

Clinical Pediatric Anesthesia

Official Journal of the Japanese Society of Pediatric Anesthesiology

Instructions to Authors

1. Eligibility

All authors should be members of the Japanese Society of Pediatric Anesthesiology. There are exceptions for those from outside of Japan or those invited by the Editorial Board. Best presentations in the annual meeting of the Japanese Society of Pediatric Anesthesiology could be invited papers and processed as normal submissions.

2. Submission

Manuscript should be submitted through online written below: <https://mc.manuscriptcentral.com/cpa>

3. Acceptance/Rejection

All decisions on acceptance or rejection are made by the Chief Editor, after the review by the reviewers chosen by the Editorial Board. It is necessary for authors to make additions, corrections or deletions to meet journal standards if required.

4. Manuscript

Manuscript should be written in either Japanese or English and accompanied with abstract in English. All materials are recommended to be proofread by native English speakers before submission. For manuscript in Japanese, please see instructions written in Japanese located above.

Submitted manuscripts must not have been published, nor have been accepted by other journals. Original manuscript on clinical research should provide documentation showing the research to comply with ethical standards. Manuscript on basic research should describe the clinical implications.

If the contents of the manuscript have been presented or will be presented in academic meeting, please describe that in the manuscript.

5. File types

Manuscript including tables and figures should be created by application (Word, Excel, PowerPoint etc.). Photographs or scanned data should be saved as TIFF, JPEG, or EPS.

Photographs and figures, tables will be printed in black and white. If you want those to be printed in color, please contact to the Editorial Office written in section 10. (Color printing within two pages is free of charge.)

6. Preparation of the manuscript

Manuscript :

Manuscript should be printed on A4 sized paper in a standard font (12 point), be double-spaced, and have margins of 20 mm each on the right and left sides and 30 mm each at the top and bottom. The legends to the tables and figures should be included as separate pages.

Manuscript should have a title page stating the title of the paper, the names of the authors, affiliation, postal code, address, telephone number, fax number, e-mail address, etc.

The page number should be added consecutively beginning with the title page.

Manuscript must be presented with a cover letter signed personally by all the authors, to confirm understanding of copyright.

Review Articles

Abstract - up to 300 words, with up to 5 keywords. Number of pages - up to 20 pages including abstract and references. Up to 6 tables and figures.

Commentary articles

Abstract - up to 300 words, with up to 5 keywords. Number of pages - up to 20 pages including abstract and references. Up to 6 tables and figures.

Original Papers

Abstract - up to 300 words including Purpose, Methods, Results and Conclusion, with up to 5 keywords. Text - Introduction, Methods, Results, Discussion, References. Number of pages - up to 25 pages including abstract and references. Up to 8 tables and figures.

Clinical Reports

Abstract - up to 200 words, with up to 5 keywords. Text - Introduction, Case report, Discussion, References, etc. Number of pages - up to 15 pages including abstract and references. Up to 5 tables and figures.

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Abstract - up to 200 words, with up to 5 keywords. Number of pages - up to 10 pages including references. Up to 2 tables and figures.

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Abstract - up to 300 words including Purpose, Methods, Results and Conclusion, with up to 5 keywords. Text - Introduction, Methods, Results, Discussion, References. Number of pages - up to 25 pages including abstract and references. Up to 8 tables and figures.

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Abstract - up to 200 words, with up to 5 keywords. Number of pages - up to 10 pages including references. Up to 2 tables and figures.

Tables and Figures :

Tables and figures should be created by applications (Word, Excel, PowerPoint etc.).

Photographs should be saved as TIFF, JPEG or EPS. Figures or photographs not created or saved as PC file should be scanned in resolution 350psi.

References :

Cite only the most important references, number them in order of appearance and place them at the end of the manuscript starting on a separate page. Number references with a small font at the top right at the end of the reference ([example: Suzuki¹⁾]).

Journal articles - Author(s) (up to 3 authors, after that abbreviate to et al): Title. Journal Year; Volume number: Page numbers.

[Example] Leyvi G, Taylor DG, Reith E, et al: Utility of ultrasound-guided central venous cannulation in pediatric surgical patients: a clinical series. *Pediatr Anesth* 2005; 15: 953-958.

Books - Author(s) (up to 3 authors, after that abbreviate to et al): Chapter title, Book title. Editor(s). City or Country, Publisher, Year, Page numbers. [Example] Polaner DM, Berde CB: Postoperative pain management. *A Practice of Anesthesia for Infants and Children*, 2nd Ed. Edited by Cote C, Ryan JF, Todres ID, et al. Philadelphia, Saunders, 1993, p451-469.

7. Ethical Standards

Authors including all co-authors must be responsible to observe the ethical cords written below. Authors may have to submit dossiers.

- 1) Human studies: Investigations on humans must be conducted in accordance with the current Declaration of Helsinki.
- 2) Appropriate institutional review board (IRB) review and approval should accompany all studies involving human participants or research material derived from human participants. This information should be clearly stated in the

Method section of the manuscript including the date of the IRB approval and duration of the trial/study. If the study was exempted from IRB approval, that information should be indicated in the Method section.

- 3) Clinical reports: In accordance with the conduct cord for patient privacy protection in medical papers and presentations at academic meetings published the Japanese College of Surgeons, patients' names, initials, hospital numbers, admission dates, and any other data that might identify patients are to be avoided in all materials.
- 4) Animal studies: Investigations carried out in animals must be conducted in accordance with guidelines for proper conduct of animal experiments issued by both the Japanese Ministry of Education, Culture, Sports, Science and Technology and the Japanese Ministry of Health, Labour and Welfare and also by the Science Council of Japan.
- 5) Duplicate publication: the duplicate publication is prohibited. All manuscripts have not been published or submitted for publication elsewhere in Japan or overseas (excluding abstract).

8. Conflict of Interest Policy

The author must indicate all sources of funding supporting the submitted work, more than one million yen annually from each entity. This requirement includes any corporate or institutional funding sources. Sources of funding and any other explanatory information regarding conflict of interest (COI) for the article should be disclosed.

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10. Contact of the Editorial Office

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