

# Journal of Geriatric Pharmacy

## Manuscript Preparation Guidelines

Enforced from April 1, 2017

### 1. Manuscript Formatting

- 1) The manuscript should be formatted on A4 paper and be double-spaced with Times New Roman font in 12-point font size. Ensure adequate margins and spacing, with 30 mm margins on all sides. Figures and tables should be created one per page and saved as separate files from the main text.
- 2) Drug names should generally be written as generic names, not brand names.
- 3) Frequently used terms in the main text and abstract can be abbreviated, but the full term must be used at first mention, followed by the abbreviation in parentheses.
- 4) Use the International System of Units (SI) for all units of measurement.
- 5) If the authors are non-native English speakers, the manuscript must be proofread by a native English speaker
- 6) Convert all documents to PDF format and submit via e-mail.

### 2. Content, Order, and Format of Manuscripts

All manuscripts must be unpublished and not submitted to other journals, including those written in other languages. Manuscripts previously published in this journal as short reports cannot be submitted as original articles.

### Original Articles

- 1) **Title Page:** Include the title, author names, affiliations, and contact information.
- 2) **Abstract:** up to 250 words and up to five key words.
- 3) **Main Text:** Structure the text with sections for Introduction, Methods, Results, and Discussion. The length of the manuscript should be up to 5,000 words.
- 4) **References:** Limit to essential references, in principle 30 or fewer.
- 5) **Figures, Tables, and Photographs:** Count each figure, table, or photograph as 400 words.

The manuscript should be organized in the order of 1) to 5) which should start on a

new page. Number each page consecutively, placing the page number at the center bottom of each page, starting with the title page as page 1.

### **Case Reports**

- 1) **Title Page:** Include the title, author names, affiliations, and contact information.
- 2) **Abstract:** up to 250 words and up to five key words.
- 3) **Main Text:** Structure the text with sections for Introduction, Case, Discussion. The length of the manuscript should be up to 4,000 words.
- 4) **References:** Limit to essential references, in principle 20 or fewer.
- 5) **Figures, Tables, and Photographs:** Count each figure, table, or photograph as 400 words.

The manuscript should be organized in the order of 1) to 5) which should start on a new page. Number each page consecutively, placing the page number at the center bottom of each page, starting with the title page as page 1.

### **Short Communications (Notes)**

- 1) **Title Page:** Include the title, author names, affiliations, and contact information.
- 2) **Abstract:** up to 150 words and up to five key words.
- 3) **Main Text:** Structure the text with sections for Introduction, Methods, Results, and Discussion. The length of the manuscript should be up to 4,000 words.
- 4) **References:** Limit to essential references, in principle 20 or fewer.
- 5) **Figures, Tables, and Photographs:** Count each figure, table, or photograph as 400 words.

The manuscript should be organized in the order of 1) to 5) which should start on a new page. Number each page consecutively, placing the page number at the center bottom of each page, starting with the title page as page 1.

### **Reviews and Other Contributions Related to Geriatric Pharmacy**

The order and format of the manuscript should follow the guidelines for original articles.

### **3. Figures, Tables, and Photographs**

- 1) Figures, tables, and photographs must be clear. Indicate the orientation for photographs.

- 2) Prepare each figure, table, and photograph separately, one per page. Number each figure, table, and photograph.
- 3) Indicate the desired placement of each figure, table, and photograph within the main text.
- 4) **File Format at Submission** The file format for submission should be in PDF format. The final manuscript, once accepted, should be submitted in Word (for the text), Excel (for tables), and PowerPoint (for figures and photos).

#### 4. Acknowledgments

If you wish to include acknowledgments, add a section titled "Acknowledgments" after the main text and before the "Conflict of Interest" section, and list them there.

#### 5. Conflict of Interest

Information on conflicts of interest should be disclosed in a section titled "Conflict of Interest" before the references. If there are no conflicts of interest among all authors, include the statement "There are no conflicts of interest to disclose regarding this manuscript." If any author has a conflict of interest, list the names and the content of the ICMJE disclosure form (available at <https://www.icmje.org/disclosure-of-interest/>).

#### 6. References

References should be listed in the order they appear in the text. Include the author names (up to six authors. For more than six authors, use "et al."), title, journal name, publication year, volume number, and page numbers (start and end). Use the abbreviation of the journal name as listed in the cited journal.

For books, list the author names, title (for edited books, list the book title and the editor(s)), edition number, publisher, publication location, year, and the cited pages in this order.

Authors are fully responsible for the accuracy and appropriateness of the references, so please ensure they are correct and relevant.

Examples:

- 1) Boyd CM, Darer J, Boulton C, Fried LP, Boulton L, Wu AW, Clinical practice guidelines and quality of care for older patients with multiple comorbid diseases: implications for pay for performance, JAMA, 2005, 294, 716-724.
- 2) Clarkson TB, Adams MR, Weingand KW, Miller LC, Heydrick S: Effect of age on

atherosclerosis progression in nonhuman primates, In: Atherogenesis and Aging, Bates SR and Gangloff EC (eds), Springer-Verlag, New York, 1987, p57-71.

- 3) Ministry of Health, Labour and Welfare, "implementation of home medical care", <<http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000061944.html>>. cited 10 August, 2016.

## **7. Ethical Guidelines**

- 1) For research involving human subjects, human genetic information, or experimental animals, it must be stated in the "Methods" section that the research was reviewed and approved by the relevant ethics committee of the research institution.
- 2) At the time of manuscript submission, a ICMJE disclosure form must be submitted.
- 3) The contents of the report in 2) will be included at the end of the paper or before the "References" section. If there are no conflicts of interest, a statement such as "There are no conflicts of interest to disclose regarding this manuscript" should be included in that section.
- 4) Ethical review is not always mandatory for case reports, but it is important to obtain informed consent from the subject as much as possible after providing a thorough explanation, and to pay careful attention to the protection of personal information.

## **8. Submission of Accepted Manuscripts in Electronic Format**

When the manuscript is accepted for publication by the society, promptly submit the final version of the manuscript data.

## **9. Publication Fees for Accepted Manuscripts**

A publication fee of 5,000 yen per page will be charged for original articles, case reports, and short communications.

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#### **11. Revision History (Japanese version)**

Revised on December 8, 2017, and June 18, 2020.