

## Instructions for Authors

### 1. General:

Journal of Radiation Research is the official organ of the Japan Radiation Research Society (JRRS) and is covered in the Current Contents and Science Citation Index. Members and non-members of the Society are encouraged to submit manuscripts.

### 2. Code of ethics:

Authors are required to follow the ethical procedures in their countries when human or animal subjects are involved in their research. In the case of reports involving human subjects, the authors should assure in the manuscript either that the study has been reviewed and approved by the ethics committee in their institution or that the anonymity of subjects are preserved. The Code of Ethics of the World Medical Association (Declaration of Helsinki) represents a minimal requirement. When experimental animals are used, the authors should assure in the manuscript that the studies have been reviewed and approved by the committee that oversees the ethics of research involving the use of animals and the welfare of the animals.

### 3. Article categories:

The Journal publishes the following article categories.

- (1) **Original full-length paper:** The manuscript should be arranged in the following order: i) TITLE PAGE, ii) ABSTRACT, iii) INTRODUCTION, iv) MATERIALS AND METHODS, v) RESULTS, vi) DISCUSSION, vii) ACKNOWLEDGEMENTS, and viii) REFERENCES.
- (2) **Short communication:** This section includes either brief reports dealing with new methods and techniques or a short manuscript describing results obtained in selected experiments. Short communications should not exceed 4 printed pages, and are not necessarily processed faster than the other categories of papers.
- (3) **Mini-review:** The article should be a brief review of topical interests, generally including references earlier than the past 3 years. Mini-reviews are either invited or volunteered, and should not exceed a maximum of 5 printed pages.
- (4) **Review:** The article, which is usually invited, should cover recent advances in radiation research. The manuscript should be set up to exceed more than 10 printed pages.

Manuscripts should be written in English. A review of the linguistic style by a native English speaker is recommended before submission. The preferred word processor application is MSWord v.5 or later, and the preferred font is Times New Roman. Each page should consist of approximately 25-27 lines, with consecutive page numbers starting from the title page.

### 4. Preparation of manuscripts

**Title page:** The following items should be given in order on the first page of manuscript: (1) Title, (2) Author(s) name(s), (3) Institution(s) and address, (4) Running title not exceeding 40 characters including letters and spaces, (5) Key words up to the maximum of 5 technical terms separated by a slash " / ", (6) Corresponding author, giving the Phone and Fax numbers and E-mail address of the author to whom proofs and correspondence should be sent, (7) Foot-notes and abbreviations, if necessary.

**Abstract:** Abstract not exceeding 200 words should be placed in the 2nd page without any other items.

**References:** References should be cited numerically as they appear in the text. Full citations are required. Typical forms are:

1. Niwa, O., Fan, Y. J., Numoto, M., Kamiya, K. and Kominami, R. (1996) Induction of a germline mutation at a hypervariable mouse minisatellite locus by  $^{252}\text{Cf}$  radiation. *J. Radiat. Res.* **371**, 217-224.
2. Petrov, V. M., Shafirkin, A.V. and Shurshakov, V. A. (1999) Radiation risk for long-term space flight:: a conceptual approach and practical usage. In: *Risk Evaluation of Cosmic-ray Exposure in Long-term Manned Space Mission*, Eds. K. Fujitaka, H. Majima, K. Ando. H. Yasuda and M. Suzuki, pp. 33-42, Kodansha Scientific, Tokyo.
3. ICRP (1991) 1990 Recommendations of the International Commission on Radiological Protection. Publication 60, *Annals of the ICRP* **21 (1-3)**, Pergamon Press, Oxford.

**Figures and Tables:** Figures and Tables should be numbered consecutively in Arabic numerals, e.g., Fig. 1, Fig. 2, and Table, Table 2. Figures and tables should be designed to fit and to be clearly visible in the printed page within one column width (~8.3 cm) or two columns (~17.5 cm).

**Figures:** Each figure should be drawn on a separate page. Figure captions should be written on a separate page. For paper (hard-copy) manuscript, original drawings should be categorized to one of the following 3 options; (1) black ink on tracing paper, (2) high quality glossy photo-prints or (3) computer-generated output. Hand-written graphs are not acceptable. Figures and photographs must be submitted in quadruplicate and numbered on the back together with the author's name and an arrow indicating the top of the figure. Color plates can be accepted with an extra charge on per page basis.

**Tables:** Each table should be typed on a separate page. Headings and footnotes should be self-explanatory.

## 5. **Submission of manuscripts:**

An article category (See above) should be selected and stated in a cover letter. Authors are encouraged to suggest the names of possible reviewers in the cover letter.

Either electronic submission or paper submission is acceptable. In the latter case, one original and three copies of the manuscript should be typed on either A4 paper (21 x 29.7 cm) or international size paper with good quality, and mailed to

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Should notification of receipt not arrive within 2 weeks, the author should contact the journal office.

**Electronic submission:** A manuscript can be submitted by e-mail in Adobe Acrobat PDF format. Submitting the manuscript by e-mail reduces shipment costs (there is no need to send a hard copy) and can result in a faster review. Authors wishing to submit their manuscripts by e-mail are required to prepare the manuscript in any word processor using the instruction for the Instructions for Authors given above, and then convert the manuscript (including figures and tables) into PDF. It is

necessary to embed all the fonts that are used in text, tables and figures. Tables and figures should not be locked and could be modifiable for the printing procedure. Before submission, the author should print the PDF manuscript to make sure that all tables and figures are properly visible. Photographs that require a high resolution in the print could be asked later to be sent by snail mail.

**Final version:** For paper submission, snail mail should include (1) two hard copies of the final version and (2) electronic files for manuscript, tables, and figures, either in a 3.5 inch disk or in a CD-ROM. The media should be labeled with (1) the corresponding author's name, (2) the name of the file, (3) the word processor operating system (Macintosh, Windows, etc.) and software. It is important that the file on the media and the printout (hard copy) are identical. The author should submit the final version within 2 weeks from the request.

**6. Reprints:**

Thirty non-covered reprints will be sent to the corresponding author without charge. An additional order of reprints, that will be charged as shown below, can be made by filling the reprint order form to be sent together with the galley proofs.

**7. Page charge:**

The responsible author will be charged the total cost of page charge (¥ 5,000 / printed page) plus the additional reprints. The author is required to inform us of payment method in the order form. The payment could be either reduced or delayed, depending on the authors' financial condition. There will be no discrimination against papers for which page charges are not paid.

**8. Internet:**

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