

1. Article categories and Journal aims

The editorial board of the *Journal of Medical English Education*, the official publication of the Japan Society for Medical English Education (JASMEE), invites submissions of articles relevant to the overall theme of English education for medical purposes. Articles are published under the following categories: Special Article, Original Article (research), Original Article (teaching methods), Short Communication (research), Short Communication (teaching methods), and Letter. Special Articles may be submitted by invitation only. Transcripts of addresses by guest speakers and symposium participants at annual JASMEE conferences also fall under the category of Special Article.

2. Preparing the manuscript

- 2.1. Articles may be submitted either in English or Japanese.
- 2.2. Articles should be submitted as MS Word documents.
- 2.3. Articles should be double spaced and written in a 12-point serif font (Century, Times New Roman, etc.). Margins should be set at 30 mm left and right, and 25 mm top and bottom. The maximum acceptable length is 24 pages (A4), including the title page, main text, figures, tables, and references.
- 2.4. All pages should be numbered consecutively, beginning with the title page as page 1, and including each page that contains tables or figures.
- 2.5. Footnotes (*op. cit.*, *ibid.*) should not be used.

3. Title Page

Order of information on the title page:

- 3.1. A concise, informative title, centered at the top of the page. Avoid abbreviations and formulae where possible. Only the first word and proper nouns should be capitalized. A subtitle is not desirable, as the key information should be included in the main title.
- 3.2. Authors' names and affiliations. Write the full names of all authors (first name followed by surname), without academic degrees, in the order agreed upon by the authors. Use asterisks to identify the institutions the authors belong to; place these after each author's name and after the comma (example: Jun Suzuki,* Arnold Palmer,** Helen Keller*). Include the full names of the institutions and departments the authors belong to, together with the relevant cities and prefectures (states/countries if outside Japan). If authors are from different institutions, put the appropriate number of asterisks before the institution name. Example:

*English Department, ABC Medical University, Sapporo, Hokkaido

**School of Nursing, XYZ Medical University, Takasaki, Gunma
- 3.3. Key words. Include a maximum of six key words or short phrases to help in indexing the article.
- 3.4. Corresponding author. Write the name of the author (with job title and degrees, e.g., Professor, M.D.) who will handle correspondence throughout the editorial process, together with affiliation, full address, telephone and fax numbers, and e-mail address.

- 3.5. If any part of the paper has been presented either orally or as a poster at any academic meeting, include the title of the meeting, sponsoring organization, exact date(s) and the city where the meeting was held at the bottom of the title page.

4. Abstract

- 4.1. The abstract should not exceed 250 words (about one A4-size page).
- 4.2. State the background of the study in one or two sentences (see 7.3 below), its objective in one sentence, and then describe the methods (study design, study population, protocol) in the past tense, the results (main findings or major contribution) in the past tense, and finally the conclusions (or recommendations) in the present tense.

5. Format

- 5.1. Use either American or British spelling, but do not mix the two.
- 5.2. Abbreviations should be kept to a minimum and spelled out at first mention, giving the full term first, followed by the abbreviation in parentheses. Example: *English as a foreign language (EFL)*. Abbreviations of standard metric units (*mm*, *cm*, μ *L*, *L*, *mg*) can be used without definition but must be accompanied by a numeral; symbols and metric units do not take a period. Units such as *sec*, *min*, *h* (no plural forms) should be used only in combination with a numeral. Example: *The test lasted 80 min*, but not *The test lasted several min*. Abbreviations that might be confused with existing words, such as *in* for *inch*, should not be used.

6. Japanese articles

For Japanese text, 10.5-point or 11-point fonts may be used throughout the manuscript. Otherwise, the English guidelines should be followed. The abstract should be presented in English only. The following should also be provided in English: (1) a translation of the title (placed after the Japanese title), (2) authors' names (placed after the names written in Japanese), (3) names of institution(s) and department(s) (below the same author affiliation(s) in Japanese).

7. Arrangement of the article

- 7.1. Divide the article into clearly defined and/or numbered sections (e.g. 1.1, 1.1.1, 1.1.2, etc.). Each subsection should be given a short heading.
- 7.2. Adherence to the IMRAD structure is not obligatory or, in many cases, even desirable, but all articles submitted should include an introduction, discussion and conclusion. Please note, however, that many of the points made in 7.4 – 7.10 apply equally to submissions that do not follow the IMRAD structure.
- 7.3. Introduction: Give the general topic of the research in one or two sentences. Explain your rationale and the problem the paper is addressing; then state the objective of the research.
- 7.4. Methods: In the past tense, briefly describe the study design or classroom trial and state explicitly what was done.
- 7.5. Results: Describe the results of the study in detail together with substantiating data. Refer each result to the corresponding item in the Methods.
- 7.6. Discussion: Explain the relevance of your results to the field. Refer the points you make to the issues raised in the

Introduction.

- 7.7. **Conclusion:** The conclusion will normally constitute the last subsection or final paragraph of the discussion, but it may be presented separately. It should not merely repeat the results but rather state the implications of the results.
- 7.8. Acknowledgments of help with data collection, analysis, manuscript preparation, or grants should be inserted between the main text and the references.
- 7.9. Figure legends, tables, figures (in that order), and photos (which will be published in black and white) may be presented together at the end of the article, provided their intended location is clearly indicated in the text. Number the tables consecutively in the order they are mentioned in the text, and give each a short title. Place table footnotes immediately below the table. Vertical lines should not be used in tables unless absolutely necessary. For figures embedded in the text, put the figure number and legend beneath each figure.
- 7.10. Note that the authors are responsible for informing all study participants of the intention to publish the results and for obtaining permission. Permission to publish must also be obtained from any person who is recognizable in a photo included in the article.

8. References

- 8.1. Use the Vancouver style for referencing. For details, please consult the following:
<http://www.biomedicaleditor.com/vancouver-style.html>; or
http://www.nlm.nih.gov/bsd/uniform_requirements.html.

- 8.2. Reference citations should be entered as superscript numbers matching the numbers in the References section of the paper. They should be placed without parentheses and after the comma or period at the end of a sentence, the end of a paragraph, or the end of a quotation. If more than one is used, they should be separated by commas but not by spaces. (For a series of 3 or more consecutive references, link the first to the last with a hyphen, e.g. 4-7.)
- 8.3. Referencing Japanese articles in an English paper: Japanese articles should preferably be referenced with the authors' names in Roman letters and an English translation of the title, with *In Japanese* inserted at the end, as in Example 1 below. However, both the authors' names and article titles may alternatively be entered in Japanese, as in Example 2. Japanese entries in the references should be listed either in order of citation or in the alphabetical position they would occupy if the name of the first author were written in Roman letters.

Example 1. Hishida H and Hirano M. 2003. Using online information on nursing for teaching purposes. *J Med Eng Educ* 4(2): 41-44. In Japanese.

Example 2. 井上真紀, 佐藤利哉, 神田和幸. 2004. コミュニケーションから見た看護事情の改善の必要性. *J Med Eng Educ* 5(1): 51-58.

- 8.4. Numbered references to personal communications or unpublished works are not acceptable.
- 8.5. Switch off automated reference managers, such as EndNote, ProCite or any other software you may have used, to allow the editors to make any adjustments that are necessary.

9. Submission of the paper

- 9.1. Manuscripts are considered for publication on the understanding that they have been submitted solely to the *Journal of Medical English Education* and that all pertinent sources of support and information have been acknowledged. Submission of an article implies that the work has not been published elsewhere (except perhaps as an abstract in a conference program or proceedings) and that the work does, in fact, belong to the author(s) named on the title page.
- 9.2. Manuscripts should be submitted as e-mail attachments to jasmee@narunia.co.jp.
- 9.3. A completed *Submission Form* must be signed by all authors, and a PDF copy of the form should be sent together with the manuscript to jasmee@narunia.co.jp. A blank form can be found near the end of each February and October issue of the Journal, and the form can also be downloaded here.
- 9.4. The authors are responsible for obtaining written permission to reproduce material that has been published elsewhere or that involves the property or privacy of anyone other than the authors. Infringement or violation of rights includes, but is not limited to, the use of copyright materials such as figures or tables, the use of photographs that may identify an individual, and quotation of unpublished results or private communications.

10. Student submissions

- 10.1. Articles by students will be considered on a limited basis. All manuscripts are subject to the Guidelines for Authors, and the title page must include the name and contact details of a teacher, possibly a coauthor, who will serve as the contact person throughout the editorial process and even after the student authors have graduated.
- 10.2. Articles by student associations must include on the title page the name and contact details of a teacher and/or other contact person who can be reached for consultation even after any student authors have graduated.

11. Review of Manuscripts

All manuscripts except Special Articles will be evaluated by two reviewers appointed by the editors. The Editorial Board is responsible for selecting reviewers, whose recommendations are an important part of the reviewing process.

12. Proofreading

Galley proofs of accepted manuscripts will be sent to the authors shortly before publication of the Journal. Any errors should be corrected by the authors and the proofs returned to the address given under 9.3.

13. Reprints

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