

## AUTHOR SUBMISSION CHECKLIST

Authors should refer to the following checklist to ensure that manuscripts are formatted according to the “Information for Authors” before submission to International Journal of Hematology (<http://www.springer.com/journal/12185/>).

### ● Editorial Policies

- Conform to the Uniform Requirements for Manuscripts (URM) established by the International Committee of Medical Journal Editors (ICMJE) (available at: <http://www.icmje.org>).
- Uniform Disclosure Form (available at: [http://www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf)) is completed.

### ● Manuscript Preparation

- British or American English spelling and terminology used consistently throughout the article.
- Authors whose native language is not English are required to seek the assistance of language services, or of a colleague who is a native English speaker and is familiar with the field of work before the submission.
- The title page should include;**
  - ✧ article title
  - ✧ author name(s)
  - ✧ proposed running head (not exceeding 45 characters and spaces)
  - ✧ proposed type of manuscript (review article, original article, case report, rapid communication, letter to the editor)
  - ✧ name of the department and institution in which the work was done
  - ✧ name, address, telephone and fax numbers, and e-mail address of the author to whom communications regarding the manuscript and reprints should be directed
- Abstract (no longer than **200** words)
  - ✧ Abstract should also be included in the main text.
  - ✧ The abstract should not contain any undefined abbreviations or reference citations.

The ‘Submit Abstract’ step on the Submit Manuscript interface allows the Author to type or copy and paste the Manuscript’s Abstract into a textbox. This information may be configured to display on the PDF cover sheet and on the submission’s ‘Details’ page, and can be displayed for the Reviewer when the Reviewer is invited. The publication can make this an optional or required step, or hide this step so that the Author does not see it.
- Keywords (three to five)
- A summary of Conflict of Interest (added in a separate section before the reference list)**
- References
  - ✧ List of References should include only works that are cited in the text and that have been published or accepted for publication. Do not use footnotes or endnotes as a substitute for a reference list.
  - ✧ Citations in the text should be identified by numbers in square brackets.
  - ✧ References should be numbered consecutively as they appear at their first mention in the text.
  - ✧ **For 6 or fewer authors, all should be listed; for 7 or more, only the first 6 should be listed, followed by et al.**
- Tables or figures should be uploaded on Editorial Manager separately to the main document.
- The pages should be numbered sequentially.

### ● Important

- Pre-submission Charges
  - ✧ If the first author is not a member of the Japanese Society of Hematology, US \$20 (Authors from Japan: ¥2000) pre-submission charge will be charged before the submission process can begin. After submission, we would send you an email referring to credit card payment. Charges cannot be refunded at any cost and the submission would not move on to peer review process until we confirm the completion of your payment.
- Submission from Japan
  - ✧ The first author should be a member of the Japanese Society of Hematology at the acceptance stage of the manuscript, except for the student.

### ● After Acceptance

- Copyright
  - ✧ Authors will be asked to transfer copyright of the article to the Japanese Society of Hematology.
- Page charges
  - ✧ Accepted manuscripts will be published subject to a fee of US \$25 per printed page (Authors from Japan: ¥3,000 per printed page). Your agreement to the page charge is required at the time of submission on Editorial Manager. Color illustrations are free of charge.



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