

## **Information for Authors**

The *Journal of Toxicologic Pathology* (JTP) is an official periodical journal of the Japanese Society of Toxicologic Pathology (JSTP), published 1 volume each year being composed of 4 numbers. This is an international journal published in English and welcoming papers from all over the world. JTP is a globally open-access journal, and all papers on the journal are capable of free downloading by the aids of the Journal@rchive

<[http://www.journalarchive.jst.go.jp/japanese/jnltop\\_ja.php?cdjournal=tox1988](http://www.journalarchive.jst.go.jp/japanese/jnltop_ja.php?cdjournal=tox1988)> for volumes 1 (year 1988) to 10 (year 1997) and the J-STAGE

<<http://www.jstage.jst.go.jp/browse/tox/-char/en>> for volume 11 (year 1998) or later.

JTP has been selected for coverage in Thomson Reuters products and services, being indexed and abstracted in Science Citation Index Expanded (also known as SciSearch®), Journal Citation Reports/Science Edition, Biological Abstracts and BIOSIS Previews, beginning with volume 21, number 1 (year 2008). Papers on JTP are capable of being referred by a variety of international search engines including Google, Scopus, ChemPort, CrossRef, Directory of Open Access Journals, NDL-OPAC (National Diet Library of Japan) and SwetWise Online Contents, as well as Medical Online and EBSCO (commercial services with charge).

### **Scope of article**

JTP is a scientific journal that publishes original studies in the field of toxicological pathology and in a wide variety of other related fields. The main scope of the journal is listed below.

- Administrative Opinions of Policymakers and Regulatory Agencies
- Adverse Events
- Carcinogenesis
- Data of A Predominantly Negative Nature
- Drug-Induced Hematologic Toxicity
- Embryological Pathology
- High Throughput Pathology
- Historical Data of Experimental Animals
- Immunohistochemical Analysis
- Molecular Pathology
- Nomenclature of Lesions
- Non-mammal Toxicity Study
- Result or Lesion Induced by Chemicals of Which Names Hidden on Account of the Authors
- Technology and Methodology Related to Toxicological Pathology
- Tumor Pathology; Neoplasia and Hyperplasia
- Ultrastructural Analysis
- Use of Animal Models

Submitted papers will be considered for publication on the condition that they are contributed solely to JTP, have not been already published or are not under consideration for publication elsewhere.

All articles published in JTP represent the opinion of the authors and should not be construed to reflect the opinion of the society.

### **Types of article**

*Types of article:* JTP publishes original articles, case reports, short communications, technical reports and review articles.

1. Original articles: An article that contains new findings obtained from innovative research.
2. Case reports: An article that contains new histopathological findings of spontaneous and chemical-induced lesions in experimental animals.
3. Short communications: An article that contains preliminary or limited research results supported by less data than the original article.
4. Technical reports: An article that contains data concerning technology or methodology related to the toxicological pathology. The journal will also publish historical data concerning histopathology of experimental animals as a valuable reference for pathological evaluation for toxicity assessment. Reports of a predominantly negative nature are also suitable for publication as a technical report.
5. Review articles: Principally published upon invitation, but the society and the editors do not hesitate to accept non-invited review articles, if they deserve.

In addition, Editor-in-Chief will set additional types of articles including Letter, Forum and Report at the time of the publication of the journal when necessary.

*Manuscript length:* The standard length of article in printed pages is prescribed to every type of the article. The standard length is 8 printed pages for the original article and the technical report, 4 printed pages for the case report and the short communication, and 10 printed pages for the non-invited review article. There is no restriction for the number of pages in the case of the invited review article. Authors can write their articles with the lengths beyond these standards with extra expense (see *Page charges*).

### **Preparation of Manuscript**

*General format:* Manuscripts should be prepared in English. Recommended digital formats of documents, tables and illustrations for final publication-ready materials requested to submit after the acceptance are described later in the Editorial Process section. Those who cannot produce files of such formats are suggested to contact with the Editorial Office by e-mail before preparing manuscripts. With the exceptions of tables and illustrations, authors should comply with the following general format.

1. Page setting as conventional A4 (approximately 21 x 30 cm) or US letter (8.5 x 11 inches) with ample margins.

2. Double-spacing.
3. Popular serif or sans-serif fonts such as Times and Arial and, for Greek characters, Symbol fonts with 10 points.
4. Setting the title page as page 1 and paging in the lower right-hand corner ending at the end of the figure legends pages.
5. Arranging the order as follows.
  - a. Title page(s).
  - b. Abstract and then key words page(s) (after page-breaking).
  - c. Text and then acknowledgment pages (after page-breaking).
  - d. References pages (after page-breaking).
  - e. Figure legends page (s) (after page-breaking).
  - f. Tables.
  - g. Illustrations.

Authors are strongly recommended to refer papers already published in JTP to understand formatting rules including those not specified above or below.

Those who are not native English users should have appropriate language editing of the manuscripts by native English speakers prior to the submission.

**Nomenclature and unit:** Every chemical used should be identified by a generic name, and at its first appearance the name and place (city and country, including Japan) of its manufacturer should be presented. Abbreviations should be defined within parentheses when first used in the text. Units are in general accordance with the International System of Units (SI units).

**Ethical considerations:** Submission of manuscripts reporting experimental research on human materials or animals implies that authors have obtained approval for their research from the appropriate ethics committee or other appropriate in-house, official or governmental bodies regulating animal or human research. Such approval must ensure that the experiments are planned and conducted strictly in accordance with all domestic and international declarations, treaties, laws, regulations, guidelines, rules and so on. Authors should also make their best consideration on animal welfare and good practice of animal handling contributing to the replacement, refinement and reduction of animal testing (3Rs). These ethical considerations including animal welfare and good practice of animal handling should be clearly stated in the manuscript, usually in the Materials and Methods section.

**Conflict of interest disclosure:** Potential conflicts of interest must be reported at the time the manuscript is submitted. Research funding or other support from outside the authors' stated affiliations must be clearly disclosed within the manuscript. The corresponding author is responsible to ensure that the conflicts of interest disclosures reported in the manuscript are accurate and consistent with the information provided by all authors.

**Copyright considerations:** Any materials published elsewhere beforehand are not allowed to be included in any parts of the manuscripts, unless written consents are obtained beforehand from their copyright owners. Those who wish to include such materials in their manuscripts should then contact with Editor-in-Chief (through the Editorial Office by e-mail), present him/her the documents describing the copyright owners' approval and obtain his/her agreement to refer the materials as well as guidance for the way of their referring, prior to the submission of the manuscripts.

**Title page:** The title page should contain (1) a concise title; (2) full names of all authors with the official names and full addresses, including zip codes and countries, of their institutions; (3) a short running head (60 characters or less, including spaces); and (4) name, address, phone and facsimile numbers and e-mail address of the corresponding author. In the title page, the declaration should also be made for any financial support or relationships that may pose conflict of interest, if applicable.

**Abstract:** An abstract should be prepared to state the study's purpose, procedures, main findings, and conclusion. Abbreviations should be avoided. Abstracts should be as concise as possible and not exceed 250 words for all types of articles. Abstracts of case reports and short communications, however, can be shorter, such as within 150 words.

**Key words:** A maximum of 6 key words should be provided for the subject indexing (following Medical Subject Headings of Index Medicus).

**Text:** In original articles, a text usually contains Introduction, Materials and Methods, Results and Discussion sections as this order. Subheadings can be used in the Materials and Methods, and Results sections. Case reports, short communications and technical reports should not adopt such sectioning. The text format of review articles can be flexible to depend upon the nature of the article.

**Acknowledgment:** Personal acknowledgments should precede those for financial supports. All sources of grants and other funding should be acknowledged in a concrete manner (including numbers, if applicable).

**References:** References should be numbered in the order of citation in the text using superscripts. The style to list references is exemplified as follows.

- [Journal] Mahler JF, Davis BJ, Morham SG, and Langerbach R. Spontaneous lesions in aging FVB/N mice. *Toxicol Pathol.* 24: 717-719. 1996.
- [Book] Bannasch P and Gosner W. *Pathology of Neoplasia and Preneoplasia in Rodents.* EULEP Color Atlas. Shattauer, New York. 1994.
- [Part of book] Williams WJ. Secondary thrombocytosis. In: *Williams Hematology*,

5th ed. E Beutler, MA Lichtman, BB Coller, and TJ Kappa (eds). McGraw Hill, New York. 1361-1363. 1995.

[Periodical] IARC. Post-menopausal Oestrogen Therapy. IARC Monographs on the Evaluation of Carcinogenic Risks to Humans, Vol. 72. Lyon. 399-530. 1995.

[Electronic documents on government, university program or department website <Transient documents, such as those on newspaper websites, and documents with low reliability, such as those on Wikipedia, should be avoided.>] Chou L, McClintoch R, and Moretti F. Technology and education: New wine in bottles: Choosing pasts and imagining educational futures. 2000, from Columbia University, Institute for Learning Technologies website:  
<http://www.ilt.columbia.edu/publications/papers/newwine.html>

**Figure legends:** Legends for illustrations should be with figure numbers in Arabic numerals (such as Fig. 1) and brief titles. The title and footnotes should contain all information necessary to understand and interpret the figure without reference to the text. For photomicrographs, authors should note the staining method and indicate the magnification at the end of each legend, or include an appropriately sized bar in the photograph with giving its equivalent size in the legend.

**Tables:** Tables should be prepared preferably each on separate page, with table numbers in Arabic numerals (such as Table 1) and brief titles. The title and footnotes should contain all information necessary to understand and interpret the table without reference to the text. It should be avoided that similar data is presented both in figures and tables in order to strengthen such data.

**Illustrations:** JTP is a full-color journal, and authors are thus recommended to prepare color illustrations, especially photo(micro)graphs indicating pathological findings. Illustrations (drawings, photo[micro]graphs, electron micrographs and *etc*) should be of high quality and preferably prepared each on a separate page. The sizes to be printed out as hardcopies should be estimated between 8.5 (single column) and 17.5 cm (double column) in the horizontal width. Computer-generated images with high quality and sufficient contrast are acceptable.

## **Submission of Manuscript**

**Online Submission:** All manuscripts should be submitted online at the URL of <<http://mc.manuscriptcentral.com/jstp>>. Upon submission, authors are requested to obey the step-by-step instructions described at the site. If authors encounter difficulties that cannot be figured out during the submission, please feel free to contact with the Editorial Office by e-mail.

**Submitting manuscript files:** Document files are preferred saved as a Microsoft Word format. Tables are recommended saved as a Microsoft Word or Microsoft Excel

format. Digital files for images should be saved as an EPS, JPEG or TIFF format with the minimal image size of 300 dpi in a grayscale or full color RGB mode (more than 8 bits). Files saved as a Microsoft PowerPoint format may be acceptable, but each slide should be labeled, and the “comments” cannot be included. If authors cannot save their materials as these formats, please contact with the Editorial Office by e-mail.

*For those who are incapable of submitting manuscript online:* Whereas the submission of manuscripts to JTP is to be performed online in principle, those who are incapable of doing so by some inevitable reasons may be allowed to submit their manuscripts via a postal mail. In this case, please contact with the Editorial Office beforehand by e-mail.

*Copyright transfer:* A completed Copyright Transfer Agreement form should be signed by the corresponding author and send to the editorial office immediately after the online submission of the manuscript to the JTP, either by using e-mail <jtp@ippec-pub.co.jp> or facsimile <+81-3-5978-4068>. It should be emphasized that the review process does not start, until the signed Copyright Transfer Agreement form with sufficient information is received by the editorial office. The form can be downloaded from the website of the JSTP  
<<http://www.japantoxpath.org/en/publication/jtp/submission/>>.

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## **Editorial Process**

*Reviewing:* All manuscripts submitted will be critically reviewed by the members of the Editorial Board or by specialists of the same field of study.

*Proofreading:* Accepted manuscripts will be sent back to the corresponding author after English editing and checking of consistency by the Editorial Office for proofreading. It is the authors' responsibility to correct the alterations made by editors.

Page charges: The corresponding author will be invoiced to indicate the page charge from the JSTP secretariat after publication. One text-only printed page contains approximately 900 words, which roughly corresponds to 3 text pages of the Microsoft Word with the standard setting (A4, double space and 11-12 words x 25-26 lines/page; containing approximately 300 words). Tables and figures can be estimated by their final sizes. The page charge is based on the number of printed pages. A standard charge rate is applied for the pages of the articles within the standard length of their article type, while an extra charge rate is applied for the pages beyond the standard length. As aforementioned, JTP is a full-color journal, and thus there will be no extra charges for the color printing. For the details of page charges, see the attached sheet.

Ordering reprints: An ordering form for reprints will be sent to authors with the proof. Reprints of each paper are supplied by authors' expense in multiples of 50.

### **Miscellaneous**

Material archive policy: Authors who wish to return any submitted materials (either hardcopies or digital files) regarding their accepted manuscript should contact with the Editorial Office by e-mail within 1 month of the acceptance. Otherwise, the society or the editors will dispose such materials.

Correspondence: All correspondences should be addressed to the Editorial Office of the Journal of Toxicologic Pathology, c/o Publication Center, IPEC, Inc., e-mail <jtp@ippec-pub.co.jp>.

This revision is valid from November 1, 2011.

## **Attached Sheet**

### *Page Charge for the Papers Published in the Journal of Toxicologic Pathology*

	Standard pages	Page charge	
		Within the standard number of pages (yen/page)	Exceeding the standard number of pages (yen/page)
Original Article	8	6,000	12,000
Case Report	4	6,000	12,000
Short Communication	4	6,000	12,000
Technical Report	8	6,000	12,000
Review Article	10	6,000	12,000

A page charge is applied, based on the number of printed pages. One text-only printed page contains approximately 900 words, which roughly corresponds to 3 text pages of the Microsoft Word with the standard setting (A4, double space and 11-12 words x 25-26 lines/page; containing approximately 300 words). Tables and figures can be estimated by their final sizes.

The standard charge rate is applied for pages of the articles within the number of standard length, which are differently set by the type of article, while an extra charge rate is applied for the pages beyond the standard length. Articles exceeding the standard number of pages will be charged twice the standard charge per extra page. There will be no extra charges for the color printing.