uploading PowerPoint files.

After the components of the article have been uploaded in this manner, the system will convert the files to PDF format. You are required to view the result of the conversion with Adobe Acrobat Reader. After you approve submission, you will be 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 (10 MB) for online submission, reduce the resolution of large files for initial submission.

Keeping track

After submission, you may return and monitor the progress of your submission through the review process.

Editorial Office, Modern Rheumatology

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4. Manuscript preparation

Manuscript form

All manuscripts, including the abstract, text, acknowledgments, references, figure legends, and tables, must be written in English, typed double-spaced with wide margins in A4-size format.

Authors whose native language is not English must seek the assistance of a colleague who is a native English speaker and is familiar with the field of the work.

Standard abbreviations and units should be used. Abbreviations should be defined at first appearance, and their use in the title should be avoided. Generic names of drugs and chemicals should be used.

Length of articles

Original articles and review articles should not exceed 30 man-

uscript pages, including the abstract, references, figures, and tables.

A figure or table should be counted as one manuscript page. If the number of printed pages exceeds 16, the author will be requested to pay the additional cost.

Letters and rapid communications should be no more than 4 manuscript pages, including references. An abstract should not be included.

Cover page

The cover page should contain the type of the article (e.g., Original article, Review article), the title, the full names of the authors, the street address of the authors' academic affiliations, the numbers of text pages and figure legends, and the numbers of tables and figures. It should also contain up to five key words in alphabetical order, the mailing address of the corresponding author, including a telephone number, fax number, e-mail address, and comments, if any, to the Editorial Board. When color illustrations are submitted, authors should indicate on the cover page whether color reproduction or black-and-white reproduction is desired.

Abstract

For original articles, the abstract should present a concise description of the objectives, methods, results, and conclusions, and the subheadings "Objectives", "Methods", "Results" and "Conclusions" should be used. The length of the abstract should not exceed 200 words.

For review articles, no subheadings should appear in the abstract. The abstract should be limited to 200 words.

For all types of articles, no abstract should contain undefined abbreviations or unspecified references.

Text

The text of experimental articles should be divided into the following sections: introduction, materials and methods, results, and discussion.

Text formatting

For submission in Word:

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
 - Use the automatic page-numbering function to number the pages.
 - Do not use field functions.
 - Use tab stops or other commands for indents, not the space bar.
 - Use the table function, not spreadsheets, to make tables.
 - Use the equation editor or MathType for equations.
- Note: If you use Word 2007, do not create the equations with the default equation editor but use MathType instead.

Heading levels, numbering

Use no more than three levels of displayed headings.

Subheadings

Use subheadings to separate different methodologies.

Footnotes

Footnotes on the title page are not given reference symbols. Footnotes to the text are numbered consecutively.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the "Conflict of interest". The names of funding organizations should be written in full.

Conflict of interest statement

Authors must disclose any financial or personal relationships that may pose conflict of interest. All disclosures such as consultancies, employment, paid expert testimony, honoraria, speakers bureaus, retainers, stock options or ownership, patents or patent applications or travel grants should be inserted by the author in the "Conflict of interest", which should be placed in a separate section before the reference list.

If no conflict of interest is declared, then "None" should be inserted in this section.

Tables

Tables should be cited in the text and should be numbered sequentially with Arabic numerals. Each table should appear on a separate page and should be given a brief informative title. Identify any previously published material by giving the original source in the form of a reference at the end of the table title. Major abbreviations used should be explained in footnotes. Footnotes to tables should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data) and be included beneath the table body.

Figures

Figures should be cited in the text and should be numbered sequentially with Arabic numerals. Figure parts should be identified by lowercase letters (a, b, etc.). If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure legends and citations. A brief descriptive legend should be provided for each figure.

Legends should be appended to the text on a separate page. In the legends be sure to identify all elements in the figure. Any previously published material should be identified by giving the original source in the form of a reference at the end of the legend.

Color figures will always be published in color in the online version. In print, however, they will appear in color only if the author agrees to make a contribution (\$603,75 per article) to printing costs. 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.

In light micrographs, staining methods should be shown in the legend. In electron micrographs, a bar should be used as a size reference, and the length (in numerals and units) of the bar should be indicated in the figure legend.

References

The list of References should only include works that are cited in the text and that have been published or accepted for publication. References should be numbered consecutively in the order cited in the text, not alphabetically. Do not use footnotes or endnotes as a substitute for a reference list. The accuracy of reference data is the authors' responsibility.

Personal communications and unpublished data should not be included in the reference list but may be cited in parentheses in the text, e.g., (A. Aoki 1999, personal communication). If such a citation is from someone other than the authors, a letter should be submitted in which the direct quotation is given with the signature of its author.

Unpublished papers accepted elsewhere may be included in the list by designating the journal followed by "In press".

In the reference list, inclusive page numbers should be provided for all references and the names of the first six authors should be given, followed by "et al." Journal titles should be abbreviated according to *Index Medicus*. For papers written in

Japanese, the style of example 2 should be followed. In the case of journal articles cited by DOI, the style of example 3 should be followed.

References should be cited using numbers in square brackets on the line, e.g., Ames et al.[1] reported. . .

1. Ames PRJ, Lupoli S, Alves J, Atsumi T, Edwards C, Iannaccone L, et al. The coagulation/fibrinolysis balance in systemic sclerosis: evidence for haematological stress syndrome. *Br J Rheumatol.* 1997;36:1045–50.
2. Kamihara S. Case of Sjögren syndrome associated with idiopathic monoclonal IgA rheumatoid factor and pyroglobulinemia (in Japanese). *Rinsho Ketsueki.* In press.
3. Mitchell AJ, Vaze A, Rao S. Clinical diagnosis of depression in primary care: a meta-analysis. *Lancet.* 2009. doi:10.1016/S0140-6736(09)60879-5.
4. Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. *MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6–10; Geneva, Switzerland.* Amsterdam: North-Holland; 1992. p. 1561–5.
5. Cassidy JT. Systemic lupus erythematosus, juvenile dermatomyositis, scleroderma, and vasculitis. In: Kelly WN, Harris ED Jr., Ruddy S, Sledge CB, editors. *Textbook of Rheumatology.* 5th ed. Philadelphia: WB Saunders; 1997. p. 1241–64.

Electronic Supplementary Material

If electronic supplementary material (ESM) is submitted, it will be published as received from the author in the online version only. ESM may include:

- information that cannot be printed: animations, video clips, sound recordings.
- information that is more convenient in electronic form: sequences, spectral data, etc.
- large original data, e.g. additional tables, figures, etc.
- If any ESM is supplied, the text must make specific mention of the material as a citation, similar to those for figures and tables (e.g., "...as shown in Animation 3.")

5. After acceptance

Copyright transfer

It is a condition of publication that authors assign copyright or license the publication rights of the contents of their articles, including abstracts, to the Japan College of Rheumatology. This enables full copyright protection and dissemination of the article and the Journal, to the widest possible readership in electronic and print formats. A document to verify this will be sent upon acceptance for publication. This document should be signed by the corresponding author and returned to the publisher for archiving.

Proofreading

A proof is provided so that typesetting errors and the completeness and accuracy of the text, tables, and figures can be checked and, if necessary, corrected. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can be made only in the form of an Erratum, which will be hyperlinked to the article.

Artwork guidelines

Electronic figure submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.

- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format.
- MS Office files are also acceptable.
- Use of double-byte characters should be avoided.
- Vector graphics containing fonts must have the fonts outlined or embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1. eps.

Line art

Definition: Black and white graphic with no shading.

- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- If provided as scanned images or bitmap images, line drawings should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts outlined or embedded in the files.

Halftone art

Definition: Photographs, drawings, or paintings with fine shading, etc.

- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination art

Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.

- Combination artwork should have a minimum resolution of 600 dpi.

Color art

- Color art in the printed edition will be borne by the authors. The charges are \$603,75 per article.

- Color art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

Figure lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts). Use lowercase letters to denote figure parts.
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions in your illustrations.

Figure placement and size

- When preparing your figures, size figures to fit in the column width.
- Figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.