

The Official Journal of Society for Clinical Epidemiology

ANNALS OF CLINICAL EPIDEMIOLOGY

GUIDE FOR AUTHOR

AIMS AND SCOPE

- Annals of Clinical Epidemiology (ACE) is a peer-review journal published by the Society for Clinical Epidemiology (SCE).
- The aim of ACE is to contribute to the mission of the SCE through publishing scientific papers. Manuscripts that match the aim of ACE can be submitted by healthcare professionals who have a clinical and research mind, regardless of clinical fields.

GENERAL PRINCIPLES FOR SUBMISSION

- Manuscripts should be written in English.
- Manuscripts are accepted on condition that they have not been published already, nor are they under consideration for publication, nor in press elsewhere. Although the language is different, secondary publication of material published in other journals or online is forbidden.
- Authorship credit should be based on accordance with this “Guide for Author”, and the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals.
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- All investigators should ensure that the planning, conduct, and reporting of human research are in accordance with the Helsinki Declaration as revised in 2013 (<https://www.wma.net/policiespost/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>).
- All authors should seek approval to conduct research from an independent local, regional, or national review body (e.g., ethics committee, institutional review board).
- When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were

followed.

- Authors must follow each suitable guideline for different study designs; examples include CONSORT (www.consort-statement.org) for randomized trials, STROBE for observational studies (<http://strobe-statement.org/>), PRISMA for systematic reviews and meta-analyses (<http://prisma-statement.org/>), and STARD for studies of diagnostic accuracy (www.stardstatement.org/).
- All authors are required to report potential conflicts of interest including specific financial interests relevant to the subject of their manuscript in the text. The ICMJE Form for Disclosure of Potential Conflicts of Interest. These forms will be requested after a manuscript is accepted.
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- Accepted articles are published online and can be viewed by members of the SCE.

TYPES OF MANUSCRIPT

The types of manuscripts include Original Article, Review Article (invited or submitted), and Letters to the Editor. Case reports are not acceptable.

Word counts and the numbers of Figures, Tables and References.

Types of manuscript	Word counts (main text)	Figures and Tables	References	Abstract	Keywords
Review Article	4,000 words	No limit	No limit	250 words	2-5
Original Article	4,000 words	No limit	No limit	250 words	2-5
Letters to the Editor	500 words	Up to one	Up to five	150 words	2-5

Word counts do not include Abstract, Figure legends and References.

Regarding original article and review article, specify the area of the article at the time of submission. When it has multiple areas, two or more areas may be specified. Select the areas from the following list, and write the numbers on the Cover Letter.

1. Internal Medicine 2. Pediatrics 3. Dermatology 4. Psychiatry 5. Surgery 6. Orthopedic Surgery 7. Obstetrics and Gynecology 8. Ophthalmology 9. Otolaryngology 10. Urology 11. Neurosurgery 12. Radiology 13. Anesthesiology 14. Pathology 15. Clinical Examination Medicine 16. Emergency Medicine 17. Plastic surgery 18. Rehabilitation Medicine 19. Nursing 20. Nursing care 21. Others

MANUSCRIPT PREPARATION

1. General recommendation

- Manuscripts should be submitted in Microsoft Word and save your files in docx format (Word 2007 or higher) or doc format (older Word versions).
- The manuscript text should be in 10.5 pt and double-spaced.
- Use a standard typeface such as Times New Roman or Arial.
- Top, bottom, and side margins should be set at 1 inch (25.4 mm).
- All pages in the manuscript file should be numbered at the top right corner.
- Describe names of medicines in generic names.
- Use only standard abbreviations and acronyms. They cannot be used in the title.
Abbreviations
● and acronyms should be in parentheses immediately after the words for which they stand and
● must be spelled out completely at first use in the abstract and again at first use in the text.
- Abbreviation is only needed to be used 5 times or more.
- Use Arabic numerals for numbers, fill in ", (comma)" for every three digits.
- Measurements should be reported in metric units (meter, kilogram, or liter) or their decimal
● multiples.
- In the units they use for reporting hematologic, clinical chemistry, and other measurements,
● author should report units of measurement laboratory information in internationally accepted
● rules and conventions or International System of Units: SI.
- Liter should be capitalized "L" in the text and charts. (g / dL, mg / dL, IU / L, mg / dL, mEq / L)

- The manuscript should be divided into the following files. 1. Cover letter, 2. Manuscript, 3. Table
- / Figure 4. Supplementary Appendix.

2. Cover letter

Cover letter should include:

- Type of the article
- Area of the article
- Brief explanation of the article
- Declaration that is not duplicate publication
- Information on conflict of interest
- Information on grants and research expenses
- Information on each author's role

3. Manuscript

Manuscript should be arranged in the following order: (i) Title page, (ii) Abstract, (iii) Main text, (iv) References, (v) Figures, and (vi) Tables.

3-1. Title page

Title page should include:

- A concise and informative title
- Running title (Up to 20 characteristics)
- Names, highest academic degrees, and affiliation of the author(s)
- The corresponding author's name, affiliation, address, telephone numbers and e-mail
- 3 to 5 keywords which can be used for indexing purposes

3-2. Abstract

The structured abstract should be divided into four paragraphs headed Backgrounds, Methods, Results, and Conclusions.

3-3. Main text

The main body of the article should be divided into four paragraphs headed Backgrounds, Methods, Results, Conclusions, Acknowledgments and References.

Contributors who meet the criteria for authorship of ICMJE should not be listed as authors, but they should be listed in the Acknowledgement. Funding sources should be described in the Acknowledgements.

3-4. References

References should be listed in the order cited in the text and numbered by Arabic number accordingly. Describe reference numbers in the text using square brackets. (e.g. [2, 13])

[6-8, 22])

References to journals should be written in the following order; name(s) of author(s), name of article, name of journal in *Italic type*, year of publication, volume number, and pages (the numbers of the first and last pages).

Yasunaga H, Horiguchi H, Kuwabara K, Matsuda S, Fushimi K, Hashimoto H, et al. Outcomes After Laparoscopic or Open Distal Gastrectomy for Early-Stage Gastric Cancer. *Ann Surg* 2013;257:640–6.

References to books should be written as follows; authors, title, page numbers cited, year of publication, publisher, and place of publication.

Fletcher RH, Fletcher SW, Fletcher DS. *Clinical Epidemiology: The Essentials*. 5th Edition. pp. 11–28, 2012, Lippincott Williams & Wilkins, Philadelphia, US

References to Online document should be written as follows; authors, title, address, date of accesses.

World Health Organization. *International Classification of Diseases*. Available from: <http://www.who.int/classifications/icd/en/>, Accessed 2018 Aug 13

List all authors/editors up to 6; if more than 6, list the first 6 followed by "et al."

The titles of journals should be abbreviated to the style used in Index Medicus (NLM Catalog: Journals referenced in the NCBI Databases).

If the paper is not written in English, "(in language)" should be described on the end of reference and use the original name of the journal.

4. Figures/ Tables

Do not embed Figures/ Tables in the text.

Figures/ Tables should be numbered with Arabic numbers in appearance in the text. When subclassification is required, use lower case alphabet following Arabic numerals. (e.g., Figure 1a, Table 3c)

4-1. Figures

Figure Legends should be typewritten on a separate page, and included at the end of the manuscript.

Images should be provided in TIFF, GIF, PNG, JPG, JPEG format. Color images must be CMYK, at least 600 DPI. Gray scale images should be at least 1200 DPI.

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4-2. Tables

Do not insert vertical lines in Tables. Author should write footnotes in each Table and

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Tables should present new information rather than duplicating what is in the text, and should be used only when they can present information more efficiently than running text.

Readers should be able to interpret the table without reference to the text.

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You will receive an e-mail confirming submission. If you do not receive a confirmation e-mail within 7 working days, please contact the editorial office by e-mail.

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- Others (Travels unrelated to research, gifts): 50,000 yen or more / year

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