

Magnetic Resonance in Medical Sciences

Instruction for Authors

July 1, 2016 updated

■ Editorial Policy

1. Aim of This Journal

Magnetic Resonance in Medical Sciences (MRMS or Magn Reson Med Sci) is an international journal pursuing the publication of original articles contributing to the progress of magnetic resonance in the field of biomedical sciences including technical developments and clinical applications.

MRMS is an official journal of the Japanese Society for Magnetic Resonance in Medicine (JSMRM).

2. Manuscript Types

MRMS publishes articles of the following types:

- Major Papers (original articles)
- Review Articles
- Technical Notes
- Case Reports
- Brief Communications
- Clinical Images
- Letters to the Editor and Replies

Each type serves a distinct and separate purpose and is judged by different criteria. Manuscripts should be constructed according to specific guidelines as indicated in “19. Format of each manuscript type”.

Please note that MRMS no longer routinely publishes case reports, although high quality case reports with a review of the literature might be considered. Such a case report must be unique, either by imaging a unique manifestation of a disease or disorder, or by making unique use of imaging to reveal a disease or disorder. When a case report is submitted, it will initially undergo a screening process for suitability. Only those cases judged to be sufficiently novel and with sufficient clinical impact will undergo a full peer review process. According to the suggestions of the editors and/or reviewers, the authors may be asked to shorten the manuscript to fit the Clinical Images category.

3. Peer-Review

All manuscripts will undergo peer review in which an evaluation by two referees is undertaken.

4. Copyright

All accepted manuscripts become the property of the JSMRM. All manuscripts are published subject to Creative Commons license CC-BY-NC-ND (Attribution-Non-Commercial-NoDerivatives). In addition to requiring users to provide attribution to the work, JSMRM prohibits commercial use and modification of the article. For commercial use, users need to contact the society office. Legal background for the license is available at: <http://creativecommons.org/licenses/by-nc-nd/4.0/>. The JSMRM does not hold responsibility for the opinions or the accuracy of statements expressed in submitted manuscripts. Authors should also indicate any permission

necessary for material used from other sources. If related work has been submitted to MRMS or elsewhere, authors should include a copy with the submitted article as confidential supplementary information for review purposes only.

Copyright Release Form: Authors should submit a signed copyright transfer agreement before publication. Instructions will be given at the galley proof correction stage.

5. Conflict of Interest

Authors must disclose financial or personal relationships that may pose a conflict of interest within three years of the beginning of the work. Conflicts of interest should be disclosed both by submitting a COI form and inserting an appropriate statement before the References section. If there are no conflicts of interest to declare, then the sentence “The authors declare that they have no conflicts of interest.” should be inserted. Please also see “21. Disclosure of Conflicts of Interests” on how to state COI in the manuscript.

[Disclosure Requirements]

- Employment / Advisory role
1,000,000 JPY or more
- Stock ownership
1,000,000 JPY or more profit
5% or more shareholding
- Patent royalties / licensing fees
1,000,000 JPY or more
- Honoraria (e.g. lecture fee)
1,000,000 JPY or more
- Research funding
2,000,000 JPY or more
- Others
50,000 JPY or more

The editorial committee also recommends that authors and all people related to the editorial process follow the guidelines provided by the International Committee of Medical Journal Editors (See II.D. Conflict of interest) <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3142758/> http://www.honyakucenter.jp/usefulinfo/uniform_requirements2010.html (in Japanese).

6. Authorship

Authors have to meet all the criteria below, which are defined by the ICMJE (International Committee of Medical Journal Editors). Anyone who does not meet all the criteria below must not be listed as an author. Those who do not meet the four criteria should be acknowledged.

- 1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
- 2) Drafting the work or revising it critically for important intellectual content
- 3) Final approval of the version to be published

4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

7. CrossCheck

MRMS implements CrossCheck (Copy & Paste detector). All submitted manuscripts will be examined with CrossCheck. If there is any possibility of plagiarism, the editorial committee will suspend the peer-review process and may ask the authors to explain.

■ Submission & Basic Manuscript Style

9. Submission

Authors are required to submit all manuscripts through the electronic submission and peer review system that can be found at the URL <http://mc.manuscriptcentral.com/mrms>.

Revision: The following files should be uploaded for a revised submission.

- A point-by-point response to the referees' comments with page and line numbers indicating the modified parts of the manuscript.
- A revised manuscript highlighting changes made to the original manuscript
- Any tables and figures that changed from the previous version.

10. File Formats

Manuscript files should be saved separately in the formats below with suitably descriptive file names.

- 1) Text (Title page, Abstract ~ Legends) : Word
- 2) Tables : Word, Excel (Image data and text boxes placed within a table are unacceptable.)
- 3) Figures : TIFF or high-quality JPEG (300 dpi for images, 1200 dpi for line art, and no larger than 7 x 7 or smaller than 3 x 3 inches) ready for use in case of publication. EPS files may be used for line art. Additional high quality images may be required during the review process or in case of publication.

■ Manuscript Format

16. Cover Letter

The following should be included in the Cover Letter:

- A very short summary of the work and a description of what is new in the manuscript.
- A statement regarding approval by an IRB or analogous ethics board for human and animal studies.
- A statement about related work that has been submitted to MRMS or elsewhere.
- A declaration that all authors consent to the submission.
- Preferred reviewers (or editors) and unacceptable reviewers (or editors) can be indicated, if any.

17. Title Page

- 1) Article title (with the exception of prepositions, the first character of each word should be capitalized)

8. Ethics Policy

Authors are required to indicate in the Cover Letter that informed consent was obtained from subjects who participated in clinical investigations, and that the study was conducted with the approval of an institutional review board (IRB) or analogous ethics board.

11. Documentary Style

Begin numbering with the title page as page 1, the abstract as page 2, and continue throughout the references, figure legends and tables. The file containing the text should be A4 or US Letter size with margins of 25mm. Text should be double spaced. Font size should be 10~11 point using a standard type style such as Arial or Times New Roman.

12. English

Authors are requested to have their manuscript rigorously checked by a native speaker of English before submission.

13. Numerals and Units

Use the International System of Units (SI).

14. Abbreviation

Keep acronyms and abbreviations to a minimum. When an abbreviation is necessary, define it in full at first use with the abbreviation following in parentheses.

15. Devices

On referring to devices for the first time, the product name and name, city, and country of the manufacturer should be stated.

[Example] 3 Tesla scanner (Verio, Siemens, Erlangen, Germany)

- 2) Authors' first name, middle initial, and last name

- 3) Authors' affiliations.

- 4) Identify the corresponding author and provide a full mailing address, phone and fax numbers, and e-mail address for that person.

- 5) A short running head (abbreviated form of the title) of fewer than 42 characters (including spaces).

- 6) Three to five key words for indexing.

18. Basic Structure of Manuscripts

Arrange the manuscript in the order of Abstract, Text, (Acknowledgement), Disclosure Statement, References, and Legends. The anonymity of patients and subjects must be preserved.

Abstract: Describe the essential aspects of the investigation. No references should be cited.

Introduction: State clearly the purpose of your study. Only significant references should be given.

Materials and Methods: Describe clearly your apparatus, subjects, and procedure in enough detail to allow reproduction of your results.

Results: Present results in a clear, orderly fashion and include statistical analysis to substantiate the results. If necessary, tables and graphic material may be included to aid understanding. Cite figures to illustrate findings.

Discussion: Start with a summary of the results and then discuss the results of the investigation in context with what has been published in the past, the limitations of your study, the implications for patient care, and potential directions for future research. Where appropriate, cite figures and graphs.

Conclusion: Summarize the major findings of the study and their clinical usefulness (if applicable). This paragraph should address the hypothesis or purpose stated earlier in the paper.

19. Format by Manuscript Type

Manuscripts should conform to one of the formats specified in the table below. The word limit specified for each manuscript type includes references and tables/figures. One table or figure is approximately equivalent to 400 words.

Major Paper	
Words	6,400 words
Abstract	300 words, structured with subheadings of Purpose, Methods, Results, and Conclusion
Structure	Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgement, Disclosure Statement, References, Legends
References	No limit
Table/Figure	No limit
Review	Review articles present unbiased, scholarly analysis of recent developments on a specific topic as reported in the literature. No new information is described, and no opinions or personal experiences are expressed. Reviews are not encyclopedic like a chapter in a textbook; rather, they include only the highlights. Such articles are usually invited by the editor.
Words	9,600 words
Abstract	300 words, free style
Structure	Free style, followed by (Acknowledgment), Disclosure Statement, References, Legends
References	No limit
Table/Figure	No limit
Technical Note	Brief articles with emphasis on the novel technical aspects of the application of magnetic resonance to biomedical science. Specific and practical illustration of the procedures or devices is encouraged so that the new technique may be readily understood by the reader.
Words	4,800 words
Abstract	75 words
Structure	Abstract, Introduction, Materials and Methods, Discussion, Conclusion, (Acknowledgment), Disclosure Statement, References, Legends
References	Up to 12
Table/Figure	No limit
Case Report	See "2. Manuscript types"
Words	3,200 words (4,800 words if a review of the literature is included)
Abstract	75 words
Structure	Abstract, Introduction, Case Report, Discussion, Conclusion, (Acknowledgment), Disclosure Statement, References, Legends
References	Up to 12 (If a review of the literature is provided, up to 50 references can be included.)
Table/Figure	No limit

Brief Communication	An article containing very new ideas or concepts worthy of rapid publication to gain prompt general interest and future application.
Authors	Up to 6 authors
Words	500 words with explanatory text
Abstract	Not required
Structure	Free style, followed by (Acknowledgment), Disclosure Statement, References (Figure legends should be included in the text.)
References	Up to 5
Figure	Up to 2
Clinical Image	An article that mainly features images.
Authors	Up to 6 authors
Words	500 words of explanatory text
Abstract	Not required
Structure	Free style, followed by (Acknowledgment), Disclosure Statement, References (Figure legends should be included in the text.)
References	Up to 3
Table/Figure	Up to 2
Letter to the Editor	
Authors	Up to 6 authors
Words	500 words with explanatory text
Abstract	Not required
Structure	Free style, followed by (Acknowledgment), Disclosure Statement, References (Figure legends should be included in the text.)
References	Up to 5
Table/Figure	Up to 2

20. Acknowledgment

On a separate page, please acknowledge anyone who has made important contributions to the manuscript and obtain their consent to publish before submitting the paper. Recognition of grant support should be included here.

21. Disclosure of Conflicts of Interest

Authors must disclose financial or personal relationships that may pose a conflict of interest within three years of the beginning of the work. All disclosures should be inserted before the References section. If there are no conflicts of interest to declare, then the sentence "The authors declare that they have no conflicts of interest." should be inserted.

[Examples] **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.

22. References

On a separate page, type your list of references, double-spaced and numbered consecutively in the order that

they appear in the text. All references must be cited in the text, where numbers are enclosed in parentheses in line with the text (not superscript). Inclusive page numbers (e.g., 333-337) must be provided for all references. Journal names are abbreviated per Index Medicus. All authors should be listed when there are six or fewer; when there are seven or more, the first three are listed with "et al."

Data appearing in abstracts from meetings should be cited in the reference list. For meeting abstracts, cite the authors, title, society meeting, date and location. Citations of personal communications should appear in the "Discussion" section only and should not be used to support the authors' conclusions. Papers submitted but not yet accepted for publication should also be cited in the text (T. Suzuki, unpublished data, 1999).

Style and punctuation of references follow the format illustrated in the following examples:

Journal article: Sasaki M, Oikawa H, Yoshioka K, Tamakawa Y, Konno H, Ogawa A. Combining time-resolved and single-phase 3D techniques in contrast-enhanced carotid MR angiography. *Magn Reson Med Sci* 2002; 1:1-6.

Proceedings: Kuroiwa D, Kershaw J, Hirano Y, et al. Behaviour of compartmentalized diffusion-weighted fMRI signal from human brain during hypercapnia. *Proceedings of the 16th Annual Meeting of ISMRM, Toronto, 2008; 238.*

Book: Moritani T, Ekholm S, Westesson P-L, Zhong J. Toxic and metabolic disease, In: Moritani T, Ekholm S, Westesson P-L, eds. Diffusion-weighted MR imaging of the brain. Berlin Heidelberg New York:Springer, 2005; 119-130.

Online Material: The Working Group, National QA Programme in Radiology, Faculty of Radiologists, RCSI. Guidelines for the Implementation of a National Quality Assurance Programme in Radiology - Version 2.0. <http://www.radiology.ie/wp-content/uploads/2012/01/National-Radiology-QA-Guidelines-rev-2-0.pdf> (Accessed: Mar 15, 2015)

23. Legends

The list of legends for figures and illustrations should be typed double-spaced on a separate page after the References section in the text document. Each legend should have a brief description and sufficient information for interpretation of the figures.

24. Tables and Figures

1) Numbering: All tables and figures should be cited in the text in consecutive order.

2) Tables: The file format should be MS Word or Excel, numbered in the order cited in the text. Type each table double-spaced on a separate page and provide brief titles and consecutive table numbers. Columns should have short, abbreviated headings. Put explanations in footnotes. Tables containing image data or text boxes are not acceptable.

3) Figures and illustrations should be formatted as TIFF or high-quality JPEG (300 dpi for images, 1200 dpi for line art, and no larger than 7 × 7 or smaller than 3 × 3 inches) ready for use in case of publication. EPS files may be used for line art. Number the figures in the order cited in the text with appropriate labeling. Arrows, letters and line drawings used in the figures should be of professional quality; write all information on separate legends as indicated in “23. Legends”. Photographs showing patients’ faces should be masked or accompanied with their permission to publish. We will also consider colored figures and illustrations, however, the authors must bear the cost of any color reproductions used when more than one page is required for printing.

■ Proof and Publication Charge

25. Proof

After correction for English grammar, the galley proofs will be sent to the authors of accepted manuscripts for final proofreading. Please check these for spelling, punctuation, and overall accuracy. Orders for offprints should be placed, and a signed copyright release form should be submitted at this stage.

26. Publication Charge

1) Color Reproduction: The color figures of a manuscript

that has at least two color pages may be published in print at cost. The society covers the first color page. Authors are required to pay 50,000 JPY for the second color page and 50,000 JPY per page after that. All color figures will be published in color online for free.

2) Offprints: Offprints should be ordered at the galley proof correction stage. The minimum number of offprints that can be ordered is fifty. An order form and price list for offprints will be sent to the corresponding author with the galley proof.

Inquiry to: MRMS Editorial Office

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TEL: 03-3239-9376, FAX: 03-3239-9375 Email: mrms@medical-tribune.co.jp

Copyright Status Form (print this form)

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Category:

- Major Paper
- Brief Communication
- Case Report
- Clinical Images
- Technical Note
- Review
- Letter to the Editor

Transfer of Copyright Agreement, Certification of Coauthors, and Exclusive Publication Statement

Complete copyright to the article entitled:

is transferred to the Japanese Society for Magnetic Resonance in Medicine, effective if and when the article is accepted for publication in the journal Magnetic Resonance in Medical Sciences. We certify that this material has not been published previously.

Signature (Corresponding Author)

Date (Month/Day/Year)

Checklist for Submissions:

- If related work has been submitted to MRMS or elsewhere, authors should include a copy with the submitted article as confidential supplementary information.
- Submit manuscript text as .doc or .docx with double spacing.
- Submit figures as .tiff or .jpg with 300 dpi for images and 1200 dpi for line art. Line art can also be submitted as .eps.
- A short running head (abbreviated form of the title) of fewer than 42 characters (including spaces). Follow this with three to five key words for indexing.
- All disclosures about conflicts of interest should be inserted by the authors before References section in the manuscript.
- The abstract text is limited to 300 words for a Major Paper and a Review, 75 words for a Technical Note or Case Report, and is not needed for the other submission categories.
- Provide a list of figure legends in the text of the document.
- Number all figures, tables, and references in the order of presentation in the text.
- Rigorous check by a native speaker of English.
- If you present human data, include a statement in the manuscript that your study was conducted with the approval of an IRB or analogous ethics board.
- Submit a permission request form to the publisher for any material you wish to reprint from a prior publication.

Checklist for Revised Submissions:

In addition to the requirements listed in the Checklist for Submissions:

- Point-by-point response to the referees' comments.
- Annotated manuscript highlighting changes made to the manuscript with marginal notes indicating the Referee # and comment # associated with each change.
- Clean manuscript with updated text containing no highlighting or marginal notes.
- Re-upload any figures that were changed from the previous version.