心臓リハビリテーション投稿規定の英訳

Submission Guidelines for "Cardiac Rehabilitation"

Purpose of the Journal

1) To publish research related to cardiac rehabilitation and contribute to the advancement of the field.
2) To publish records and materials from the Japanese Association of Cardiac Rehabilitation.

Submission Guidelines

1. Types of Submitted Papers

- **Papers presented** at the Japanese Association of Cardiac Rehabilitation and related conferences and research meetings.
- **Unpublished original papers** and **case reports** that align with the aims of the Japanese Association of Cardiac Rehabilitation.
- **Additional unpublished papers** fitting the aims of the Japanese Association of Cardiac Rehabilitation (such as reviews, special contributions, introductions, materials, etc.).
- **Letters to the Editor**: Opinions regarding the editorial committee and published content will be accepted.

2. Qualifications for Author

- The first author of submissions to this journal must be a member of the Japanese Association of Cardiac Rehabilitation. However, this does not apply if the editorial committee approves.

3. Regarding Submitted Manuscripts

- Submitted manuscripts must be unpublished or not submitted to other journals.

4. Ethical Considerations

- All investigations involving human participants must be conducted according to the principles expressed in the Declaration of Helsinki and its revisions, and in compliance with applicable laws and regulations.

- Investigations involving human subjects or animals require prior approval of the appropriate institutional review board/ethics committee or its equivalent.
- A statement containing the approval number/identifier should be documented in the main text (e.g., the Materials and Methods section).

5. Informed Consent

- Studies published in the journal involving human participants must obtain prior, written informed consent from them for their participation in the investigation.
- Identifying details or personal information (such as names, dates of birth, or other information) of the participants included in a study should not be included in any format or section, including but not limited to case studies, written descriptions, images and/or photographs, or genetic profiles.
- If such information is essential for scientific understanding and interpretation of the study, explicit written informed consent, permissions, and/or releases must be provided by the participant (or by a parent/guardian if the participant is incapable).
- The approvals must be submitted via the submission system, and all applicable laws and regulations concerning privacy and security of personal information must be complied with.

6. Authorship

- To confirm responsibility for the paper and transfer of copyright, all checkboxes must be filled in at the time of submission, and all authors and co-authors must sign and stamp the attached "Authorship Documents" by hand.
- When submitting the paper, upload the file (authorship.pdf) along with other required files.

7. Copyright and Publishing Rights

- The copyright and publishing rights for papers published in this journal (including figures, tables, and photographs) belong to the Japanese Association of Cardiac Rehabilitation.
- Prior permission is required to quote or reproduce any or all of the contents.
- Journal articles will be published online.

8. Conflicts of Interest (COI)

- All authors must prepare a conflict of interest document as outlined in the submission and writing guidelines.
- The corresponding author is responsible for collecting the documents for all authors and uploading the file (COI.pdf) along with other required files at the time of submission.

9. Manuscript Acceptance and Publication

- The editorial committee will decide whether to accept or reject submitted manuscripts based on the results of peer review.
- For papers presented at the Japanese Association of Cardiac Rehabilitation and submitted with the recommendation of the chairperson, the editorial committee will decide whether to accept or reject them based on the results of peer review.
- The editorial committee may request corrections for manuscripts.
- If an author who has been requested to make corrections does not resubmit the manuscript within 60 days of the date it was returned, the submission will be considered withdrawn. If the deadline is extended for unavoidable reasons, the author must contact the editorial committee.

10. Proofreading

- In principle, authors will be asked to proofread once.

11. Publication Fee

- The publication fee is free up to the specified number of pages. However, if the number of pages exceeds the specified number, the cost of the excess will be charged.
- Color publication will be billed at actual cost.

12. First Printing

- Requests will be accepted in units of 50 copies, and actual costs will be charged.

13. How to Submit a Paper

- Papers are submitted through the electronic submission system "Scholar One ManuscriptsTM" (hereafter referred to as S1M).

- Access the S1M site from the Japanese Association of Cardiac Rehabilitation homepage and create an account (only for the first submission).
- If there are any changes to your contact information, email address, etc., please update your account information yourself.
- When submitting a paper, you will be asked to designate one of the co-authors as **the corresponding author**. The corresponding author is the individual who will receive all notifications from the editorial committee, including the paper's review status, reviewer comments, and final decision, and who will act as the overall person responsible for the paper.
- **The paper should be uploaded** from the submission website in the files shown below. Please refer to the submission manual for details on how to submit your paper.

1) **Paper Manuscript**: Create in Microsoft Word (DOC(X)) using standard fonts (MS Mincho, MS Gothic).
2) **Tables**: Create in Microsoft Excel (XLS(X)) or Word (DOC(X)) using standard fonts (Mincho, MS Gothic).
3) **Figures** (approximately the size of a cabinet copy): Upload original files in formats such as DOC(X), XLS(X), PPT(X), JPG, TIFF, GIF, AI, and EPS. The resolution must be 300 dpi or higher for photographs and 600 dpi or higher for line drawings.
4) **Authorship Documents**: Upload original files.
5) **Conflict of Interest Documents**: Upload original files.

- **File Names**
  Upload files should be named using alphanumeric characters as follows (extensions are examples):

1) Article Manuscript: Ex. Main document.doc
2) Tables: Ex. Table1.xls, Table2.xls, Table3.xls
3) Figures: Ex. Fig1.jpg, Fig2.jpg, Fig3.jpg
4) Authorship Documents: Ex. authorship.pdf
5) Conflict of Interest Documents: Ex. COI.pdf

λ **Notes on Uploading**

1) The total file size of all files should not exceed 20MB.
2) Uploaded files should be checked in PDF format displayed on the S1M site before submission. Be sure to check for garbled formatting, image clarity, and ensure all uploaded files have been converted to PDF format.

3) Finally, click the **"Submit"** button to complete the submission.

Contact Information

- **Address**: 2-23-1-260 Yoyogi, Shibuya-ku, Tokyo 151-0053, Japan
- **Editorial Committee**: Japanese Society of Cardiac Rehabilitation
- **Email**: jacr-society@umin.ac.jp

Contribution and Writing Guidelines for Cardiac Rehabilitation

Writing Guidelines

1. **Abstract**

   Describe concisely within 220Words, with separate sections for "Objectives," "Methods," "Results," and "Conclusions."

2. **Article (Main Text)**

- **Manuscript Length**:

  Main text: Less than 4,500 words (excluding the Abstract and References). Abbreviations must be defined at the first mention and used consistently.
  Reviews and Special Articles: Must not exceed 6,000 words (excluding References).
  Editorials: Should not exceed 1,000 words (excluding References).

- **Main text**

1) This should consist of an introduction (including the purpose), subject and method, results (achievement), discussion, and conclusion.
2) Research funding and acknowledgments should be at the end of the main text.
3) Figures, tables, and photographs should be inserted in the right margin of the main text.

- **Heading symbols**

1) From the main heading, the headings should be formatted as: 1. , 2. … . . , a). , b). … . . , 1), 2). … .

- **Units of measurement**

1) As a rule, units of measurement should be in the International System of Units (SI units).
2) Examples: Length: mm, cm; Mass: pg, mg, g, kg; Time: s, min; Temperature: ˚ C; Frequency: Hz etc.

- **Abbreviations**

  1) Write abbreviations in full the first time they appear.

- **How to write device names**

  1) Write device names as "generic names (company name, product name)."

- **Page and line numbers**

  1) Print page and line numbers on the manuscript.

- **Manuscript format**

  1) A4 paper
  2) Margins: 25 mm (top, bottom, left, and right)
  3) 40 characters × 30 lines
  4) 12-point Mincho font

【References】

- Only references should be used, and the reference numbers should be written on the right side of the citations in the text. They should be listed in the order of citation.
- References should be original, and abstracts should not be cited.
- For journals, the order should be: author name, paper title, journal name, volume, page, and publication year (Gregorian calendar).
- For books, the order should be: author's name, title, book title, edition number, editor's name, publisher's name, place of publication, pages, and publication year.
- For magazines, the name should follow the List of Journals Indexed in "Index Medicus" for Western magazines.
- If the cited reference has four or more authors, the first three should be listed, and the rest written as "other" or "et al."

1. **References** Author name (surname first): Article title. Journal name. Volume/page, Year of publication (Gregorian calendar)

Example: Goto Y, Itoh H, Adachi H, et al: Use of exercise cardiac rehabilitation after acute myocardial infarction. Circ J 67: 411-415, 2003

2. **Book** Author's name (surname first): Title. In: Editor's name, editor(s). Book title. Subtitle, edition, place of publication: Publisher's name; Year of publication (Gregorian), First page-Last page

Example: Braunwald E, Perloff JK: Physical examination of the heart and circulation. In: Braunwald E, Zipes DP, Libby P, editors. *Heart Disease: A Textbook of Cardiovascular Medicine*, 6th ed., Philadelphia: WB Saunders; 2001. p. 45-81

3. **Website**

Example： Nohara Ryuji: Guidelines for Rehabilitation in Cardiovascular Disease (2012 revised edition) https://www.jacr.jp/pdf/RH_JCS2012_nohara_h_2015.01.14.pdf

【Figures and Tables】

- **About creating figures and tables**

1) A figure or table is calculated as one page of 400-character manuscript paper (authors are responsible for obtaining permission to reprint figures and tables before submission and submitting the permission).
2) Give each figure or table a title.
3) Figures should, in principle, be accompanied by explanatory text.
4) Vertical lines should not be used in tables unless necessary.
5) Data should be presented as numbers in tables rather than figures (graphs) to make it easier to verify and repeat tests.
6) Abbreviations used in figures and tables should be clearly stated in the margins of the figure or table.

- **Resolution of figures and photographs**

1) Figures: When scanning images from a registered document, the resolution should be 150 dpi or higher, based on a standard width of 7.8 cm.
2) Photographs: The size of the image data for photographs should be 150 dpi or higher, based on a standard height or width of 7.8 cm, so they can be printed at full size.
3) Respect the personal rights of subjects, ensuring any identifiable information, such as names or IDs, on X-rays, etc., is blacked out.