JPR Initial checklist

① Cover letter

② Title page
1. Article type
2. Title (within 25 words)
3. Short title (within 10 words)
4. Authors
   1) Full name
   2) Institution
5. Corresponding author
   1) Full name
   2) Institution
   3) Address
   4) Telephone
   5) E-mail address
6. Number of pages
7. Number of figures and tables

③ Title page (without authors' names and affiliations)
1. Article type
2. Title (within 25 words)
3. Short title (within 10 words)
4. Number of pages
5. Number of figures and tables

④ Manuscript
1. Format
   1) Double spacing
   2) Font (11- or 12-pt "Arial" or "Times New Roman")
2. Abstract
   Structured (within 250 words)
   ・Review: Purpose, Study selection, Results, Conclusions (Not applicable for a narrative review)
   ・Original article: Purpose, Methods, Results, Conclusions
   ・Case report: Patients, Discussion, Conclusions
   ・Technical procedure: Purpose, Methods, Conclusions
3. Bullet points for the Summary Box
   ・Optional at initial submission
   ・Mandatory for a revised manuscript
4. Keywords (three to five)
5. Text: Section heading format
   (e.g., 1. Introduction, 2.1. Subjects)
6. Ethics Committee approval (if applicable)
7. Informed consent (if applicable)
8. Animal care guidelines (if applicable)
9. Acknowledgements (if applicable)
10. COI declaration
11. References
    1) Vancouver style
    2) Square brackets [ ]
    3) For more than six authors, mention the first six followed by *et al.*

12. Figures
    ・Supplied as separate files
13. Tables
    ・Contained in the manuscript with editable file
14. Graphical abstract (optional)
15. Supplementary information (if any)
    ・Use template (available for download)
      https://www.jstage.jst.go.jp/files/jpr/1/233/-char/en

⑤ Manuscript for double-blind peer review (no author details)
1. Remove identifying author information in
   ・Acknowledgements
   ・Ethics Committee approval
   ・Informed consent
   ・Animal care guidelines

⑥ Figures
1. Format
   ・Photographs: tiff, jpg, and png
   ・Line art: tiff, jpg, png, and pdf
2. Graphic resolution
   ・Photographs: minimum 600 dpi
   ・Line art: minimum 1200 dpi
3. Figure legends
   ・Indicate as "Fig. 1."
   ・Define abbreviation at its first use and in panels

⑦ Tables
1. Format (Word, Excel)
2. Table legends
   ・Indicate as "Table 1."
   ・Define abbreviation at its first use and in tables

☐ Letter to the Editor
1. No abstract
2. No section heading
3. Text: 1,000 words or less
4. Figures/tables: Up to 2
5. References: Up to 10

If the manuscript requires a fourth technical check by the technical assistance office, it is automatically withdrawn.