

NOTICE TO CONTRIBUTORS

1. Authorial responsibility :

All authors of this journal including coauthors must be members of the Japanese Society of Clinical Cytology. However, except for whom(within 2 authors) involved in the diagnosis, treatment, and so on.

2. Categories of articles published :

- 1) The categories of articles published in this journal are *review articles, original articles, investigation reports, case reports, special articles, brief notes, and reader's voices.*
- 2) The submitted articles should contribute to the advancement of clinical cytology and must be submitted exclusively to this journal.
- 3) Authors must observe the Declaration of Helsinki (recommendations for physicians conducting biomedical studies in humans) and the Ethics Guidelines for Clinical Research (Ministry of Health, Labour and Welfare, July 30, 2003, Revised on December 28, 2004 and July 31, 2008) , including privacy protection.

* These guidelines appear in the first issue of the journal.

- 4) Copyright for articles published in this journal will be transferred to the Japanese Society of Clinical Cytology, and the authors must agree that the articles will be published electronically by the Society. The authors are permitted to post the title, affiliations, authors' names and the abstract of their article on a personal website or an institutional repository, after publication.
- 5) All authors will be required to complete a conflict of interest disclosure form as part of the initial manuscript submission process. The corresponding author is responsible for obtaining completed forms from all authors of the manuscript. The form can be downloaded from (<http://www.jbcc.or.jp/coi/>) The statement has to be listed at the end of the text.

3. Submission style :

- 1) As a general rule, manuscripts should be submitted electronically.
- 2) For initial submission, please access the site below.
(<https://www.editorialmanager.com/jbcc/>)

4. Instructions for manuscripts :

1) Text and writing style

- (1) Manuscript is to be written in Japanese or English.
- (2) Hiragana, daily use kanji and contemporary Japanese syllabic writing should be used, except for proper nouns and generally used technical terms. English manuscripts should be prepared essentially in the same manner as Japanese manuscripts.
- (3) Weights and measures are expressed in CGS units (cm, mm, μ m, cm², mL, l, g, mg, etc.) .
- (4) Names of non-Japanese individuals, drugs, instruments / machines, or diseases that have no proper Japanese terms, academic expressions and scientific terms are to be written in the original language. Upper case letters should be used only for proper nouns and the first letter of German nouns.

- (5) Medical terms should be in accordance with the “Saibou-shinn yougo kaisetsu-syu (Handbook of cytological terminology)” edited by the Japanese Society of Clinical Cytology. Abbreviations of medical terms may be used, but the terms should be spelled out in full at their first occurrence in the text and the use of abbreviations is to be mentioned.

2) Manuscript preparation

Manuscripts are to be prepared using a word processor on vertical A4-size paper, with 25 characters per line and 20 lines per page. The top, bottom and side margins should be approximately 30 mm, and paragraphs left-justified. Twelve point or larger font size is preferable.

3) Electronic files

The following electronic file formats are recommended.

Word, WordPerfect, RTF, TXT, LaTeX2e (English only), AMSTeX, TIFF, GIF, JPEG, EPS, Postscript, PICT, PDF, Excel, PowerPoint.

A minimum resolution of 300 dpi size is required for photographs for publication.

- 4) Style of review articles, original articles, investigation reports, case reports and brief notes.

(1) Manuscript format

The parts of the manuscript are to be presented in the following order: Title page, abstract, key words, text, conflict of interest disclosure, English abstract, references, photographs, figures and tables. The pages of the manuscript should be numbered consecutively. The number of revisions (initial submission, first revision, etc.), the category of paper (*original article, case report, brief note, etc.*), Japanese title (not exceeding 50 characters), name (s) of author (s), authors' affiliations, address for reprint requests, and agreement of copyright transfer and early publication must be clearly written on the title page (the first page).

The abstract and key words are to be written on the second page. There should be a separation between the abstract and the start of the text.

(2) Authors

Authors will be limited to persons directly involved in the research. The number of authors is to be as follows, and other persons involved should be mentioned in the *Acknowledgments* section at the end of the paper.

Original articles: no more than 12

Investigation reports: no more than 10

Case reports: no more than 10

Brief notes: no more than 6

Review articles: just one author, as a general rule

(3) Abstract

The text of the abstract should not exceed 500 characters, except for *brief notes*, and the headings should be comprised of the following.

Original articles and *Investigation reports*: Objective, Study Design, Results, Conclusion

Case reports : Background, Case (s) , Conclusion

Review articles and *special articles* : headings are to be selected according to content.

(4) Key words

No more than 5 key words indicative of the content of the paper are to be supplied. As a general rule, the first term usually indicates the subject, the second term, the method, the third term and beyond, the content.

[Titles followed by examples of appropriate key words in parentheses]

Examples of Key words :

- Gallbladder aspiration cytology — Cytological and histological findings in four cases of gallbladder cancer — (Gallbladder, Aspiration, Cancer, Morphology)
- A review of hepatocellular carcinoma (Hepatocellular carcinoma, Morphology, Review)
- A rare case of ovarian clear cell adenocarcinoma cells detected in sputum (Clear cell adenocarcinoma, Cytology, Sputum, Metastasis, Case report)

(5) Text and page limitations

a . *Original articles, review articles, and investigation reports* :

The manuscript should not exceed 10,000 characters (20 pages of A4 size) , including text and references.

Figures and tables (exclusive of photographs) should not exceed 10 pages. There are no restrictions on the number of photographs, but the minimum necessary should be submitted.

b . *Case reports* :

The manuscript should not exceed 6,000 characters (12 pages of A4 size) , including text and references.

Figures and tables (exclusive of photographs) should not exceed 5 pages. There are no restrictions on the number of photographs, but the minimum necessary should be submitted.

c . *Brief notes* :

A brief note should not exceed two printed pages.

No more than two photographs (or combinations of no more than two photographs) and one figure or table can be included.

If two pictures and one figure or table are included, text (I. Introduction …) and references should be approximately 1,500 characters (3 pages of A4 size) .

(6) English abstract

An English translation of the title, authors' names in Roman letters, authors' affiliations in English, and English abstract should be given on a page separate from the text. The authors' degrees/qualifications are to be written after their names using the following abbreviations.

For physicians : MD ; MD, MIAC ; MD, FIAC.

For dentists : DDS, with other degrees or qualifications abbreviated the same as for physicians.

For clinical laboratory technologists : MT ; CT ; JSC ; CT, IAC ; CT, CMIAC ; CT, CFIAC. The text of the abstract should not exceed 200 words (exclusive of the title, authors' names and affiliations) , and the following headings are to be used.

Original articles and *Investigation reports* : Objective, Study Design, Results, Conclusion

Case reports : Background, Case (s) , Conclusion

Review articles : headings should be selected according to their content.

Brief notes : abstracts for brief notes should consist of no more than 100 words and no headings are to be used.

(7) References

a . Only major references are to be listed.

Original articles, special articles, and investigation reports : no more than 30 titles

Case reports : no more than 15 titles

Brief notes : no more than 5 titles

Review articles : no limit

b . References are to be listed in the order in which they appear in the text, and indicated by superscript numbers in the text.

c . The references should be listed in the Vancouver style, and the journal abbreviations in Japanese and English references according to the Japan Medical Abstracts Society and Index Medicus, respectively. Examples are shown below.

For journals :

Name (s) of the author (s) (full names for Japanese names ; for European names, surnames of the first 6 authors spelled out, with initials for the rest of the name, and other authors' names abbreviated “*et al*”) . Title (full title should be given) . Name of the journal (space) Year of publication ; Volume : Page numbers.

For books :

Name (s) of the author (s) . Title. Place of publication : Name of the publisher ; Year of publication (If a citation is just one part of an independent book, the title should be followed by the name of the editor, the title of the book, and the year of publication) . Page numbers.

If figures and tables from another author's work are used in the article, permission for publication, including electronic publication, must be obtained from the original author (or organization) , and the documents certifying this permission must be attached.

(8) Figures, tables and photographs

a . Figure and table titles are to be written in English. Photographs, figures and tables are to be numbered thus : Photo. 1, Fig. 1, Table 1, etc. Provide simple titles and explanations in English.

b . Clearly state where the photographs, figures and tables should be positioned in the text.

c . Magnifications are to be stated for micrographs. The magnification of the objective

lens at the time the photograph was taken will be used as the magnification for photomicrographs (photographs of cells or tissues) . Authors are recommended to use scale bars in the photograph. For electron micrographs, the magnification at which the photograph was taken should be stated or scales included in the photograph.

5) **Style of *special articles***

Special articles are composed of several papers (*original articles* or *reviews*) on a single topic. The planners of *special articles* need to prepare the title of the whole special issue (in Japanese and English) and a synopsis (equivalent to an introduction) of no more than 1,200 characters. The style of *special articles* should be the same as for *original articles* and *review articles*.

6) **Reader's voices**

Submissions which do not fit the above-described categories for scientific papers, including opinions on papers already published in the journal, the operation and activities of the Japanese Society and Clinical Cytology, are also published, but only if they have not been presented elsewhere. Submissions should be in accordance with the following prescribed form and procedure.

- (1) The title is not to exceed 50 characters, and a corresponding English title should be provided.

The text should be started on a new line.

At the end of the text, the name (s) of author (s) (with the authors' qualifications) , institutional affiliations and addresses should be written in Japanese and English on separate lines. As a general rule, there should be just one author. References can be added at the end, but no tables, pictures and figures. All of the above should be no more than 1,000 characters (no more than 2 pages of A4 size) .

- (2) The editorial board will decide whether a submission will be published. If the Committee finds it necessary to also publish the opinion of a person referred to in the manuscript or a third party in regard to the content of the paper submitted, the Committee will request that the person concerned write it, and the two will be published together.

7) **English manuscripts**

English manuscripts are to be written double-spaced on A4 paper, and should not exceed 10 pages. A Japanese abstract should be provided, and figures, tables, etc. are to be prepared in the same manner as the Japanese manuscript.

5. **Reprints :**

When reprints are desired, the author should state the number of copies to be ordered when returning the first galley proof.

6. **Review of the manuscript :**

Whether a manuscript submitted for publication will be accepted is determined by a review conducted by the editorial board, and the first author will be notified of the results. The referee system is used to conduct these reviews. The editorial board will be responsible for the layout and format used in printing the manuscript.

7. **Proofreading :**

The publisher will send the first galley proof to the first author, who should check and return it within three days. When the person responsible for proofreading is someone other than the first author, the person's name and address must be clearly stated when the manuscript is submitted. Only errors can be corrected on proofs. Nothing that is not already in the manuscript can be added or corrected.

8. Publishing fee :

Authors will be charged for space in excess of 4 printed pages. There will be no charge for the cost of printing black-and-white and color photographs. However, authors will be charged for plate making for figures other than photographs, English proofreading and reprints. In addition, half the charges for English proofreading and reprints of Japanese articles will be waived, and the publishing fees, including plate making charges, for English articles will be waived.

9. Revision of these rules :

The rules for submitting manuscripts may change.

(Partial revision June 1992)
(Partial revision June 1994)
(Partial revision June 1997)
(Partial revision June 1999)
(Partial revision June 2009)
(Partial revision November 2009)
(Partial revision April 2010)
(Partial revision September 2010)
(Partial revision March 2011)
(Partial revision April 2012)
(Partial revision May 2014)
(Partial revision November 2014)
(Partial revision December 2014)
(Partial revision March 2015)
(Partial revision January 2017)
(Partial revision November 17th. 2018)
(Partial revision May 23rd. 2019)
(Partial revision September 24th. 2019)

Appendix 1. Submission of manuscripts to *Acta Cytologica*

Please go the new *Acta Cytologica* website ([www.karger.com / acy](http://www.karger.com/acy)) and read guidelines for manuscript submission. Submission of manuscripts to the Japanese Editorial Office for preparatory review has been abolished.

Appendix 2. The following 2 items will appear in the first issue of every year.

- Declaration of Helsinki
- Ethical Guidelines for Medical and Health Research Involving Human Subjects

March, 2015