

Information for Authors

The journal welcomes original papers that contribute to the progress of hematology. Submissions from all countries are invited.

Pre-submission charges

If the first author is not a member of the **Japanese Society of Hematology**, US \$20 (Authors from Japan: ¥2000) pre-submission charge will be charged before the peer-review process can begin. After submission, we would send you an email referring to credit card payment. Charges cannot be refunded at any cost and the submission would not move on to peer review process until we confirm the completion of your payment.

Submission of Manuscripts

Authors should submit their manuscripts using the journal's online submission system. Electronic submission substantially reduces the editorial processing and reviewing time and shortens overall publication time. Please go directly to the site <https://www.editorialmanager.com/ijhm> and upload all files associated with the manuscript following the instructions given on the screen. Use the Help option to see the most recently updated system requirements.

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Authors entering the journal's Editorial Manager site can either create a new account or use an existing one. When you have an existing account, use it for all your submissions; you can track their status on the same page.

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Getting started

Once you have logged into your account, Editorial Manager will lead you through the submission process in an orderly, step-by-step process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process later at the same point for that manuscript.

While submitting your electronic manuscript, you will be required to enter data about your manuscript. These include full title, author names and affiliations, and other information, as listed below under *Manuscript preparation*. Support for special characters is available.

Uploading files

Main Documents: Main documents of articles should be uploaded in rich text format (.rtf) or as Microsoft Word documents (.doc).

Tables: Use the table functions of your word-processing program, not spreadsheets, to create tables. Tables may be uploaded separately from the main document or inserted into the main document. Tables and Figures should be uploaded separately from the main document or inserted into the main document.

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After the components of the article have been uploaded in this manner, the system will convert the files to PDF format. You can view the result of the conversion with Adobe Acrobat Reader. You

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If the total size of the files exceeds the file volume (10 MB) for online submission, reduce the resolution of large files for initial submission.

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After submission, you may return and monitor the progress of your submission through the review process.

Types of publications

Original articles, case reports, rapid communications, and review articles are accepted for consideration by the Editorial Board with the understanding that no substantial part of the paper has been submitted or published elsewhere. Authors are responsible for conforming to the guidelines contained in this *Information for Authors*. The Editorial Board reserves the right to make corrections to the text in the interest of clarity, consistency, and readability. Editorial decisions are final.

Original articles should include the following sections: Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgments, and References. Original articles should be no longer than 5,600 words.

Case reports should describe new findings that have a significant clinical impact on hematologists or that may alter the concept of a disease. Case reports of the following will not be accepted for publication: a description of a rare disease or condition without new findings to be added to previous reports; a combination of different diseases without new suggestive findings for hematological research; remarkable effects of already known treatments without suggestive data to explain the exceptional results. Case reports should be no more than 1,800 words in length.

Rapid communications should be limited to 6 typed pages, including references, and 4 pages of tables or figures. Rapid communications report only important new observations of sufficient significance and urgency to warrant rapid publication. Sections may be combined (e.g., Introduction, Methods [or Patients], Results, Discussion). Request for consideration as a Rapid communication should be made in the author's cover letter upon submission.

Such papers, if accepted, will be published in the next available print issue; and all articles, including Rapid communications, will be published in the Online First format on SpringerLink ahead of print publication.

Images in hematology. Authors can submit for consideration an illustration (or, where appropriate, two or more related images) that is interesting, instructive, and visually attractive, with a few lines of explanatory text and usually one or two contributors. High-resolution (600 dpi for line art; 300 dpi for halftones or color images) digital files should be submitted. Due to space constraints, there are usually no references in the "Images" section. However, a single reference may be accepted at the discretion of the Images Editor if it appears essential to the contribution in question.

Review articles generally are invited contributions, but suitable manuscripts may be submitted for this purpose. However, involvement of medical writers/researchers employed by the pharmaceutical industry are not permitted for review articles.

Letters to the editor. Letters to the editor are comments on published research. They should not exceed 700 words, 3 references, and 1 figure/table,

and should include an illustrative title, but no abstract or subheadings.

Editorial policies

The *International Journal of Hematology* has adopted the Uniform Requirements for Manuscripts (URM) established by the International Committee of Medical Journal Editors (ICMJE). These requirements were developed "to help authors and editors in their mutual task of creating and distributing accurate, clear, easily accessible reports of biomedical studies," and are available from the ICMJE website (www.icmje.org). The Editors reserve the right to reject studies that do not demonstrate sufficient conformity with IJH editorial policies or with accepted standards for the conduct of biomedical research. The Editors may further retract published articles that are subsequently shown to have been conducted in violation of these principles.

Animal studies Research using animals must be conducted in conformity with local laws and regulations and under the supervision of the animal welfare committee, or its equivalent, of the institute at which the research was conducted. In general, all research use of animals should conform to the "3 R" principles of replacement, reduction, and refinement, and should be designed to minimize pain and distress.

Authorship All persons listed in the author byline must have made substantive contributions to the experimental design, the acquisition and/or analysis of research data, or the preparation of the manuscript, and must agree to accept responsibility for the aspects of the work with which they were involved. All persons who made contributions to the preparation of the manuscript must be acknowledged, including those whose contribution was solely writing assistance, and any support for such assistance must be disclosed. All authors must agree to the content of the manuscript and its submission to IJH. Disputes over authorship should be resolved prior to submission. Failure to resolve authorship disputes may result in publication delays or other editorial action.

Redundant or Duplicate Publication

When submitting a paper, an author should always make a full statement to the editor about all submissions and previous reports that might be regarded as redundant or duplicate publication of the same or very similar work. The author should alert the editor if the work includes subjects about whom a previous report has been published. Any such work should be referred to and referenced in the new paper. Copies of such material should be included with the submitted paper to help the editor decide how to deal with the matter.

If redundant or duplicate publication is attempted or occurs without such notification, authors should expect editorial action to be taken. At the least, prompt rejection of the submitted manuscript should be expected. If the editor was not aware of the violations and the article has already been published, then a notice of redundant or duplicate publication will probably be published with or without the author's explanation or approval.

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Secondary publication in the same or another language, especially in other countries, is justifiable, and can be beneficial, provided all of the following conditions are met:

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- The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient.
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- A footnote on the title page of the secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part and states the primary reference. A suitable footnote might read: "This article is based on a study first reported in the [title of journal, with full reference]"

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A summary of conflicts should be listed for each author on the page following the acknowledgment. If no conflict exists, authors should state:

- The authors declare that they have no conflict of interest. A summary of relevant information will be published with the manuscript.

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Registration of clinical trials In adherence with the ICMJE uniform requirements and current practice standards for biomedical research, the IJH requires that all articles describing research in which human subjects have been prospectively assigned to intervention or control groups to study the cause-and-effect relationship between a clinical intervention and an outcome be registered with a not-for-profit, publicly accessible registry. This requirement only applies to the design and methodology of the trial; results are not required to be registered by the journal. Examples of public clinical trials registries include those administered by the World Health

Organization (<http://apps.who.int/trialsearch/>) and the US National Institutes of Health (<http://clinicaltrials.gov/>).

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Manuscript preparation

The journal's language is English. British or American English spelling and terminology may be used, but should be followed consistently throughout the article. The form of manuscripts should adhere precisely to the following specifications. Authors whose native language is not English are required to seek the assistance of language services, or of a colleague who is a native English speaker and is familiar with the field of work before the submission.

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Title page

Page 1 should contain the article title; author name(s); proposed running head not exceeding 45 characters and spaces, proposed type of manuscript (review article, original article, case report, rapid communication, letter to the editor); name of the department and institution in which the work was done; name, address, telephone and fax numbers, and e-mail address of the author to whom communications regarding the manuscript and reprints should be directed.

Abstract

Abstracts should be no longer than 200 words. The abstract should not contain any undefined abbreviations or reference citations.

Keywords

Please provide 3 to 5 keywords that can be used for indexing purposes.

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For submission in Word

- Use 12-point Times Roman for text
- Use the automatic page-numbering function to number the pages
- Do not use field functions
- Use tab stops or other commands for indents, not the space bar
- Use the table function, not spreadsheets, to make tables
- Use the equation editor or MathType for equations

Note: If you use Word 2007, do not create the equations with the default equation editor but use MathType instead.

- Do not include tables or figures in main document. Please upload them separately on Editorial Manager.

Heading levels

Please use the decimal system of headings, with no more than three levels.

Conflict of interest

Authors must indicate whether or not they have a financial relationship with the organization that sponsored the research. This note should be added in a separate section before the reference list. See the Editorial policies section for more information. If no conflict exists, authors should state: The authors declare that they have no conflict of interest.

References

The list of References should include only works that are cited in the text and that have been published or accepted for publication. Do not use footnotes or endnotes as a substitute for a reference list.

Citations in the text should be identified by numbers in square brackets.

Some examples:

1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1–3, 7].

List style

References should be listed at the end of the article. References should be numbered consecutively as they appear at their first mention in the text. For 6 or fewer authors, all should be listed; for 7 or more, only the first 6 should be listed, followed by et al.

Examples:

1. Bhaskaram C, Reddy V. Cell-mediated immunity in iron- and vitamin-deficient children. *Br Med J*. 1979; 3:522–5.
2. Metcalf D. The hemopoietic colony-stimulating factors. Amsterdam: Elsevier Science; 1984.
3. Goldwasser E. Erythropoietin and differentiation. In: Cunningham D, Golwasser E, Watson J, Fox C, editors. Control of cellular division and development. New York: Alan R. Liss; 1981. p.487–94.

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Abbreviations and acronyms

At its first appearance in the text, an abbreviation or acronym should be spelled out. Common abbreviations of units that need not be spelled out are: s, μm , μg , μL , min, mm, mg, mL, mM, h, cm, g, dL, M, mm^3 , kg, L, mEq, Bq, c/kg, Gy, etc.

SI units, numbers

Units of time should be written out in text, figure legends, and table footnotes and abbreviated only in tables. Use SI units for weights and measurements, degrees Celsius for temperature, and the 24-hour clock for times of day.

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In principle, generic names should be used; if trademarked names are used, the initial letters of the names should be capitalized. The name and location of manufacturers should be shown within parentheses.

Submission from Japan

The first author should be a member of the Japanese Society of Hematology at the acceptance stage of the manuscript, except for the student.

Artwork guideline

<https://www.springer.com/us/authors-editors/journal-author/journal-author-helpdesk/manuscript-preparation/1260>

ESM

If electronic supplementary material (ESM) is submitted, it will be published as received from the author in the online version only.

ESM may consist of

- information that cannot be printed: animations, video clips, sound recordings
- information that is more convenient in electronic form: sequences, spectral data, etc.
- large original data, e.g., additional tables, illustrations, etc.
- If any ESM is supplied, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., "... as shown in Animation 3.")
- For details on formats and other information, please follow the link (<http://www.springer.com.12185>) to the specific instructions for electronic supplementary material on the right

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Page and offprint (if any) charges will be separately charged to the corresponding author, except for solicited material. On request in unusual circumstances, the Editor-in-Chief may waive some or all of these charges.

All inquiries or correspondence of a general nature should be addressed to the Editorial Office.

Editorial Office

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c/o The Japanese Society of Hematology

Maeda S.N. Buld. 8F

518 Akinono-cho, Nijo-sagaru, Karasuma-dori,

Nakagyo-ku, Kyoto 604-0847, Japan

Tel.: +81-75-231-5711

Fax: +81-75-231-5722

e-mail: ijh@jshem.or.jp

<http://www.jshem.or.jp>