

### ■ 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
- Brief Communications
- Innovative Clinical Image
- 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”.

Note that Case Reports submitted through the MRMS website will be published in the Japanese Journal of Magnetic Resonance in Medicine (JJMRM).

#### 3. Peer-Review and Decision categories

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

MRMS classifies submitted manuscripts into five decision categories: Accept, Minor Revision, Major Revision, Reject & Resubmit, Rejection.

Minor Revision: The revised manuscript should be submitted within 3 months.

Major Revision: The revised manuscript should be submitted within 6 months.

Reject & Resubmit: Resubmission is essentially treated as a new submission. However, a point-by-point response explaining what fundamental changes have been made is recommended.

#### 4. Copyright

All accepted manuscripts become the property of the JSMRM. MRMS is an Open Access journal where all manuscripts are published subject to the Creative Commons license CC-BY-NC-ND (Attribution-NonCommercial-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.

COI forms will be sent to all co-authors once the manuscript is put under peer-review. All co-authors should complete and submit their COI form respectively.

[Disclosure Requirements]

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

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](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. Similarity Check

MRMS uses Similarity Check (Copy & Paste detector). All submitted manuscripts will be examined with Similarity

Check. If there is any possibility of plagiarism, the editorial committee will suspend the peer-review process and may ask the authors to explain.

## 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.

# ■ Submission & Basic Manuscript Style

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## 9. Submission

Authors are required to submit all manuscripts through the electronic submission and peer review system that can be found at the URL <https://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.
- 4) Movies : AVI, MOV, MP4, MPEG, WMG

## 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 25 mm. 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).

# ■ Manuscript Format

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## 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)
- 2) Authors' first name, middle initial, and last name. Affiliation numbers in lower-case superscript should be affixed immediately after each author's name.
- 3) Authors' affiliations where the work was done.
- 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, (Acknowledgment), 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 tables/figures, but excludes references and figure captions.

\*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, Acknowledgment, Conflicts of Interest, References, Legends.		
References	No limit	Table/Figure	No limit
<b>Review</b>	<b>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.</b>		
Words	9,600 words		
Abstract	300 words, free style		
Structure	Free style, followed by (Acknowledgment), Conflicts of Interest, References, Legends.		
References	No limit	Table/Figure	No limit
<b>Technical Note</b>	<b>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.</b>		
Words	4,800 words		
Abstract	150 words in one paragraph without subheads.		
Structure	Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusion, (Acknowledgment), Conflicts of Interest, References, Legends.		
References	Up to 24	Table/Figure	No limit
<b>Brief Communication</b>	<b>An article containing very new ideas or concepts that are worthy of rapid publication.</b>		
Words	2,000 words		
Abstract	75 words in one paragraph without subheads.		
Structure	Free style, followed by (Acknowledgment), Conflicts of Interest, References, Legends.		
References	Up to 12	Table/Figure	No limit

(Continued)

<b>Innovative Clinical Image</b>	<b>An article that introduces clinical images made using the latest MRI technology in an innovative way.</b>		
Words	2,000 words		
Abstract	75 words in one paragraph without subheads.		
Structure	Free style, followed by (Acknowledgment), Conflicts of Interest, References, Legends.		
References	Up to 12	Table/Figure	No limit
<b>Letter to the Editor</b>			
Authors	Up to 6 authors		
Words	500 words with explanatory text		
Abstract	Not required		
Structure	Free style, followed by (Acknowledgment), Conflicts of Interest, References, Legends.		
References	Up to 5	Table/Figure	Up to 2
<b>Case Report</b>	<b>Manuscripts submitted to this category will be published in the Japanese Journal of Magnetic Resonance in Medicine (JJMRM).</b>		
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), Conflicts of Interest, 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		

## 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 in lower-case 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).

Authors may use the EndNote style file at the journal home page. [http://www.jsmrm.jp/modules/en/index.php?content\\_id=6](http://www.jsmrm.jp/modules/en/index.php?content_id=6)

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. Guide-

lines 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, illustrations, and supplementary materials 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 corresponding figure or other material.

### 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.

### 25. Movies and Other Electronic/Digital Supplementary Materials

- 1) Movies and other electronic/digital supplementary materials will be published online only.
- 2) Numbering: All movies and other supplementary materials should be cited in the text in consecutive order (e.g., “Movie 1”, “Movie 2”, “Supplementary Table 1”).
- 3) Write all information in separate legends as indicated in “23. Legends”.

## ■ Proof and Publication Charge

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### 26. 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.

### 27. Publication Charge

- 1) Color Reproduction: All color figures will be published in color online for free. For the printed version of the

journal, authors may choose to have their color pages printed in black and white at no cost.

If color printing is preferred, the society will cover the cost of one color page if it contains images. For all other color pages the authors are required to pay 50,000 JPY per page.

- 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

Scientific Journal Publishing Department, Medical Tribune, Inc.

Toranomon 33 Mori Building 7F, 3-8-21, Toranomom, Minato-ku, Tokyo 105-0001, Japan

TEL: 03-6841-4542, FAX: 03-6841-4560 Email: [mrms@medical-tribune.co.jp](mailto:mrms@medical-tribune.co.jp)

## Copyright Status Form (print this form)

**Title:**

**Category:**

- ☐ Major Paper
- ☐ Review
- ☐ Technical Note
- ☐ Brief Communication
- ☐ Innovative Clinical Image
- ☐ Letter to the Editor

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

Complete copyright to the above article 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. The authors agree that the manuscript is to be published under the international Creative Commons license CC-BY-NC-ND (Attribution-NonCommercial-NoDerivatives). We certify that this material has not been published previously.

Signature (Corresponding Author)

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Date (Month/Day/Year)

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**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, Case Report, Brief Communication, Innovative Clinical Image, and is not needed for a Letter to the Editor.
- 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.