



## Guidelines to Authors

**Prerequisites for Publication:** A Certification Form, included in each issue and available from the Manuscript Central site, must be submitted to the journal's editorial office via Manuscript Central. A scanned file (PDF, TIFF, or JPEG) of the original signed Certification Form should be uploaded at the same time you submit your manuscript via Manuscript Central.

**IMPORTANT: Upon receipt of a Certification Form, manuscripts are officially recognized as submissions.**

### Manuscript Submission via Manuscript Central

Authors should submit their manuscripts to *Surgery Today* online to facilitate editorial processing. Please log in directly to <http://mc.manuscriptcentral.com/st> and upload your manuscript following the instructions. If you encounter any difficulties while submitting your manuscript online, click the Get Help Now icon in the upper right corner.

### Manuscript Central Requirements

Microsoft Internet Explorer 5.x or later, Netscape 7.x or later  
Adobe Acrobat Reader

Electronic files of the manuscript text

Electronic files of the manuscript figures and illustrations (scanned or exported)

### Author Accounts

Authors entering the journal's Manuscript Central site can either create a new account or use an existing one. When you have an existing account, use it for all your submissions; you can track their status on the same page.

If you have forgotten your user ID and password, please enter your e-mail address in Password Help. You will then receive an automatic e-mail with your user ID and password. Alternatively, please create a new account and then follow the instructions given on the screen.

### Getting Started

Once you have logged into your account, Manuscript Central will lead you through the submission process in an orderly, step-by-step process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process later at the same point for that manuscript.

While submitting your electronic manuscript, you will be required to enter data about your manuscript in the system. These include full title, author names and affiliations, and so forth, as listed below under Manuscript Preparation. Support for special characters is available. At any point during this process, there are Help buttons available for frequently asked questions.

### Uploading Files

**Certification Form:** A scanned file (PDF, TIFF, or JPEG) of the original signed Certification Form should be uploaded.

**Main Documents:** Main documents of articles should be uploaded in rich text format (RTF) or as a Microsoft Word document (.doc).

**Tables:** Use the table functions of your word-processing program, not spreadsheets, to make tables. Tables may be uploaded separately from the main document or inserted into the main document.

**Figures:** Common graphic files such as GIF, JPEG, EPS, and TIFF are supported. Please upload figures that are satisfactory for the review process. If your manuscript is accepted for publication, you will be required to provide figures/illustrations of sufficient quality for printing according to Requirements for Electronically Produced Illustrations for Accepted Papers towards the end of this document.

After the parts of the article have been uploaded in this manner, the system will convert the files to PDF format. You can view the result of the conversion with Adobe Acrobat Reader. You will be notified by e-mail if your submission was successful.

At any point during this process, there are Help buttons available to see frequently asked questions.

If the total size of the files exceeds the file volume (20MB) for online submission, reduce the resolution of large files for initial submission.

### Keeping Track

After submission, you may return periodically and monitor the progress of your submission through the review process.

If you are unable to submit your manuscript via Manuscript Central, please contact the editorial office:

Japan Surgical Society, 8th floor, World Trade Center Bldg., 2-4-1 Hamamatsu-cho, Minato-ku, Tokyo 105-6108, Japan.  
e-mail: [info@jssoc.or.jp](mailto:info@jssoc.or.jp)

### Potential Conflict of Interest

Authors must indicate whether or not they have a financial relationship with the organization that sponsored the research. They should also state that they have full control of all primary data and that they agree to allow the journal to review their data if requested. Therefore the manuscript must be accompanied by the "Conflict of Interest Disclosure Statement". This form can be obtained from <http://www.springer.com/journal/595/>

In a manuscript submitted to *Surgery Today*, all disclosures should be inserted by the corresponding author in the "Conflict of Interest Statement" before the reference list, as shown in the following example.

### Conflict of Interest Statement

A (author name) serves as a consultant to Z (entity name); B's spouse is chairman of Y; C received a research grant from X; D received lecture fees from V; E holds a patent on U; F has been reimbursed by T for attending several conferences; G received honoraria for writing promotional material for S; H has no conflict of interest.

### Manuscript Preparation

**Manuscript Form:** Manuscripts must be double-spaced with wide margins throughout. Incomplete or improperly prepared manuscripts will be returned to authors without review. A separate title page should be provided, and the article type must be indicated on the title page (Review Article, Original Article, Case Report, Short Communication, How to Do It, or Letter to the Editor). Abstract, text, acknowledgments, references, tables, legends, and figures should begin on separate sheets and follow in that order. Consult the most recent edition of the Council of Biology Editors manual for authors, editors, and publishers (Cambridge University Press) for recommended abbreviations. Define abbreviations at first appearance, and avoid use in the title and abstract. Use generic names of drugs.

**Title Page:** Titles should be brief, specific, and informative. Include full name, address, fax number, e-mail address, academic affiliation, address for reprint requests; a short title (40 characters or less) to be used as a running head; the article type; and 3–5 key words or phrases for indexing.

**Abstract:** The abstract should not exceed 200 words, and should be arranged under the following subheadings for original articles: Purpose; Methods; Results; and Conclusion(s).

**Text:** The text of experimental articles should be divided into the following sections: Introduction, Methods, Results, and Discussion.

**Case Report:** The manuscript should not exceed 10 typed pages, with no more than 5 figures (or tables), including an abstract (150 words maximum), running title, and 3–5 key words for indexing. Titles must include a subtitle, such as "Report of a Case" or "Report of Three Cases".

**Short Communication:** To be presented without subdivision into sections such as Methods, Results, etc., the manuscript should not exceed 9 typed pages with no more than 2 figures (or tables).

Include an abstract of a maximum 150 words. List a short running title and 3 key words for indexing.

**How to Do It:** This section includes short articles on methods or techniques recommendable for practical surgery. Articles should not exceed 9 manuscript pages with 4 figures (or tables). Include an abstract of a maximum of 150 words. List a short running title and 3 key words for indexing.

**Letters to the Editor:** A letter must not exceed 500 words including references. The Editorial Board has the right to accept or reject any letter. It is understood that, if accepted, letters may be edited so long as the writer's views are not misrepresented.

**References:** Number references consecutively in the order cited in the text, not alphabetically. Accuracy of reference data is the author's responsibility. Personal communications and unpublished data should be cited in parentheses in the text. If such a citation is from someone other than the authors, a letter should be submitted in which the direct quotation is given with the author's signature. Provide inclusive page numbers for all references. In citation of articles list the first six authors only, and add "et al" if there are seven or more authors. Journal titles should be abbreviated according to Index Medicus. For papers written in Japanese, follow the style of example 2. If such a paper has an English abstract, see example 3.

Examples:

1. Mulford DK, Dawson AE. Atypia in fineneedle aspiration cytology of nonpalpable and palpable mammographically detected breast lesions. *Acta Cytol* 1994;38:9–17.
2. Nakajima T. Tabular analysis of 10 000 cases of gastric cancer in the Cancer Institute Hospital (in Japanese). *Gan to Kagakuryoho (Jpn J Cancer Chemother)* 1994; 21:1813–97.
3. Imada T, Takehana T, Rino Y, Suzuki M, Takahashi M, Chin C, et al. Indications for pylorus-preserving gastrectomy for early gastric cancer (in Japanese with English abstract). *Nihon Syokakigeka Gakkaizasshi (Jpn J Gastroenterol Surg)* 1995; 28:2248–55.
4. Watanabe H, Jass JR, Sobin LH. *Histopathological typing of oesophageal and gastric tumours*, 2nd ed. Berlin Heidelberg New York: Springer; 1990. p. 23.
5. Wyatt JI. *Helicobacter pylori, duodenitis and duodenal ulceration*. In: Rathbone BJ, Heatley RV, editors. *Helicobacter pylori and gastroduodenal disease*. 2<sup>nd</sup> ed. Oxford: Blackwell; 1992. p. 140–9.

**Figures:** The height and thickness of letters and numbers in illustrations must be legible when the figures are reduced. Figure legends should be typed on a separate sheet and the appropriate position of figures and tables should be indicated in the left margins. If a figure has been published previously, acknowledge its source and submit written permission of author and publisher. The previously published source should also be included in the list of references.

Color illustrations will be accepted; however, the authors will be expected to make a contribution toward the extra costs (¥110,000 for the first and ¥60,000 for each additional page).

**Tables:** Should be cited in the text. Each table should be given a number and a brief informative title, and should appear on a separate page. Omit vertical rules and use extra space to delineate sections of table. Explain in footnotes all abbreviations used.

#### **Requirements for Electronically Produced Illustrations for Accepted Papers**

After acceptance of the manuscript, the publisher requires figure files prepared according to the following specifications.

#### **Illustrations**

The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files must always contain a preview of the figure in TIFF format.

The file name (one file for each figure) should include the figure number. Figure legends should be included in the text and not in the figure file.

To create an EPS or a TIFF file, please use graphic programs such as *Adobe Illustrator*, *Adobe Photoshop*, *Macromedia Freehand*, *Corel Draw* or *Corel Photopaint*.

Note: Almost all common graphic programs are capable of saving files in EPS and in TIFF format. This option can normally be found under the "Save As..." or "Export..." commands in the "File" menu.

— Scan resolution

Scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final figure size. For digital halftones, 300 dpi is usually sufficient.

— Color illustrations

Store color illustrations as RGB (8 bits per channel) in TIFF format.

— Vector graphics

Fonts used in vector graphics must be included or outlined. Please do not use hairlines. The minimum line width is 0.2 mm (i.e., 0.567pt) relative to the final size.

#### **General Information on Data Delivery**

Please send us files by the following methods.

- Via ftp.springer.jp (log-in: z00595; password: spvz00595).
- If you are using Netscape or Internet Explorer to upload your files, please use this URL: ftp://z00595:spvz00595@ftp.springer.jp
- By e-mail: jsurgerytoday@springer.jp (suitable only for small volumes of data)
- Via postal mail on a CD-ROM or MOD (230/640 MB)  
Mailing address:  
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No. 2 Funato Bldg. 1-11-11 Kudan-Kita, Chiyoda-ku, Tokyo 102-0073, Japan

Please always supply the journal title, operating system, drawing program, image-processing program, and compression program with your data. For the file name, please use the last 6 digits of the manuscript ID without manuscript type abbreviation (e.g., 05-0001). Use only the extensions that the program assigns automatically.

#### **Proofreading**

Proofs along with instructions will be sent to the corresponding author by e-mail (if no e-mail address is available or appears to be out of order, proofs will be sent by postal mail). Marked page proofs should be sent to the publisher by fax or postal mail. Following instructions, authors should make their proof corrections (formal corrections only) on a printout of the PDF file supplied, checking that the text is complete and that all figures and tables are included. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the editor responsible. In such a case, please contact the editorial office before returning the proofs to the publisher.

**Offprints:** Twenty-five (25) offprints of each paper are supplied free of charge. Additional offprints are available in lots of 100.

The Editors reserve the right to make minor revisions in manuscripts accepted for publication, in the interest of clarity, consistency, and readability. However, they cannot accept responsibility for opinions expressed by contributors.

English script and rewrite are under the supervision of Amanda Tompson, Sydney, Australia, and Brian T. Quinn, Fukuoka, Japan.