

Author Guidelines

1. Author requirements

- 1) All authors should be members of the ILFJ except for authors of review articles written at the request of the ILFJ editorial board. All authors must give signed consent to publication in a letter sent with the manuscript.
- 2) Authors must send an application form with the manuscript.
- 3) Authors must certify that the article is their own original work, has not been published before, and is not being considered for publication elsewhere. The source of materials quoted excerpted from other copyrighted works must be acknowledged.
- 4) The copyright of the articles published in the Journal is transferred from the authors to the Publisher (ILFJ) upon acceptance of the manuscript.

2. Journal categories

Manuscripts are published in four categories: (a) Research; (b) Review; (c) Case Report; and (d) Others.

3. Review process

All submitted papers are subject to blind review. Reviewers' comments will be shared with the authors. Accepted manuscripts are subjected to editorial revision for clarity, punctuation, grammar, and conformity to our journal style. If substantive revision is necessary, the manuscript will be returned to the author for revision based on feedback from the editor. The final manuscript will not be returned to the author.

4. Manuscript style

- 1) Manuscripts should be typed double-spaced throughout on conventional A4(210×297mm) paper. All margins should be 2.5cm. All pages should be numbered consecutively at the bottom center, beginning with title page.
- 2) The title page should include (a) complete manuscript title; (b) full name of all authors, highest academic degrees, and affiliations; (c) the first authors' name and contact information, including telephone number, fax number, and e-mail address; (d) address for reprint if different from that of corresponding author, and up to 5 keywords.
- 3) Original articles should be arranged as follows: title page, abstract of not more than 250 words, text, references, figure and table legends, individual figures and tables.
- 4) Authors should use the following subheadings to divide the sections of their manuscript: Introduction, Methods, Results, Discussion and Conclusion.
- 5) In the manuscript, Arabic numerals should be used. As a rule, the units and abbreviation should conform to the following examples : m, cm, mm, μ g, day, h, min, l, dl, ml.
- 6) Tables and figures should be separated from the text, with their positions indicated in the text margin.
- 7) The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to anonymous reviewers are not appropriate.
- 8) Authors are encouraged to provide a final version of their manuscript on disk as well as in printed form. It is essential that the printed manuscript and the file on the disk are identical. Two copies of the manuscript and illustrations should be included.

5. References

1) Provide a list of references, double-spaced, after the text. Cite references in order of appearance in the text using superscripted Arabic numerals. Abbreviate titles of journals according to the Index Medicus.

2) List all authors for each reference, unless there are more than three, in which case only the first three followed by 'et al.' should be written.

3) Examples of correct reference format: Standard journal articles: Sugama J, Matsui Y, Sanada H, et al. A study of the efficiency convenience of an advanced portable Wound Measurement System. *J Clin Nurs* 16:1267-1269, 2007.

For Non-English journal articles, title should be translated into English: Inoue A, Sugama J, Sanada H, et al. The outcome of patients with unhealed pressure ulcers at the time of discharge – One-year follow-up of patients after discharge. *Jpn JPU* 11: 520-527, 2009.

Books and other monographs: Harding CR. Effect of moisturizing factor and lactic acid isomers on skin function. *Dry Skin and Moisturizers: Chemistry and Function*, In: Loden M eds, 229-241, CRC Press, New York, 2000.

Web site: U.S. Department of Health and Human Services. (2000,November) . Healthy people 2010: Understanding and improving health. Retrieved September 26, 2001, from <http://www.health.gov/healthypeople/>

6. Tables and Figures

Tables and figures should be separated from the text, with their positions indicated in the margin. Each of them must be placed on a separate sheet of paper. The explanation of tables should be given at the top of each table. While explanation of figures should be given at the bottom of each figure.

7. Revision of these instructions

The “Instructions for Authors” may be revised from time to time by the editorial board.

8. Submission of manuscripts

Manuscripts should be submitted by e-mail to the editorial office: The International Lymphedema Framework Japan.
E-mail address: info@ilfj.jp

9. Ethical/Legal Considerations

A submitted manuscript must be an original article not previously published (except as an abstract or a preliminary report), must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in similar form, in any language, without the consent of the JSWOCM. Upon acceptance we will request a disclosure form detailing the specific input of each author. Although the editors and referees make every effort to ensure the validity of published manuscripts, the final responsibility rests with the authors, not with the journal, its editors, or the publisher.

10. Patient anonymity and informed consent

It is the author’s responsibility to ensure that a patient’s anonymity was being carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and followed all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated. Authors should mask patients' face and remove patients' names from figures unless they obtained written consent from the patients and submit written consent with the manuscript.

11. Copyright Release

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13. Article Length

The length of a printed article (including references, footnotes, tables, figures, and appendices) should be as described below.

Research: 2,000-7,000 words

Review: 2,000-7,000 words

Case Report: 4,000 words

Others: 2,000 words