

# NOTICE TO CONTRIBUTORS

## 1. Authorial responsibility :

The first author and the corresponding author of this journal must be members of the Japanese Society of Clinical Cytology. In case of Editor in chief's permission, they can be non-members of the society.

## 2. Categories of articles :

- 1) The categories of articles which can be submitted in this journal are *review articles, original articles, investigation reports, case reports, special articles, brief notes, letter to the editor, and reader's voices* (*requested articles* will be mentioned later) .
- 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 Ethical Guidelines for Medical and Biological Research Involving Human Subjects (Ministry of Education, Culture, Sports, Science and Technology, Ministry of Health, Labour and Welfare, Ministry of Economy, Trade and Industry, Only Japanese text available) , including privacy protection.  
\* These guidelines appear in the first issue in every year of this 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 a part of the initial manuscript submission process. The form should be downloaded from <http://www.jbcc.or.jp/coi/> and should be signed by each author. 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) 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) Manuscript written in English doesn't need a Japanese abstract.
- (3) Weights and measures are expressed in CGS units (cm, mm,  $\mu$ m, cm<sup>2</sup>, 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. Capital letters should be used only for proper nouns and the first letter of German nouns. English manuscripts should be prepared essentially in the same manner as Japanese manuscripts.
- (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 in accordance with the web site (<https://www.editorialmanager.com/jbcc/>) .

### 3) **Electronic files**

The following electronic file formats are recommended. Word, RTF, and TXT are recommended for text, and legends ; TIFF, JPEG, and PDF are recommended for Figures ; Excel are recommended for Tables.

A minimum resolution of 300 dpi size is required for figures 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 statement, English abstract, references, legends, figures and tables. The pages of the manuscript should be numbered consecutively. Title page should contain 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

*Letter to the Editor* : 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, 300 characters for *brief notes*, and the headings should be comprised of the following. "*Letter to the Editor*" doesn't need an Abstract.

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

*Case reports* : Background, Case (s) , Conclusion

*Brief notes* : similar to *original articles* or *case reports*

*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 (approximately 20 pages of A4 size) , including text and references.

Tables should not exceed 10.

Figures should not exceed minimal necessary number.

b. *Case reports* :

The manuscript should not exceed 6,000 characters (approximately 12 pages of A4 size) , including text and references. Table should not exceed 5.

Figures should not exceed minimal necessary number.

c. *Brief notes* :

A brief note should not exceed 3,000 characters.

No more than 4 figures and no more than one table can be included.

d. *Letter to the Editor*

A short letter-style note, which is concerned to a paper published on this journal, can be submitted as "*Letter to the Editor*" (additional report, question to the author, a comment on a published paper) . Titles (study design, results, etc.) in the text are not designated. Two figures, 6 references, and 6 authors can be contained. Abstract is unnecessary. The amount should be approximately within 2 pages at publication style.

(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 physician

For clinical laboratory technologists : MT ; CT, JSC ; CT, IAC ; CT, CMIAC ; CT, CFIAC.

The text of the abstract should not exceed 250 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 10 titles

*Letter to the Editor* : no more than 6 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 3 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. (just after publication or for the journal which has only doi, ‘no more than doi’ is acceptable)

For books :

Name (s) of the author (s) . Title. Name of the publisher, Place of publication, 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, name of the publisher, place of publication, the year of publication, and page numbers.

#### (8) Figures, tables

a. Figure and table titles and their legends are to be written in English. Figures and tables are to be numbered thus : Figure 1, Table 1, etc. Provide simple titles and explanations in English.

b. Clearly state where the 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 figure was taken will be used as the magnification for photomicrographs (figures of cells or tissues) . Authors are recommended to use scale bars in the figure. For electron micrographs, the magnification at which the figure was taken should be stated or scales included in the figure.

d. If figures and tables from another published 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.

#### 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 of 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 the amount of the

approximate numbers of A4 paper pages, which were mentioned for Japanese-written manuscript of each type. Figures, tables, etc. are to be prepared in the same manner as the Japanese manuscript.

#### 8) **Certification of proofreading**

At submission, the authors should have the manuscript proofread by native English speaker, and should submit certificate of proofreading as a PDF file simultaneously.

#### 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 English proofreading. Half the charges for reprints of Japanese articles will be waived, and the publishing fees, including plate making charges, for English articles will be waived.

#### 9. **Requested articles :**

Although the form of the requested article is at the author's own choice, it may be generally accepted near the style of *review articles* or *original articles*. In a case, editorial board may request the author for changing the style.

#### 10. **Duplicate submission :**

If a given submission came to be a "duplicate submission", whose criteria we would like to concern proposed by "International Committee of Medical Journal Editors (ICMJE) <sup>1)</sup>", it would be rejected at the time of its review. Or, in the case that a subscription revealed to be a "duplicate submission" after publication, this situation would be known publicly with caution on this journal and on our Society's web site. The editing committee would recognize a submission as follows :

- 1) The submission which was thought to be similar to another one which has already been published in the same language, or which has the same contents as the other submitted elsewhere.
- 2) The figure or table, which has already published on another journal, without referring to the previous journal.
- 3) The submission doesn't refer to the previous manuscript regardless of the language it uses.

On the other hand, the following will not be recognized as a duplicate submission :

- 1) The researches or information 1) that was ordered by the government and should be made open immediately for public health and welfares, 2) that was recommended to be reprinted by public organization and another academic society, and 3) the editing committee (the chairperson) recognizes it.
- 2) The content which has already published in an academic meeting as a proceeding or a poster (the author should mention in the text of the manuscript, the name and number of academic meeting where that was opened.)

- 3) The manuscript printed or opened in the media which is distributed in a very restricted area (hospital newsletter, for example)
- 4) So called secondary publication which ICMJE<sup>1)</sup> acknowledges.

The author should pay attention to some points as follows :

- ✓ The author should submit concomitantly the copy of one's manuscript, which has already published or to be published in the future, at the submission to JJSCC to be reviewed.
- ✓ The reviewer should notify the duplicate submission to the editorial committee (chairperson) immediately after awareness of it.
- ✓ All the members of this association should avoid duplicate submission not only to JJSCC but also to other journals.

Reference :

1. International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals : Overlapping Publications. <http://www.icmje.org/icmje-recommendations.pdf> (accessed on May 8, 2020)

#### 11. Revision of these rules :

The rules for submitting manuscripts may change. The change of the rules for submission is to be acknowledged by editorial committee. The change of economic issue such as submission fee or of ethical policy, which is considered to be important, should be accepted by the governing board of the society.

- (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 17<sup>th</sup>. 2018)
- (Partial revision May 23<sup>rd</sup>. 2019)
- (Partial revision September 24<sup>th</sup>. 2019)
- (Partial revision November 21<sup>st</sup>2020)
- (Partial revision March 6 2021)
- (Partial revision April 17<sup>th</sup>2021)
- (Partial revision March 12<sup>nd</sup>2022)
- (Partial revision March 18<sup>th</sup>2023)

#### 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 Biological Research Involving Human Subjects  
(Only Japanese text available)

#### *History of the Journal :*

This Journal was established in 1962.

This rules for submission was enacted in July 30, 2003.

Major revision was made in December 28, 2004, and July 31, 2008.

Major revision in June 2020 was made concerning double submission, categories of submission, and their volume limitations.

November 21, 2020