

Instructions for Authors

Scope and Aim

Journal of the Anus, Rectum and Colon (JARC) is the official peer-reviewed and open-access journal of the Japan Society of Coloproctology. The Journal's aim is to advance knowledge of coloproctology-related studies, and to promote the standards in research and conduct of physicians, surgeons, proctologists and all other professionals engaged in the field of coloproctology worldwide. The journal publishes original research articles, review articles, practice guidelines, clinical research, case reports, "How I do it", and letters to the editor.

Peer Review System

All submitted manuscripts will be reviewed by an editor of JARC to evaluate the eligibility for possible publication. Thereafter, the manuscripts will be sent to two to three expert reviewers in the field of the study for peer review.

Reviewers are not allowed to contact authors directly before, during, or after the reviewing process to discuss any information that is presented in the manuscripts. Reviewers must keep the manuscripts and information obtained strictly confidential and must not publicly discuss or disclose the contents and any other information of the manuscripts to a third party.

Preparation of Manuscript

Articles that have been previously published, or are being considered for publication in another journal, in any languages, will not be accepted. The Editorial Committee makes decisions on acceptance of the peer-reviewed manuscripts.

The current information is based in part on "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals" as published by the International Committee of Medical Journal Editors (ICMJE). For any information that is not mentioned in these guidelines, authors should refer to the ICMJE Recommendations, which are available at www.icmje.org.

If authors are non-native speakers of English, their manuscript must be edited by a native English speaker who is specialized in medical editing prior to submission.

Article Types

Submitted articles should be categorized into one of the following categories.

a) **Original Research Articles:**

Original research articles include manuscripts that encompass the broad range of innovative and impactful clinical and basic research in the field of coloproctology.

b) **Review Articles:**

Review articles should provide a comprehensive and scholarly account of a topic that has direct relevance to coloproctology.

c) **Practice Guidelines:**

Practice guidelines are statements that include recommendations intended to optimize patient care that are informed by a systematic review of evidence and an assessment of the benefits and harms of alternative care options.

d) **Clinical Research:**

Clinical research should describe the purpose, design, methods, results and conclusion of a research and its clinical implications.

e) **Case Reports:**

Case reports that show originality or have educational implications for diagnosis and treatment are welcomed. Authors should be aware that the Journal publishes only a few case reports per issue.

f) **How I Do It:**

“How I do it” should be brief descriptions of a new method or technique.

g) **Letters to the Editor:**

Letters to the editor are brief, constructive commentaries that can be submitted in response to a recently published article in the Journal.

General Format

All articles should be written in English, and formatted on a standard-sized 8 1/2 × 11 inch (21 × 28 cm) paper with at least a 1-inch (2.5 cm) margin on all sides. Manuscripts should be double-spaced with a font size of 12 pt in either Times New Roman or Century font.

The number of authors allowed for each type of manuscript is 12 or less.

Manuscripts must include the following sections in the order listed below:

- Title page
- Abstract
- Key words
- Main text
- References
- Figure legends
- Tables and Figures
- Supplementary Files (e.g., videos, if available)

Each of the sections should begin on a separate page.

1) Title Page

The title page should be prepared separately from the main document.

The title page should include the following information:

- Brief, specific, and informative title
- Running title (50 letters or less)
- Name(s) of the author(s) (12 authors or less)
- Institutional affiliation(s) and the location (city, country/state) of the institution
- Contact information (e-mail address, mailing address) of the corresponding author
- List of word count for the abstract and main text, and the number of tables and figures

2) Abstract and Key Words

Manuscripts should include an abstract in the following formats:

Original Research Articles:

Headings: Structured (Objectives, Methods, Results, Conclusions)

Word limit: 250 words

Review Articles:

Headings: Unstructured

Word limit: 250 words

Practice Guidelines:

Headings: Unstructured

Word limit: 250 words

Clinical Research:

Headings: Structured (Objectives, Methods, Results, Conclusions)

Word limit: 250 words

Case Reports:

Headings: Unstructured

Word limit: 200 words

How I Do It:

Headings: Unstructured

Word limit: 150 words

Letters to the Editor:

Headings: Abstract is not necessary.

Word limit: 0

At least two to six key words should be listed below the Abstract.

3) Main Text

Format

The main text should be prepared in MS Word (.doc or .docx). The maximum word count, headings, and number of references for each type of manuscript are as follows:

Original Research Articles:

Word limit: 4,000 words (excluding references)

Headings: Introduction, Methods, Results, Discussion

Maximum number of references: 50 references

Review Articles:

Word limit: 5,000 words (excluding references)

Maximum number of references: 100 references

Practice Guidelines:

Word limit: 4,000 words (excluding references)

Maximum number of references: 50 references

Clinical Research:

Word limit: 3,500 words (excluding references)

Maximum number of references: 40 references

Case Reports:

Word limit: 3,000 words (excluding references)

Headings: Introduction, Case Report, Discussion

Maximum number of references: 15 references

How I Do It:

Word limit: 2,000 words (excluding references)

Maximum number of references: 10 references

Letters to the Editor:

Word limit: 500 words (excluding references)

Maximum number of references: 5 references

Abbreviations

Define abbreviations in parentheses when they first appear in the text. For tables and figures, abbreviations may be used if they are defined in the table title or footnotes and in the figure legends. If a brand name is cited, supply the manufacturer's name and address (city and state/country).

4) References

Authors are responsible for the accuracy of their references. List the references immediately after the main text. The references should be numbered in the order of their appearance in the main text. Do not list the references in alphabetical order.

In-text citations should be in parentheses. For example, In the previous studies (1-3)

If there are more than three authors, name only the first three authors and then use “et al.”.

Journal article

1. Rastan S, Hough T, Kierman A, et al. Towards a mutant map of the mouse--new models of neurological, behavioural, deafness, bone, renal and blood disorders. *Genetica*. 2004 Sep;122(1):47-9.

Book chapter

2. Riffenburgh RH. *Statistics in medicine*. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; 2006. Chapter 24, Regression and correlation methods; p. 447-86.

Entire book

3. Eyre HJ, Lange DP, Morris LB. *Informed decisions: the complete book of cancer diagnosis, treatment, and recovery*. 2nd ed. Atlanta: American Cancer Society; 2002. 768 p.

Software

4. Nelson KN. *Comprehensive body composition software* [disk]. Release 1.0 for DOS. Champaign (IL): Human Kinetics, 1997. 1 computer disk: color, 3 1/2 in.

Online journals

5. Terauchi Y, Takamoto I, Kubota N, et al. Glucokinase and IRS-2 are required for compensatory beta cell hyperplasia in response to high-fat diet-induced insulin resistance. *J Clin Invest* [Internet]. 2007 Jan 2 [cited 2007 Jan 5];117(1):246-57. Available from: <http://www.jci.org/cgi/content/full/117/1/246>

Database

6. MeSH Database [Internet]. Bethesda (MD): National Library of Medicine (US). 2003 Apr - [cited 2011 Jul 8]. Available from: <http://www.ncbi.nlm.nih.gov/mesh>

Journal article in a language other than English

7-1. in a roman alphabet

Berrino F, Gatta G, Crosignani P. [Case-control evaluation of screening efficacy]. *Epidemiol Prev*. 2004 Nov-Dec;28(6):354-9. Italian.

7-2. in a non-roman alphabet

Zhao L, Li H, Han D. [Effects of intestinal endotoxemia on the development of cirrhosis in rats]. *ZhonghuaGanZang Bing ZaZhi*. 2001 Jul;9 Suppl:21-3. Chinese.

With regard to reference styles for other media formats, or for further details, please refer to [Citing Medicine](#), which is published by the National Library of Medicine (US).

5) Figure Legends

Legends must be prepared for all figures presented in the manuscript. List each figure legend on a separate page at the extreme end of the main text after references.

6) Tables and Figures

All tables and figures should be submitted in the following format: MS Word (.doc/.docx), MS PowerPoint (.ppt/.pptx), jpg, or tiff. Do not use MS Excel or comparable spreadsheet software.

Figures and tables may be produced with image processing or presentation applications. Images should be at a minimum resolution of 300 dpi. Include the scale (bar) in images captured with scanning electron microscopes.

If any copyrighted or previously published materials, edited or otherwise, are used in the manuscript, it is the authors' responsibility to obtain the permission from the copyright owner(s) prior to submission. In addition, authors must cite the source and indicate the permission to use those materials in the corresponding figure or table caption as required by the original copyright holder(s).

The total number of figures and tables allowed for each type of manuscript is as follows:

Original Research Articles: 10

Review Articles: 10

Practice Guidelines: 10

Clinical Research: 5

Case Reports: 5

How I Do It: 4

Letters to the Editor: 0

7) Videos

If the article includes video files, authors can submit them as "Supplementary File". All video files should be submitted in MPEG-1 (.mpg) format.

Conflict of Interest and Sources of Funding

Authors must state explicitly whether potential conflicts of interest (COI) do or do not exist. This includes, but is not limited to, agreements for leadership position/advisory role (1,000,000 JPY* or more), stock ownership (profit of 1,000,000 JPY or more/ownership of 5% or more of total shares), licensing fees (1,000,000 JPY or more), lecture fees (1,000,000 JPY or more), manuscript fees (1,000,000 JPY or more), research funding (1,000,000 JPY or more) and travel fees, gifts, and others (50,000JPY or more) that may cause any bias to the results of research. Any possible COI related to the study presented in the manuscript must be disclosed at the end of main text, with the heading "Conflicts of Interest". If the manuscript is accepted for publication, the disclosures will be published as they appear in this section. If there are no COI, authors should state, "The authors declare that there are no conflicts of interest" at the end of main text.

All sources of funding, from entities such as government or non-profit organizations, which are relevant to the study should be acknowledged at the end of main text with the heading “Source of Funding”.

All authors must complete Conflict of Interest Disclosure Statement Form and upload the form to the submission system as “COI Form”.

Manuscript Submission

Submit manuscripts electronically via ScholarOne system:

<https://mc.manuscriptcentral.com/jarc> in the following order: Title page, main document, tables and figures. The total size of the uploaded files should be within 100 MB.

Authorship

All authors listed in the manuscript must meet the following criteria of contribution described by the ICMJE in the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals.

Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

Drafting the work or revising it critically for important intellectual content; AND

Final approval of the version to be published; AND

Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

The corresponding author must ensure that a manuscript is read and approved by all authors prior to submission.

Contributors who do not meet the criteria mentioned above should not be listed as authors. Guest or honorary authorship is not permitted.

Those who do not qualify for an authorship may be acknowledged individually or together as a group under a single heading with “Acknowledgment” at the end of the manuscript. Examples of activities that do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading.

Final author order must be established by the end of the revision phase of the peer review process. Adding, deleting or changing the authors’ names and their order is not permitted after the acceptance of the manuscript for publication.

Ethical Considerations

- Clinical research included in articles, which reports on human subjects, must comply with the provisions of the Declaration of Helsinki, and that the study had been approved by the relevant institutional or national review board. If no approval from any review board was required, it must be explicitly stated in the manuscript. The corresponding author must complete Ethical Review Application Checklist for Submission of Academic Papers and upload the checklist to the submission system as “Checklist”. The form is available here.
- All case studies must clearly indicate that the written consent has been obtained from all patients and relevant persons (such as guardian and family members of the patient) to publish the information, including photographs.
- Any data or information, such as patient names, initials, hospital patient identification codes (patient ID), specific dates, or any other information, which may identify patients must not be presented anywhere in the manuscript including the figures and tables. All pictures should focus on the affected areas only.
- Articles reporting on research on human subjects must indicate in the “Materials and Methods” section that the research was approved by the ethics committee of the authors’ affiliated institutions and that the informed consent has been obtained from patients.
- Articles reporting on data from animal testing must indicate in the “Subjects and Methods” section approval of the testing design by the affiliated institution’s Animal Care and Use Committee.
- Authors of articles reporting on new DNA sequences must furnish data to the Gene Bank and include the access number for that data in the article.
- All clinical trials must be registered in a public trials registry that is acceptable by the ICMJE. Authors of randomized controlled trials must adhere to the CONSORT guidelines, available at www.consort-statement.org, and provide both a CONSORT checklist and flow diagram. Authors are required to use the MS Word template at www.consort-statement.org for the flow chart and cite/upload it in the manuscript as a supplementary file. In addition, submitted manuscripts must include the unique registration number in the abstract as evidence of registration. For details regarding the required minimal registration data set, please visit the ICMJE site at <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>.

Copyright

Copyright to articles and their contents published in JARC belongs to JARC Editorial Committee. However, anyone may download, reuse, copy, reprint, distribute, or modify

articles published in the Journal for non-profit purposes, if they cite the original authors and source. For for-profit purposes of use, a written permission by the Editorial Committee of JARC is mandatory.

Misconducts and Breach of Publication Ethics

All manuscripts submitted to JARC must be the authors' original work, and must not duplicate any other previously published works in any languages. Authors must understand and guarantee that the same manuscript is not submitted to another journal simultaneously.

All authors are fully responsible for the originality and the contents of their submitted manuscripts. All records and data presented in the manuscript must be accurate, without any fabrication, manipulation or falsification.

All information and contents that originate from the other resources must be credited and cited as guided in the "References" section at the end.

Any identified misconducts are subject to investigation by the Editorial Board of JARC. All misconducts and breach of publication ethics, irrespective of its level, may result in retraction, publication of formal notice of the misconduct, and formal embargo on future contribution to JARC.

Article Processing Charges

If the first author of the manuscript is a NON-MEMBER of the Japan Society of Coloproctology:

Original Research Articles: 200,000 JPY

Review Articles: 200,000 JPY

Practice Guidelines: 200,000 JPY

Clinical Research: 200,000 JPY

Case Reports: 200,000 JPY

How I Do It: 200,000 JPY

Letters to the Editor: Free of Charge

If the first author of the manuscript is a MEMBER of Japan Society of Coloproctology:

Original Research Articles: Free of Charge

Review Articles: Free of Charge

Practice Guidelines: Free of Charge

Clinical Research: 200,000 JPY

Case Reports: 200,000 JPY

How I Do It: 150,000 JPY

Letters to the Editor: Free of Charge

Specifications by Article Types

Article type	Abstract word limit and format	Word limit	References	Figures/ Tables	APC for members
					APC for non-members
Original Research Articles	250; structured	4,000	50	10	n/a
					200,000 JPY
Review Articles	250; unstructured	5,000	100	10	n/a
					200,000 JPY
Practice Guidelines	250; unstructured	4,000	50	10	n/a
					200,000 JPY
Clinical Research	250; structured	3,500	40	5	200,000 JPY
					200,000 JPY
Case Reports	200; unstructured	3,000	15	5	200,000 JPY
					200,000 JPY
How I Do It	150; unstructured	2,000	10	4	150,000 JPY
					200,000 JPY
Letters to the Editor	n/a	500	5	n/a	n/a
					n/a

The main text does not include title page, abstract, references, figure legends and table titles.

Contact information:

Journal of the Anus, Rectum and Colon Editorial Office

3-46-10, Nishigahara, Kita-ku, Tokyo, 114-0024, Japan

E-mail: jarc@coloproctology.gr.jp