

INSTRUCTION TO AUTHORS (2008年1月改定)

1. Editorial Policy

Journal of Electron Microscopy Technology for Medicine and Biology is the official journal of The Japanese Society of Electron Microscopy Technology for Medicine and Biology. This journal publishes articles written in Japanese or English about electron microscope and research using electron microscopy. The decision to publish the submitted manuscripts will be made by the Editorial Committee. Papers about morphological studies using microscopes excluding electron microscope may be accepted based on the judgment of the Editorial Committee.

Three kinds of papers are published which are (a) reviews, (b) original articles, and (c) notes such as short reports, technical improvements or commentaries. An original article should consist of contents that have not been published elsewhere. A review or a note should be an article that is instructive or suggestive to other researchers as much as possible. A review should not exceed 8 printed pages, an original article should not exceed 6 pages, and a note should not exceed 2 pages. Any article that exceeds the limit of the printed-pages may be accepted according to the judgment of the Editorial Committee with extra charge for the printed pages as mentioned below.

Generally as a rule, the first author should be a member of The Japanese Society of Electron Microscopy Technology for Medicine and Biology. Non-member students of this society can contribute to an article as the first author if his/her corresponding author is a member of the society. The Editorial Committee may receive and print an article from non-members of the society. The page charge for an article by a non-member is mentioned below.

2. Type of Contributions

The contributions are classified into three types. (1) A general contribution, which was voluntarily written by a member of this society. (2) Recommended contribution by a member of this society who was suggested to prepare a manuscript by the chairperson of the annual meetings or the head of a board. (3) Invited contribution is a manuscript requested by the Editorial Committee according to the recommendation of the head of a board. Author(s) of the invited contribution is not always member(s) of this society.

General and recommended articles are subjected to editorial review and if required the manuscript must be revised. Regarding invited articles, some changes might be requested to be made by the Editorial Committee. Summaries of the Annual Meetings of The Japanese Society of Electron Microscopy Technology for Medicine and Biology are printed

as a supplement in the journal. The submission rules of the summary of the Annual Meetings will be stated in the announcement of the meetings.

3. Copyright

The Japanese Society of Electron Microscopy Technology for Medicine and Biology holds the property in copyright related to articles that are published. Authors are required to obtain approval from The Japanese Society of Electron Microscopy Technology for Medicine and Biology, to reproduce the article in its entirety or in part.

4. How to Submit Article Manuscripts.

Three sets of manuscripts, three sets of photographs, figures and tables, and one electronic file (CD) should be submitted. Only manuscripts should be written into a CD as a document file (.doc or .docx) or a text file (.rtf or .txt). Title, author's name and the name of the software should be written on the face of the CD. These manuscripts, photographs, figures, tables, and CD should be sent to the Chief-Editor, Shin-ichi Izumi, Department of Cell Biology, Nagasaki University Graduate School of Biomedical Sciences, 852-8588 Japan (Tel & Fax: +81-95-819-7632, e-Mail: s-izumi@nagasaki-u.ac.jp). Submitted manuscripts, photographs, figures, tables, and CD will not be returned to the author. The deadlines are January 31st and August 31st of each year, while contributions could be received at any time.

5. Page Charges

Regarding manuscripts where the page number is within the limit stated earlier, the author must pay the charge described as follows up to the fixed pages. For members, a review costs 40,000 yen, an original article costs 30,000 yen, and a note costs 10,000 yen. For non-members, a review costs 60,000 yen, an original 45,000 yen, and a note 20,000 yen. However, the charge of an invited article is free up to the pages requested by the Editorial Committee. The author must pay 10,000 yen per extra page. In addition, there will also be an extra charge for color pages. Twenty five reprints will be sent to the author without a charge. More reprints will be available at a nominal cost.

HOW TO PREPARE MANUSCRIPT

1. The manuscript should be prepared using a personal computer. Manuscripts in English should be written using double spacing on A4-sized white paper with 2.5 cm-margins on all sides.
2. The first page of the manuscript should contain the Title, Authors' full name, Institution, and Author's institutional address in English.

3. The second page contains an Abstract written in English (not exceeding 250 words) and less than five keywords.
4. After the third page, the text should be written according to the following sections.
1) Introduction, 2) Materials and Methods, 3) Results, 4) Discussion, 5) References, 6) Legends to figures and tables. (5) and (6) should be written on a separate sheet. In this journal, the text is printed in a two-column style, and the width of one column is 8.4 cm. A review includes about 41,288 characters in 8 printed pages, an original article about 30,056 characters in 6 pages, and a note about 7,400 characters in 2 pages. Since the area of 1 cm x 8.4 cm can contain 90 characters, and the area of 1 cm x 9.0~17.5 cm can contain 180 characters, the author(s) should calculate the number of characters corresponding to each figure or table.
5. References should be numbered on the upper-right corner with parenthesis according to the citation in the text. The references should be written as follows on separate sheets.

1) Sasaki, H., Matsui, C., Kiyosue, Y., Furuse, M., Tsukita, S. (2003). Dynamic behavior of paired strands within apposing plasma membranes. *Proc. Natl. Acad. Sci. USA.* 100 : 3971-3976.
2) Sasaki, H. (2003). Freeze-Fracture Analysis of Renal-Epithelial Tight Junctions. *Methods in Molecular Medicine* (Ed. Goligorsky, M.S.), Humana Press Inc., Totowa NJ, pp.155-166.
6. The following can be used as weight and measure units.
km, m, cm, mm, μm , nm, kl, l, ml, μl , km^3 , m^3 , cm^3 , mm^3 , μm^3 , kg, g, mg, μg , ng, pg, km^2 , m^2 , cm^2 , mm^2 , μm^2 , M, mM, μM , N, %, g/l, mg/l, $\mu\text{g/l}$, ppm, ppb, $^{\circ}\text{C}$, pH, Bq, Pa, year(s), month(s), week(s), day(s), hr, min, s.
7. Technical terms related to morphology can be used according to latest edition of *Nomina Anatomica Japonica* (Maruzen). Latin should be written in italics, or underlined.
8. Each table should be presented on a separate sheet. Tables should be numbered as 'Table 1', and supplied with the table's number and title. Figures and photographs should be numbered as 'Fig. 1', and the figure number, first author's name, and the orientation of upside should be written on the reverse side of each figure or photograph. Scale bar should be inserted on EM photographs which are printed as final size for publication. The width of tables, figures, or photographs is limited to less than 8.4 cm or 17.5 cm. The maximum length of each is limited to less than 22 cm. Titles and detailed explanations of tables, figures and photographs belong in the Legends of Figures, which should be written double spaced on a separate sheet.
9. In case of quotation of tables, figures or photos from other publications, author(s) must obtain permission of the reproduction from both the author and the publishing company, and state the source clearly.