**Japanese Journal of Jaw Deformities**

**Guide for Authors (tentative)**

Authors wishing to submit their work to the journal are urged to read this guide for authors and comply with all the requirements. The following contributions will be accepted for publication: research papers, clinical papers and case reports. Please make your paper in compact style as far as possible.

**Manuscripts. One original plus three copies of all submissions** typed on **A4 sheets** (201 mm x 297 mm) or Letter sheets (8.5 x 11 inch) must be sent to the editorial office below. Each copy should include a full set of original illustrations. Photocopies are not acceptable. Manuscripts should be double-spaced with a margin of at least 3 cm all round.

**Computer files** containing text, tables and figures must also be submitted to the editorial office. Microsoft Word files for text and Tables, and JPEG or TIFF files for figures are preferable. Electronic files should be submitted by sending a computer diskette to the editorial office or by Email (when files are not heavy).

 Editorial Office of the Japanese Journal of Jaw Deformity

Address: Hitotsubashi Printing Co., Ltd.

2-42-11, Fukagawa, Koto-ku, Tokyo 135-0033, Japan.

Telephone: +81-3-5620-1953, Facsimile: +81-3-5620-1960

Email: jsjd-service@onebridge.co.jp

**Format.** Papers should be set out as follows; **title page, abstract, text, acknowledgements, references, captions for figures, tables, figures.** Pages should be numbered consecutively in the upper right hand corner.

**Title page.** The title page should give the following information: **title of the article**, f**ull name of each author**, **name of the department or institution** to which the work should be attributed with its **location (city and country)**. **Name of the director** is also required. When the authors are belonging to several department or institutions, affiliation of each author should be indicated after name using Arabic numerals (example; GEORGE WASHINGTON1)) and at the head of the name of Department/Institution (example;

1) Department of \*\*\*\*\*, the University of \*\*\*\*\*). The title page should also include the **running title** (**within 10 words**), information of **editorial correspondence** (name of the corresponding author, address, telephone and fax numbers, E-mail address) and the **number of offprints** required.

**Abstract.**  **400 words maximum**. Must contain all relevant information, including results and conclusion. **Three key words** that reflect the content should follow the abstract.

**Text.** Please ensure that the text of your paper conforms to the following structure for research or clinical papers: **Introduction, Materials and Methods, Results, Discussion, Conclusion.** In case repots, “**Case Report**” should be used in place of “Materials and Methods” and “Results”.

**Acknowledgements.** Acknowledgements should follow the text. **Gratitude to contributors** who are not co-authors, information about **Conflict of Interest** and **sources of funding** should be described in this section. If an author has no conflict of interest to declare, and if the study sponsors had no involvement, the authors should so state.

**References.** References should be numbered consecutively throughout the article, beginning with 1 for the first-cited reference. References should be listed at the end of the paper in the order in which they appear in the text. References in the text should be numbered with superscript numerals: for example "Iida14) found..."; "each appliance has advantages and disadvantages5-13)." Citations in the text to papers with more than one author should give the name of the first author followed by "et al."; for example: "Harada, et al. 18) found...”. Each reference listed must include the names of the first author followed by “et al.” when plural.

**< Format >**

**Journal article:** Name of the author(s): title of the article. Title of the journal, Volume number: first-last page, year. Titles of journals should be abbreviated according to Index Medicus.

Example: Harada, K., et al.: Post-operative stability of the maxilla treated with Le Fort

I and horseshoe osteotomies in bimaxillary surgery. Eur J Orthod. 24: 471-

476, 2002.

**Book/monograph:** Name of the author(s): title of book. Publisher, place, year of publication, (first and last page numbers, if required).

Example: Ross R.B., et al.: Cleft Lip and Palate. Williams & Wilkins, Baltimore, 1972.

**Book Chapter:** Name of the author(s): title of chapter. Editor of book, title of book. publisher, place and year of publication, first and last page numbers.

Example: Cisneros, G.J., et al.: Sleep apnea. Bell, W.H., ed., Modern practice in

orthognathic and reconstructive surgery, 1st ed. W.B. Saunders Co.,

Philadelphia, 1992, p2020-2041.

**Tables.** Tables should be numbered consecutively with Arabic numerals. They should be written **on separate pages** and contain only horizontal rules. Do not submit tables as photographs. A short descriptive title should appear above each table and following brief description about the major findings is preferable. Care must be taken to ensure that all units are included.

**Figures.** All illustrations (graphs, drawings or photographs) are considered to be figures, and should be numbered in sequence with Arabic numerals. Each figure should have a **caption, typed on a separate page** and numbered correspondingly. All figures should have fine quality suitable for printing. **On the back of each figure,** number of the figure, name of the first author and an arrow with “UP” to identify top and bottom.

Color images are encouraged, but the decision whether an illustration is accepted for reproduction in color in the printed journal lies with the editor-in-chief. **The authors should bear the cost for color images.**

**Patient confidentiality.** Identifying information, including patients' images, names, initials, or hospital numbers, should not be included in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and you have obtained written informed consent for publication in print and electronic form from the patient (or parent, guardian or next of kin where applicable).

**Peer-review.** The submitted papers will be evaluated by three reviewers. Following peer-review, authors are required to resubmit their revised paper with **the answer list to all questions of reviewers**. If the author(s) think no change is suitable, please claim with the reason.

**Cost for publication. No charge for papers within 6 pages-length in print**. Charge for exceeded pages (80 % of the cost) should be borne by the author(s). The authors also should bear the cost for color images.

**Offprints.** The corresponding author will be provided, at no cost, with a PDF file of the article via e-mail. Additional paper offprints can be ordered by the authors.

**Open access via Website of J-Stage.** Papers published in the Japanese Journal of Jaw Deformities will be opened immediately after publication in the website of “Japan Science and Technology Information Aggregator, Electronic” (J-STAGE), developed by Japan Science and Technology Agency (JST). URL: https://www.jstage.jst.go.jp/browse

**Copyright.** Copyright of the printed papers should be held by the Japanese Society for Jaw Deformities.

**Duplicate publication.**  Duplicate publication is strongly prohibited.

**Contact for queries.**

 Dr. Takafumi Susami (Editor-in-Chief)

Department of Oral-Maxillofacial Surgery, Dentistry and Orthodontics

The University of Tokyo Hospital

7-3-1, Hongo, Bunkyo, Tokyo 113-8655, JAPAN.

TEL: +81-3-5800-8944, FAX: +81-3-5800-6832

E-Mail: susami-ora@h.u-tokyo.ac.jp