

# INSTRUCTIONS TO CONTRIBUTORS

Japanese Journal of Therapeutic Drug Monitoring

(Revised on January 10, 2018)

The Japanese Journal of Therapeutic Drug Monitoring (Jpn J Ther Drug Monit) is devoted to the publication of scientific articles concerning therapeutic drug monitoring, pharmacodynamics, and pharmacokinetics of drugs in every field of medicine. The journal consists of multidisciplinary fields of science: It serves as a forum for exchange of information among experimental and developmental pharmacologists, clinical pharmacists, medical laboratory technologists, clinical pharmacologists, medical doctors and related personnel using drugs for therapy. Manuscripts on the development, assay methods, mechanism of action, safety and efficacy, disposition, and interaction of drugs are considered, as well as those concerning adverse effects and toxic reaction of drugs, and the role of factors such as environment, nutrition, and disease states in modulating the drug processes.

## **1. Category and language of the manuscript**

1-1 Manuscripts categories are original articles, review articles, case reports, short communications, meeting and seminar proceedings, reports on international meetings, and introductions of laboratory.

1-2 Languages are limited either to Japanese or English.

## **2. Qualification of manuscript submission**

Manuscripts are eligible to be submitted regardless that the authors are the members of the Japanese Society of Therapeutic Drug Monitoring or not, however, the manuscript handling fee must be paid according to the process described in 4-5 when the first author of the manuscript is not the member of the Society. As for manuscripts submitted as original articles, review articles, case reports, and short reports, they must be submitted solely to this journal, and have not been published in any part or form in another publication except for meeting abstracts.

## **3. Copyrights**

Copyrights of the published manuscripts in the journal belong to the Japanese Society of Therapeutic Drug Monitoring. Upon acceptance of manuscripts for publication, the authors will be required to sign an agreement transferring copyright to the publisher. No published material may be reproduced elsewhere without the written permission of the Japanese Society of Therapeutic Drug Monitoring.

## **4. Submission of the manuscript**

- 4-1 Manuscripts and all editorial correspondence are, in general, uploaded via the manuscript submission system located at the website of the Japanese Society of Therapeutic Drug Monitoring (<https://sv40.wadax.ne.jp/~e-cme-jp/tdm/ec/index.php>; see ID/password at the website or the end of “Jpn J Ther Drug Monit”). Authors unable to use the Japanese website may send manuscripts directly to the Editor-in-Chief as attached files via e-mail ([okudam@doc.medic.mie-u.ac.jp](mailto:okudam@doc.medic.mie-u.ac.jp)).
- 4-2 Manuscripts on human studies requiring ethical consideration need to be accompanied by a certificate indicating approval by the ethical committee. The certificate should include study title, approval number or equivalent and the date of approval. The document can be sent by facsimile when sending a certificate as an electronic file via e-mail is difficult (+81-59-232-1201). For clinical studies with intervention, brief summary need to be registered to the specified public database according to the “Ethical Guidelines for Medical and Health Research Involving Human Subjects” released on December 22, 2014 by the Ministries of Education, Culture, Sports, Science and Technology, and Health, Labour and Welfare of Japan. Studies that involve animal experiments, should be performed with an appropriate experimental design that prevents cruelty to animals.
- 4-3 As for manuscripts submitted as original articles, review articles, case reports, and short reports, every author must confirm his/her own status of the conflict of interest (COI) using the COI self-checklist (Form 2) defined in the COI-Management Rules, the Japanese Society of Therapeutic Drug Monitoring, and COI-status must be disclosed just before References section.
- 4-4 Authors whose "first" language is not English are encouraged to have their manuscript edited by a native English speaker, and upload a certificate provided by the person. The document can be sent by facsimile when sending a certificate as an electronic file via e-mail is difficult (+81-59-232-1201).
- 4-5 When the first author of the manuscript is not the member of the Japanese Society of the Therapeutic Drug Monitoring, the manuscript handling fee (¥8,000) must be transferred to the following bank account of the Japanese Society of the Therapeutic Drug Monitoring immediately after completion of manuscript submission and acquisition of the temporary manuscript reception number (Bank name: Kyoto bank, Branch name: yamashinashiten, Account number: 4186886, Account holder: ippan syadan houjin nihon TDM gakkai daihyouriji sakaeda toshiyuki). The authors are also required to notify 1) corresponding author's name, 2) manuscript reception number, 3) affiliation of the corresponding author, 4) sender's name of the manuscript handling fee, 5) transfer date, to the Society office ([tdm.jimu@gmail.com](mailto:tdm.jimu@gmail.com)) as well as Editor-in-Chief ([okudam@doc.medic.mie-u.ac.jp](mailto:okudam@doc.medic.mie-u.ac.jp)) by E-mail. The fee will not be reimbursed whatever the reason after reception of the manuscript.

4-6 Please include following items in the cover letter, and then upload through the manuscript submission system. 1) The manuscript is original and is not under consideration by other journals, and has not been published elsewhere. 2) All authors have contributed to either research design, performance, analyses of the study or writing of the manuscript, and have agreed to submit the manuscript. 3) Ethical consideration of the study, if necessary.

## **5. Reviewing and publishing processes**

- 5-1 Reviewing of the manuscript will be started on the date of receipt when the above mentioned processes are finished.
- 5-2 Decision on the manuscript will be made by the Editor-in-Chief based on the comments made by at least two peer reviewers.
- 5-3 Authors must submit a revised manuscript with itemized responses to the reviewers' comments through the electronic submission site within 2 months when revision is required.
- 5-4 If the fact is uncovered that the manuscript is fabricated or appropriated, or the manuscript is submitted by duplicate, the manuscripts will be rejected when the status of the manuscript is before editorial decision. The manuscript may be withdrawn even after the acceptance of the manuscript for publication.
- 5-5 The accepted article will be published in the order of acceptance.

## **6. Organization of the manuscript**

- 6-1 **LENGTH AND MARGINS:** The length of the printed article is limited to 6 or fewer pages for original articles, 8 or fewer pages for review articles, and 3 or fewer pages for case reports and short communications. The manuscript should be formatted double space A4 page size with approximately 2.5 cm margins on every side. Each figure or table will be regarded as approximately 250 words.
- 6-2 **ABBREVIATIONS AND SYMBOLS:** Times font should be used for the text and Arial font should be used for the title and headlines with 12 point size. Use Roman figure for the numerals of headlines. All uncommon abbreviations and symbols must be defined at first mention in the text.
- 6-3 **WEIGHTS AND MEASURES:** All weights and measures should be in metric units. Use Arabic numerals for any numeral expressions.
- 6-4 **STRUCTURES:** Include the following sections in original articles and case reports. Sections may be combined when necessary. Begin each section on a separate page. Insert page numbers at the bottom center starting from the title page.
  - 1) Original article: Title page, Abstract, Introduction, Materials and Methods, Subjects, Results, Discussion, Conflict of Interest, References

- 2) Case report: Title page, Abstract, Introduction, Case, Discussion, Conflict of Interest, References
- 6-5 **TITLE PAGE:** Title page should contain an informative title, the names and affiliations of all authors (indicate their affiliations with Arabic numerals when there are two or more). The corresponding author must be indicated with an asterisk as a superscript. The name, physical address, e-mail address, telephone number, and facsimile number for the corresponding author must be included.
- 6-6 **ABSTRACT:** Abstract should summarize the study and include a statement of the problem, methods, results, and conclusions. Abstract should not exceed 250 words.
- 6-7 **KEYWORDS:** Supply a list of three to six key words or short phrases that will adequately index the subject matter of the article after ABSTRACT.
- 6-8 **FIGURES AND TABLES:**
- 1) Provide only indispensable figures and tables for explanation of the study results. Each page will contain one figure or table.
  - 2) Figures and tables should be numbered in respective consecutive order of appearance using Arabic numerals and be keyed into the text.
  - 3) Figures and tables should be made in black and white as a rule. When necessary, they may be made in a color; however, the cost for color page printing will be charged to the authors.
  - 4) Figures and tables must be of good quality. Figures and tables will be reproduced reducing the size to fit one column (8 cm) or two columns (16 cm) for printing.
  - 5) A descriptive legend must accompany each figure or table so that it can be understood apart from the text. Titles and legends for figures should be written on a separate page from figures. Titles and legends for tables must be provided in the tables.
- 6-9 **REFERENCES:**
- 1) Cite 25 or fewer references for an original article and a case report, 50 or fewer references for a review article, which are relevant to the article. References must be numbered consecutively in the order in which they are first mentioned in the text as superscript numerals. Internet addresses including the date of access, abstracts of meetings, official documents should be listed in the REFERENCES section but not in the text.
  - 2) Each reference should be written as follows.
    - List all authors if there are 6 or fewer authors, however, list the first 3 authors followed by et al. if there are 7 or more authors.
    - Abbreviate journal names according to PubMed.
    - Refer to the sample references according to the International Committee of Medical Journal Editors (ICMJE) Uniform Requirements for Manuscripts Submitted to Biomedical Journals listed at the following address (<http://www.nlm.nih.gov/bsd/>)

uniform\_requirements.html), when necessary.

- Journal Articles: Authors names. Title. Journal name. Publication year; Volume: First page-Last page.

Ex) Tanigawara Y, Nozawa K, Tsuda H. Optimal dose finding of garenoxacin based on population pharmacokinetics/pharmacodynamics and Monte Carlo simulation. Eur J Clin Pharmacol 2012; 68: 39-53.

- Books: Authors names. Book title. Edition number. City of publication: Publisher's name; Year of publication.

Ex) Rowland M, Tozer TN. Clinical Pharmacokinetics: Concepts and applications, 3rd ed. Philadelphia: Williams & Wilkins; 1995.

- Chapter in Book: Authors names. Chapter title. In: Editors' name (if any). Book title. Edition number. City of publication: Publisher's name; Year of publication. p. First page cited-Last page cited.

Ex) Dowling TC. Quantification of renal function. In: Dipiro JT, Talbert RL, Yee GC, Matzke GR, Wells BG, Posey LM eds. Pharmacotherapy: A pathophysiologic approach, 7th ed. New York: McGraw Hill; 2008. p. 705-722.

- Internet: Person or Organization. City of publication: Title. (internet address) Year of publication (Date of access)

Ex) Food and Drug Administration. Silver Spring: Guidance for Industry Drug Interaction Studies - Study Design, Data Analysis, Implications for Dosing, and Labeling Recommendations DRAFT GUIDANCE. ([www.fda.gov/downloads/Drugs/GuidanceComplianceRegulatoryInformation/Guidances/UCM292362.pdf](http://www.fda.gov/downloads/Drugs/GuidanceComplianceRegulatoryInformation/Guidances/UCM292362.pdf)) 2012 (Accessed on September 1, 2012).

## **7. Reprint order and author proof**

Reprint order forms will be sent with the proofs. Authors have only one opportunity of proof correction.

## **8. Inquiry about editing:**

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