

Esophagus

Instructions for Authors

Revised: February 1, 2015

General

Esophagus, the official journal of the Japan Esophageal Society, publishes significant studies related to esophageal diseases. Original articles, Case reports, and "How I do it", short articles on methods or techniques recommendable for practical diagnosis or treatment of esophageal diseases, will be peer-reviewed for publication on the understanding that the study has not been submitted simultaneously to or accepted by another journal. The criteria for acceptance are originality and high scientific quality. Review articles are in principle solicited by the Editor, but unsolicited manuscripts will also be considered. Letters to the Editor commenting on articles published in the journal or expressing views on topics of esophageal diseases are welcomed.

Prerequisites for Publication

A copy of the certification form must be submitted to the journal's editorial office by uploading it as a PDF file at the same time you submit your manuscript via Editorial Manager.

Ethical Standards

Esophagus has adopted the Uniform Requirements for Manuscripts (URM) established by the International Committee of Medical Journal Editors (<http://www.icmje.org/>). The editors reserve the right to reject manuscripts that do not comply with the below-mentioned requirements. The author will be held responsible for false statements or failure to fulfill the below-mentioned requirements.

Human rights statement and informed consent

For studies with human subjects, include the following statement before the References section:

All procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1964 and later versions. Informed consent or substitute for it was obtained from all patients for being included in the study.

If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors

must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. Identifying information of patients of human subjects, including names, initials, addresses, admission dates, hospital numbers, or any other data that might identify patients should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent guardian) gives written informed consent for publication. If any identifying information about patients is included in the article, the following sentence should also be included:

Additional informed consent was obtained from all patients for which identifying information is included in this article.

Animal studies

For studies with animals, include the following sentence before the References section:

All institutional and national guidelines for the care and use of laboratory animals were followed.

For articles that do not contain studies with human or animal subjects performed by any of the authors, while it is not absolutely necessary, we recommend to include the following sentence, just to make sure that readers are aware that there are no ethical issues with human or animal subjects:

This article does not contain any studies with human or animal subjects performed by any of the authors.

Conflict of Interest

When authors submit a manuscript, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Each author must complete and submit the COI form by uploading it as a PDF file at the same time the manuscript is submitted via Editorial Manager. The "ICMJE Uniform Disclosure Form for Potential Conflicts of Interest" available at http://www.icmje.org/coi_instructions.html should be used.

In a manuscript, all disclosures should be inserted under "Conflict of Interest" before the reference list, as shown in the following example.

Conflict of Interest Statement

Author A serves as a consultant to Z (drug company name).

Author B's spouse is chairman of Y.
Author C received a research grant from X.
Author D received lecture fees from W.
Author E holds a patent on V.
Author F has been reimbursed by U for attending several conferences.
Author G received honoraria for writing promotional material for T.
Author H owns stock in S.
Author I declares that he has no conflict of interest.
If multiple authors declare no conflict, this can be done in one sentence:
Author J, Author K, and Author L declare that they have no conflict of interest.

IMPORTANT:

Upon receipt of the certification form and COI form, manuscripts are officially recognized as submissions.

Manuscript Submission Legal Requirements

Submission of a Manuscript Implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities

- tacitly or explicitly
- at the institute where the work has been carried out.

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Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink "Submit online" on the right and upload all of your manuscript files following the instructions given on the screen.

<http://www.editorialmanager.com/esop>

Preparation of Manuscript

Manuscript format and style should be in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals", available online at

<http://www.icmje.org/>. Type the manuscript on white A4 paper with margins of at least 25mm. Use double spacing throughout, including for the title page, abstract, text, acknowledgments, conflict of interest, references, individual tables, and figure legends. Number pages consecutively from the title page to figure legends.

Maximum of word counts:

- Review articles: The length of the manuscript should be limited to 5,000 words including figures, tables (1 figure / table equates to 250 words). Abstracts should be no longer than 250 words and reference lists should contain no more than 50 items.
- Original articles: The length of the manuscript should be limited to 4,000 words including figures, tables (1 figure / table equates to 250 words). Abstracts should be no longer than 250 words and be structured into four paragraphs: Background, Methods, Results, and Conclusions. Reference lists should contain no more than 30 items.
- Case reports: The length of the manuscript should be limited to 2,500 words including figures, tables (1 figure / table equates to 250 words). Abstracts should be no longer than 150 words and reference lists should contain no more than 10 items.
- How I do it: The length of the manuscript should be limited to 1,500 words including figures, tables (1 figure / table equates to 250 words). Abstracts should be no longer than 150 words and reference lists should contain no more than 10 items.
- Letter to the editor: The length of the manuscript should be limited to 500 words with no figures/tables.

Title Page:

The title page should carry:

- the title of the article
- the names of authors
- the name of the department(s) and institution(s) to which the work should be attributed
- the name and address of the author responsible for correspondence about the manuscript, with e-mail address
- the word count of the article (please note the word limit for each type of article)

Abstract and Key Words:

The second page should carry an abstract and three to five key words using terms from the medical subject headings (MeSH) list of National Library of Medicine.

Text:

Text formatting:

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman)

for text.

- Use the automatic page numbering function to number the pages.
 - Do not use field functions.
 - Use tab stops or other commands for indents, not the space bar.
 - Use the table function to make tables. Ppt files are not suitable.
 - Use the equation editor or MathType for equations.
- Note: If you use Word 2007, do not create the equations with the default equation editor but use the Microsoft equation editor or MathType instead.
- Save your file in doc or docx format.

Headings:

Please use no more than three levels of displayed headings.

Abbreviations and Symbols:

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Footnotes:

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significant values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

Acknowledgments:

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

Terminology:

- Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.
- All hematologic and clinical chemistry measurements should be reported using the metric system of the International System of Units (SI).
- Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.

References

Citation:

Reference citations in the text should be identified by numbers in square brackets. Some examples:
1 Negotiation research spans many disciplines [3].
2 This result was later contradicted by Becker and Seligman [5].
3 This effect has been widely studied [1–3, 7].

Reference List:

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. The entries in the list should be numbered consecutively. List the first three authors only and add “et al.”

- Journal article
Parkin DM, Clayton D, Black RJ, et al. Childhood leukaemia in Europe after Chernobyl: 5-year follow-up. *Br J Cancer*. 1996;73:1006–12.
- Article by DOI
Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *J Mol Med*. 2000; doi:10.1007/s001090000086
- Book
Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.
- Book chapter
Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. *International review of cytology*. London: Academic; 1980. pp. 251–306.
- Online document
Doe J. Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. 1999.
<http://www.rsc.org/dose/title of subordinate document>. Accessed 15 Jan 1999.

Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations, see <http://www.issn.org/2-22661-LTWA-online.php>

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table title. The table title should explain clearly and concisely the components of

the table.

- Identify any previously published material by giving the original source in the form of a reference at the end of the table title.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significant values and other statistical data) and included beneath the table body.

Figures

Electronic Figure Submission:

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with “Fig” and the figure number, e.g. Fig1.eps.

Line art:

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

Halftone art:

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
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Combination art:

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

Color art:

- Color art is free of charge for online version.
- If black and white will be shown in the printed version, make sure that the main information will still be visible. Many colors are not distinguishable from one another

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- If the figures will be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

Figure lettering:

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
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- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions into your illustrations.

Figure numbering:

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.). If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure captions and citations.
- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, “A1, A2, A3, etc.” Figures in online appendices (Electronic supplementary Material) should, however, be numbered separately.

Figure captions:

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc. as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure placement and size:

- When preparing your figures, size figures to fit in the column width.
- Figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm. The publisher reserves

the right to reduce or enlarge figures.

Electronic Supplementary Material

Electronic supplementary material will be published in the online version only.

It may consist of

- Information that cannot be printed: animations, video clips, sound recordings
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- Large original data, e.g. additional tables, illustrations, etc.

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- Supply all supplementary material in standard file formats.
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Audio, Video, and Animations:

- Always use MPEG-1 (.mpg) format.

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Collecting Multiple Files:

- It is possible to collect multiple files in a .zip or .gz file.

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Processing of supplementary files:

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- In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that
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