

**Journal of Hard Tissue Biology [vol 16(1)]
- An International Journal-**

Instructions to Authors for Preparation and Submission of Manuscripts

The *Journal of Hard Tissue Biology* is the official journal of the Society for Hard Tissue Regenerative Biology. The Journal publishes original research articles and invites short reviews. The article must be complete with a rationale, pertinent study data and a conclusion. The articles should be as brief as possible while still presenting the necessary information for an evaluation by readers.

Manuscripts should be submitted to:

Tohru Takagi, Editorial Secretariat

Journal of Hard Tissue Biology

1-10-11-905 Sekiguchi, Bunkyo-ku, Tokyo 112-0014, Japan

Fax: 03-3268-6397, E-mail: jhtb@hill.dti.ne.jp

Authors may wish to use rapid mail service. Receipt of the manuscript will be confirmed by facsimile.

Manuscript must be written in English and typed double-spaced with 2.5 cm margins on all sides using A-4 paper, and submitted in triplicate with at least two sets of original figures. Authors whose command of English is not thorough should enlist the aid of an English-speaking colleague or editor. Pages should be numbered consecutively beginning with the title page. A 3.5 inch diskette (floppy disc) containing the abstract, the full text, tables, legends to figures, and references should, if possible, accompany the original submission. The diskette may be in Macintosh or PC format and should use commonly used software such as Microsoft Word or WordPerfect. The name of the corresponding author, the date, the hardware and the software used should appear on the label of the diskette. The inability to provide a diskette will not affect acceptance but could delay publication.

The manuscripts will be reviewed initially for appropriateness and general format at the Editorial Office. When possible, rapid mail service and facsimile will be utilized. The manuscript will be either fully accepted, accepted with minor changes, rejected with an invitation to resubmit after major changes, or rejected. All decisions may be appealed to the Editor. All correspondence should be addressed to the Editor.

Authors of accepted manuscripts will receive only one proof. It must be returned promptly to avoid a delay in publication. The proof should be marked "Ready for Press" and signed by the corresponding author. Any major changes made in the proof will require that the paper be reviewed again by the Editor and may delay in publication.

Reprints should be ordered on the form provided when returning the proof.

Consult recent issues of the Journal for examples of the format to use. Manuscripts must be organized as follows:

1. Title page. This page should include: (a) full title of the paper; (b) names and affiliations of the authors; (c) a short running title; and (d) the name, address, telephone number and facsimile number of the corresponding author.

2. Abstract (page 2). The abstract should provide a concise description of the study and summarize its major conclusions in 300 words or less. It must be able to stand alone for use by abstracting services. Use full references when necessary, not citations. Follow the abstract with 2-5 key words in alphabetical order for indexing.

3. Text. The text should be divided into: Introduction, Materials and Methods, Results and Discussion. The discussion should be brief and limited to interpretations and reasonable speculation.

4. Abbreviations. Accepted standard abbreviations may be used. Nonstandard abbreviations should be defined by a footnote or in parenthesis when first used in the text.

5. Footnotes. Footnotes should be used only when necessary. They should be indicated by superscript numbers and placed on a separate page. Footnotes in a table should be placed under the table.

6. Acknowledgments. Acknowledgments to consultants, others who contributed in the study, and supporting agencies should appear on a separate page.

7. References. Each reference should include the surnames and initials of all the authors, full title of the article, journal name using standard abbreviations, volume, inclusive pages, and year of publication in the format shown below:

Journal article

Missana L, Nagai N and Kuboki Y. Comparative histological studies of bone and cartilage formation induced by various BMP-carrier composites. *Jpn J Oral Biol* 36: 9-19,1994

Chapter in a book

Bilezikian JP. Clinical disorders of the parathyroid glands. In: *Clinical Endocrinology of Calcium Metabolism*, ed. by Martin TJ and Raisz LG, Marcel Dekker, Inc., New York and Basel, 1987, pp 53-96.

Book

Watson JD, Gilman M, Witkowski J and Zoller M. *Recombinant DNA*. New York Press, 1992.

8. Legends for Figures. These should be numbered consecutively in Arabic numerals and compiled separately from the text.

9. Tables. Tables should be numbered consecutively in Arabic

numerals, and each table should be on a separate page.

10. Figures. The publisher and the editor are resolved to provide the best possible reproductions of the illustrations. To do this, the authors must submit high quality originals.

Line drawings

The originals should be in India ink with three photographic copies, or they may be computer drawn if the quality is high.

Photographs

Use unmounted, high-gloss prints. Write the name of the senior author and figure number on the back with a soft pencil or use a label to avoid damaging the print. Indicate which set is to be reproduced. Use “press-on” or “insert” letterings or equivalent. If possible, combine photographs in a composite not larger than 17 cm × 22 cm. Color photographs and illustrations will be charged to the authors. The charge for one page of color is \$500. Second and subsequent pages, up to four, will cost \$300 per page (US\$1.00 = ¥110).

Amino acid and nucleotide sequences: Sequences may be computer printed using a monospace font and a high quality printer.

Changes in policy of English editing and editing expenses

To ensure uniformity in style and language quality throughout the journal, all the papers submitted to the journal will be edited for writing style and English syntax by the language advisor. The authors will be responsible for the expenses involved in this editing. A small charge will be made if there are few changes in

the manuscript, while a charge per A4 page will be made for manuscripts that require substantial editing. If authors would like to seek editorial assistance prior to submission, they should contact the language advisor directly (e-mail: tnakatani@meditrans.co.jp). The editing service is provided at a special discount rate for authors submitting their papers to Journal of Hard Tissue Biology. Authors from overseas submitting papers to the journal should contact the Chief Editor (e-mail: nori@md.okayama-u.ac.jp) regarding the cost of editing.

Copyright Transfer Statement

The copyright to this article is transferred to the Journal of Hard Tissue Biology if and when the article is accepted for publication. The copyright transfer covers the exclusive right to reproduce and distribute the article, including reprints, translations, photographic reproductions, microform, electronic form (offline, online) or any other reproductions of similar nature.

An author may self-archive an author-created version of his / her article on his / her own website and his / her institution's repository, including his / her final version

Editorial contacts

Chief Editor: Noriyuki Nagai

(e-mail: nori@md.okayama-u.ac.jp)

Editorial Secretariat: Tohru Takagi

(e-mail: jhtb@hill.dti.ne.jp)

Editorial Assistant: Natsue Stevens (Bruxelles)

(e-mail: nori@md.okayama-u.ac.jp)

Language Advisor: Teresa Nakatani

(e-mail: tnakatani@meditrans.co.jp)