

Journal Submission Rules of Temporomandibular Joint

1. Criteria for Acceptance of Submitted Manuscripts

- 1) Eligibility to submit manuscripts is limited to members of the Society, but submissions from non-members may be accepted upon approval by the Editorial Review Committee (ERC).
- 2) The content of submitted manuscripts must be relevant to the temporomandibular joint and must not have been published in any other journal.
- 3) The decision to accept or reject submitted manuscripts, and details such as the order of publication, etc., will be determined by the ERC.
- 4) Members of the ERC will review the submitted manuscripts. Reviewers will be appointed as necessary.
- 5) Additions, deletions, and partial rewrites of manuscripts, figures, tables, etc., may be requested in accordance with the editorial policy for submitted manuscripts.

2. Paper format

- 1) The manuscript should be accompanied by a title and an abstract (300 words or less).
- 2) The total number of words in the manuscript at the time of submission should be as follows, with the exception of figures, tables, photographs, etc., for which the data of 1 item equivalent to one printed page of the manuscript should be converted to 300 words.
 - (1) Original papers, clinical papers, and review articles: A4 size, horizontal text, within 8,000 words (inclusive of title, abstract, references, figures, and tables).
 - (2) Case reports and research bulletins: A4 size, horizontal text, within 6,000 words (inclusive of title, abstract, references, figures, and tables).
 - (3) Short reports (e.g., single case reports): A4 size, horizontal text, within 5,000 words (inclusive of title, references, figures, and tables).
 - (4) Invited Papers: Invited papers for invited lectures deemed by the ERC to be particularly outstanding at the Annual Meeting. There is no charge for publication. Papers should be written horizontally on A4-size paper within 7,000 words (inclusive of title, abstract, references, figures, and tables).
- 3) Secondary publications:
 - (1) The author(s) must have permission from the editors of both journals, and the editors involved in the secondary publication must have access to either a copy, reprint, or manuscript of the first publication.
 - (2) There should be a publication interval of at least one week after the primary publication (except where otherwise agreed upon by both editors).
 - (3) The secondary publication should be aimed at a different audience and should not simply be a translation of the first publication.
 - (4) The secondary version should faithfully reflect the data and interpretation of the primary version.
 - (5) A footnote on the title page of the secondary version should provide information to the reader, researchers in the field, and the copyright holder (usually the primary publisher) to the effect that the article has already been published in whole or in part, as well as a reference indicating the primary publication. For example, "This article is based on a study first reported in the [journal title (with full source information)]." These requirements are based on the International Committee of Medical Journal Editors "Uniform requirements for manuscripts submitted to biomedical journals" (JAMA 1993; 269: 2282-6). The above excerpts and others should be used in accordance with JAMA rules (see <https://jamanetwork.com/journals/jama/pages/for-authors>).
- 4) Other: About 2,500 words on A4-size paper with horizontal text. This category is basically for manuscripts requested by the ERC. A specific category for "other" manuscripts will be decided by the ERC on an ad

hoc basis according to the manuscript content. There is no charge for publication.

3. Style Guidelines

- 1) Format the text using 12-point size of Times or Times New Roman font. All paragraph modes are set flush left at 17 lines per page on A4-size paper (double space), leaving 25 mm margins on all sides.
- 2) The first page should be the cover page and should contain the following items: Title, authors' names, running title, affiliations, name of the head of the institution or supervisor of the paper, and number of reprints (in red ink). For institutional affiliations, please use the institution's official name, and the address for sending texts for proofreading, reprints, and billing for the submission fee should be clearly indicated. In addition, for short reports, the number of authors should be limited to five, and abstracts are not required.
- 3) Papers that exceed the prescribed number of words will not be accepted as a general rule.
- 4) Please write your text in good English (American or British usage is accepted, but not a mixture of these).
- 5) Units of measurement shall adhere to the International System of Units (SI), with reference to the following examples: m, mm, μm , nm, l, ml, N, kg, g, mg, μg , $^{\circ}\text{C}$, %, etc. (periods are not required).
- 6) Each submission should include three to four keywords at the end of the abstract.
- 7) Photographs should be approximately 83 × 108 mm paper size, and figures and tables, etc., should be sent for immediate printing. Authors desiring that figures and tables be traced or to include color photographs should indicate this in red on the cover page and in the appropriate section. Realized costs will be borne by the author.
- 8) All figures (including photographs), tables, etc., should be gathered at the end of the main text, one per sheet, with the respective points of insertion noted in red ink in the margins the main text.
- 9) Terminology used to describe body parts should be based on *Terminologia Anatomica Japonica*, 13th edition, published by the Japanese Association of Anatomists, revised 2007.
- 10) For academic terms, please refer to the glossary of the Japanese Society for the Temporomandibular Joint (<https://kokuhoken.net/jstmj/publication/glossary.html>).
- 11) For content involving human subjects, the World Medical Association's Declaration of Helsinki and the Ministry of Health, Labour and Welfare's guidelines for scientific research must be observed. Moreover, it must be clearly stated that "approval has been obtained from the ethics committee" of the author's institution. For content involving animals, it must be clearly stated that "approval has been obtained from the animal experiment committee" of the author's institution.
- 12) When submitting a manuscript, information pertaining to any conflicts of interest (COI) must be submitted for all authors in accordance with the guidelines and detailed regulations of the Society regarding COI. Procedures for disclosure: At the time of submission, submit a self-report for any conflict of interest (Form 3 [to be submitted at the time of manuscript submission]) for all authors in accordance with Article 3.1 of the detailed regulations, listed above. In addition, text matching the following examples should be included before the reference list at the end of the manuscript.
Sample text:
(1) There are no conflicts of interest to be disclosed regarding this paper.
(2) Conflicts of interest that should be disclosed for this paper are as follows: [...]
- 13) Any manuscript should be sent in its entirety. Additions or corrections during proofreading cannot be accepted.
- 14) As a general rule, only the first proofreading should be done by the author.

4. Reference Literature

- 1) References should be limited to those directly relevant to the paper. In principle, only English-language papers

should be cited, with citations in other languages included only when essential. In such cases, the language of the paper in question should be indicated at the end of the title of the paper, e.g., “(in Japanese).”

- 2) Reference citations in the text should be numbered in superscript, and the references listed on a separate page at the end of the text in the order of citation, with entries listed in the following order:
 - (1) For journals: Citation number) Author(s). Article Title. Journal Title Year and Volume of Publication: First page–Last page.
 - (2) For books: Citation number) Author(s). Article Title. Editor(s). Book Title. Edition. Place of Publication: Publisher; Year of Publication; First page–Last page.
- 3) If the cited reference is co-authored by six authors, they should be listed consecutively. If the cited reference is co-authored by seven or more authors, the first six authors should be listed, followed by “et al.”. Editors and supervisors should be listed in the same manner.
- 4) Citation of abstracts or of conference presentations is not permitted.
- 5) Journal name abbreviations should follow those in the Index Medicus.

Entries should be in accordance with the latest *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication* or the standards of the National Library of Medicine. Here, the sample entries are based on the style of the National Library of Medicine.

- 1) Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996; 124: 980–3. doi: 10.7326/0003-4819-124-11-199606010-00005.
- 2) Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5 year follow-up. *Br J Cancer* 1996; 73: 1006–12. doi: 10.1038/bjc.1996.197.
- 3) Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension; pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995. p. 465–78.

5. Publication costs and reprints

- 1) Costs associated with photographs, figures, tables, etc., should be paid for by the author.
- 2) Publication fees for manuscripts for which early publication (special publication) is requested will be charged separately. Authors desiring such consideration should indicate this on the manuscript cover page.
- 3) Requests for reprints must be for at least 50 copies, with the realized cost to be borne by the author.

6. Copyright

- 1) Copyright of any articles published in this journal belongs to the Society.

7. Manuscript Submission

- 1) When submitting a manuscript that includes electronic media:
 - (1) The original manuscript and two copies should be sent to the following address. Note that any photographs must be of the same quality in both the original and the copies.
 - (2) In addition to the submitted manuscript, a CD or other electronic storage medium clearly indicating the names of the model of computer and software used should be included. In addition, a submission form and a letter of consent with all the necessary information should be included with the manuscript. The letter of consent must be signed by all authors.
 - (3) Submitted manuscripts, tables, figures, and electronic storage media will not be returned, as a general rule.

Japanese Society for the Temporomandibular Joint c/o Oral Health Association of Japan, Editorial

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 1-43-9 Komagome,
 Toshima-ku, Tokyo 170-0003, Japan

- (4) Regarding data entry:
- (1) Manuscripts should be stored in the following order: cover page, abstract and keywords, main text, references, figure legends.
 - (2) New line characters should be entered only at the end of paragraphs.
- (5) A label clearly indicating the name(s) and affiliation(s) of the contributor(s), the title of the paper, and the names of the model of computer and software used should also be attached to the included electronic storage medium.
- (6) Prior to submission, be sure to make a backup copy of your manuscript, as there is no guarantee that the contents will not be lost due to an unforeseen accident during the mailing process.
- 2) For electronic submissions (by e-mail)
- (1) The manuscript (cover page, abstract and keywords, main text, references, and figure legends) should be in Microsoft® Office Word (hereinafter MS Word) format.
 - (2) Figures should be in .jpg or .pdf format.
 - (3) Tables should be in Microsoft® Office Excel, .jpg, .pdf or MS Word format.
 - (4) The submission form and checklist should be downloaded from the “Journal of the Japanese Society for the Temporomandibular Joint” section of the Society’s website, and then filled out and returned with the manuscript to be submitted. The letter of consent should be signed by all authors and enclosed with the article when the author proofs are returned.
 - (5) The file name should contain the following information: “Author name” _ “University name (no need to identify faculty, etc.)” _ “Manuscript, figures, tables, submission form” _ and “. extension” indicating the file type.
 Example:
 GakukanTaro_ABCUniversity_Manuscript.doc;
 GakukanTaro_ABCUniversity_Figure.jpg;
 GakukanTaro_ABCUniversity_Table.xls;
 GakukanTaro_ABCUniversity_Submission Form.pdf
 - (6) The subject of the e-mail should be “Submitted manuscript for Journal of the Japanese Society for the Temporomandibular Joint.”
 - (7) Manuscripts for submission should be sent to the Oral Health Association of Japan editorial office (e-mail address): hensyu10@kokuhoken.or.jp. Please CC hensyu3@kokuhoken.or.jp to be sure.
 *Since e-mails will contain personal information, please take particular care not to make mistakes when entering the address.
 - (8) Use of file transfer services such as FTP is possible in the event that e-mail submission is not feasible due to large file sizes, etc. However, in such cases, the initial submission should still be made by e-mail, and the URL from which to download the file should be indicated at that time.