

Journal of Pharmacological Sciences

(formerly *The Japanese Journal of Pharmacology*)

Information for Authors (September 2003)

Notice to Contributors.....	pages 2-4
Regarding requests materials for authors submitting paper discussing <i>materia medica</i>	page 4
Guiding Principles for the Care and Use of Laboratory Animals.....	page 4
Author's Checklist for Manuscript Submission.....	page 5
Instructions for Electronic Submission.....	pages 6-8

(Information for authors in HTML: <http://www.pharmacol.or.jp/>)

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Journal of Pharmacological Sciences

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Notice to Contributors

(with effect from September 2003)

Journal of Pharmacological Sciences (J Pharmacol Sci) is an international journal intended for the advancement of pharmacological sciences in the world. The Journal welcomes submissions in all fields of experimental and clinical pharmacology, including neuroscience, and biochemical, cellular and molecular pharmacology of the 17 subject categories described below, for publication as Reviews, Full Papers, Short Communications, or Rapid Communications. Manuscripts will be published within the following time periods after their acceptance: 60–90 days for Full Papers, 50–80 days for Short Communications, or 20–50 days for Rapid Communications.

Manuscript submission by post should be sent to one of the following addresses:

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For areas not included above:

Manuscripts may be addressed to any one of the three editors.

Electronic manuscript submission is available on our online Web site J-STAGE (<http://jphs.jstage.jst.go.jp/>). Please consult the Instructions for Electronic Submission (<http://www.pharmacol.or.jp/>) before manuscript submission.

Submissions that have been published or accepted, or are under consideration for publication, with essentially the same content, will not be considered. This restriction does not apply to results published as an abstract, letters to editors, or as submissions for symposia, provided that the submission adds significantly to the information available in the previously published submission. Manuscripts must be accompanied by a letter from all authors or from one author on behalf of all the authors containing the following statement: "The attached paper entitled ... has not been published and is not being submitted for publication, in whole or in part, elsewhere."

Manuscripts that reveal a lack of proper, ethical consideration for human subjects or experimental animals will not be accepted for publication. The Journal endorses the Guiding Principles for the Care and Use of Laboratory Animals approved by The Japanese Pharmacological Society. Furthermore, we endorse the Recommendations from the Declaration of Helsinki.

Authors are requested to select one or two of the following subject categories to which the manuscript applies and to indicate them in their order of priority on the title page of the manuscript:

1. Biogenic active substances
2. Receptors/Channels/Transport systems
3. Intracellular signaling
4. Biochemical pharmacology
5. Peripheral nervous system pharmacology
6. Cardiovascular pharmacology/Hematology
7. Central nervous system pharmacology
8. Respiratory pharmacology
9. Renal pharmacology
10. Gastrointestinal pharmacology
11. Smooth muscle pharmacology
12. Bone and dental pharmacology
13. Endocrine pharmacology
14. Clinical pharmacology
15. Immunopharmacology/Inflammation
16. Chemotherapy
17. Toxicology

Authors are required to suggest four reviewers, who would be the most pertinent to review the submitted paper. Indicate the name, postal address, and FAX number or E-mail address of each. Authors may also supply a list of up to three reviewers that they would like excluded from the review process. The ultimate selection of such reviewers is at the sole discretion of the Editor.

Papers should be in standard English and be typed on one side of A4 (210 mm × 297 mm) paper, using a font size of 11 or 12, with double-spacing (at least 6 mm between lines) and margins of at least 25 mm all around. They should be submitted in quadruplicate (the original and 3 copies). The authors must strictly adhere to the proper format of the Journal for all sections of the manuscript. For authors whose native language is not English, the Journal strongly recommends brushing up the English of the manuscript by consulting an English-speaking scientist before submission to avoid delays in the receiving and processing of the manuscript.

Full Papers

1) Title page—should include the complete title of the manuscript; full names of all authors; their affiliations and addresses; a running title of no more than 40 characters (including spaces); and the name, full postal address, telephone and FAX numbers, and E-mail address of the corresponding author. The subject categories should be typed at the top of the page.

2) Abstract and keywords—200 words presented in a concise form and including the purpose, general methods, findings, and conclusions of the research described in the paper. A list of 5 keywords or short phrases (a few words per phrase) suitable for indexing should be typed at the bottom of the abstract page. Avoid vague or overly general terms. If necessary, the keywords will be adjusted to the standards of the Journal by the editors without consulting the authors.

3) Introduction—should give a short and clear statement of the relevant background and the rationale of the study.

4) Materials and Methods—should include explicit, concise descriptions of all new methods or procedures employed. Commonly used methods require only a citation of the original source. Description should be such that the reader can judge the accuracy, reproducibility, reliability, etc. of the work.

5) Results—should include experimental data but not extended discussions of its relative significance. Results are more easily grasped by readers if they are presented in graphic or tabular form rather than discursively. Data should not be repeated in the text,

tables, and figures.

6) Discussion—should be pertinent to the results. Speculation is to be based on data only; be concise and clear. Lengthy discussions will necessarily mean a delay in accepting manuscripts for publication. The text should be written with a logical connection between the introduction and conclusions.

7) References—The format should be as described in the General Instructions.

Short Communications are completed projects of smaller scope, but may not be used for preliminary publications of the data; therefore, the same material cannot be published elsewhere as an original paper. The main body of the text of these communications should be no more than 1500 words in length, without any subheadings, and manuscripts should contain no more than 3 figures and/or tables and a maximum of 15 references. They should have an abstract not exceeding 100 words in length. The manuscripts normally occupy no more than 4 journal pages (e.g., about 12 typewritten pages including all components). Provide a short running title of no more than 40 characters (including spaces) in length, and 3 keywords or short phrases (a few words per phrase) for indexing (see the Full Papers section). Indicate the number of words used in the main body of the text. Please refer to the General Instructions for references and other manuscript requirements.

Rapid Communications are intended for the rapid, preliminary publication of novel findings and/or current interest. Such papers will be accepted if they merit immediate publication. The manuscript should be accompanied by a letter from the author stating reasons that would justify the publication of the manuscript as a rapid communication. The main body of the text of these communications should be no more than 1000 words in length, without any subheadings, and manuscripts should contain no more than 2 figures and/or tables and a maximum of 10 references. They should have an abstract not exceeding 80 words in length. The manuscripts normally occupy no more than 3 journal pages (e.g., about 10 typewritten pages including all components). Provide a short running title of no more than 40 characters (including spaces) in length, and 3 keywords or short phrases (a few words per phrase) for indexing (see the Full Papers section). Indicate the number of words used in the main body of the text. Please refer to the General Instructions for references and other manuscript requirements.

Reviews will usually be written at the request of the Journal. Occasionally, unsolicited ones will be considered for publication; authors/organizers of such reviews should consult one of the editors, enclosing a one-page typed synopsis, before submitting the article. The unsolicited articles are subjected to editorial assessment of their suitability for publication.

Five types of reviews will be considered: **1) Current Perspectives** (up to 10 typewritten pages of main body of the text and a maximum of 30 references; they will normally occupy no more than 6 journal pages): These articles should provide insight into or comments on current directions of research on a topic and/or discuss potential new approaches to an area of investigation. **2) Critical Reviews** (up to 40 typewritten pages of main body of the text and a maximum of 100 references): These should cover a current topic of interest that has not been recently reviewed, emphasizing a critical discussion of noteworthy developments in the field; they should not be just a compendium of studies on the topic and should not be only autobiographical. **3) Survey Reviews** (up to 60 typewritten pages of main body of the text and a maximum of 300 references): Should be a comprehensive survey of the research on a topic that has not been recently reviewed. **4) Forum Minireviews** (no more than 30 journal pages): One set of reviews is put together by an organizer(s) on a particular topic; each set is composed of a maximum of 6 minireview articles (about 15 typewritten pages for all components of each manuscript, as a standard length; 4–5 journal pages, each) and a

preface. The topic and contributors should be based on one of the Symposia of the Annual Meeting of The Japanese Pharmacological Society or they may be occasionally based on Symposia of special interest to pharmacologists. **5) New Drugs and Recent Techniques** (up to 60 typewritten pages of main body of the text and a maximum of 300 references): The purpose of these reviews is to introduce worldwide recently developed drugs and new techniques. These articles should be written in sufficient scientific detail and format to explain the characteristics of the drugs and/or promising techniques evaluating pharmacological actions. The page charge for this type of Review is ¥12,000 (twelve thousand Japanese Yen) per printed page.

Each manuscript should include an abstract, not exceeding 200 words, a running title of no more than 40 characters (including spaces) in length, and 5 keywords or short phrases (a few words per phrase) for indexing (see the Full Papers section). Please refer to the General Instructions for further details.

The Journal will occasionally consider publishing letters to the editor from readers and authors in the “**Correspondence**” section. Letters should be comments and clarifications on articles that have recently been published in this Journal and be in a concise form. When necessary, please refer to the General Instructions.

General Instructions

References—should be cited in the text by number, in parentheses, in line with the text; the full reference is cited in a numbered list at the end of the paper. The reference list should be prepared with the author's name (list all authors if six or less; otherwise, list the first three followed by et al.), full title of paper, journal, year of publication, volume, initial and final pages.

e.g., Amano H, Ando K, Minamida S, et al. Adenylate cyclase/protein kinase A signaling pathway enhances angiogenesis through induction of vascular endothelial growth factor in vivo. *Jpn J Pharmacol.* 2001;87:181–188.

References to books should include author's name, title of article, editors, title of book, edition, city where the publisher is located, publisher, year of publication, and initial and final pages of cited article or section.

e.g., Phillips SJ, Whinsant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management.* 2nd. New York: Raven Press; 1995. p. 465–478.

For formats of other published materials, please refer to the Vancouver style (see the “References” section in the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” <http://www.icmje.org/index.html>).

Papers are not to be cited as “in press” unless they have already been accepted for publication. In such cases, state the name of the journal and attach a photocopy of the accepted manuscript.

Figures and Tables—should be numbered consecutively with Arabic numerals, with each one displayed on a separate page. These usually will be reduced to fit a single column, 8.3-cm-wide, or at most, a double column, maximally 17.6-cm-wide. Please refer to a current volume of this Journal for general patterns.

Abbreviations and Units—While authors should avoid unfamiliar abbreviations, a limited number of clearly defined abbreviations may be used. Such abbreviations must be defined at the first mention in the text or defined in alphabetical order in a footnote on the first page. When in doubt, avoid unfamiliar abbreviations. For units, the Journal recommends the use of the International System of Units (SI Units). It is desirable to refer to standard abbreviations and units listed in the Instructions to Authors of the *Journal of Biological Chemistry* (<http://www.jbc.org/misc/ifora.shtml>).

Drugs—Generic names should be used in the text, figures, and tables.

Materia medica—Studies discussing *materia medica* should

comply with the guidelines given below.

Consult the “**Author’s Checklist for Manuscript Submission**” on a separate page for a more detailed explanation of the requirements and enclose the completed checklist with the manuscript.

The editors reserve the right to make minor revisions in manuscripts accepted for publication in the interest of clarity, consistency, and readability. However, they cannot accept responsibility for opinions expressed by contributors.

The copyright of the articles published in the Journal is transferred from the authors to the Publisher, The Japanese Pharmacological Society, upon acceptance of the manuscript.

Charges—A charge of ¥4,000 (four thousand Japanese Yen) per printed page will be made for all manuscripts, except for the Reviews on “New Drugs and Recent Techniques” (¥12,000 per printed page). Cost of color reproduction will be charged to the authors (¥60,000 per

printed page consisting of one or more color pictures). All reprints are supplied at cost.

English script and rewrite are under the supervision of S.M. Jung, Ph.D., Institute of Life Science, Kurume University, Kurume, Fukuoka, Japan.

General inquiries about the submission should be sent to:

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<http://jpp.jstage.jst.go.jp/> (1998 – 2002)
<http://jphs.jstage.jst.go.jp/> (2003 –)

Regarding requested materials for authors submitting papers discussing *materia medica* to the *Journal of Pharmacological Sciences*

1. **The species name** of the *materia medica* should be written in Latin in italics and the person who originally named the *materia medica* should also be indicated; the genus and family name of the *materia medica* should be listed in parentheses. The person who identified the collected substance used in the study should have his name and affiliation indicated. If the substance is commercially available, the manufacturing company and lot number should be indicated.
2. **The specimen number** of the *materia medica* used in the study should be recorded and permanently stored. The location of storage of the specimen used in the study should be clearly indicated. This will allow the substance to be used by other researchers should requests be made.
3. **The yield of extracts** should be clearly indicated.

4. In order to indicate **the chemical purity of the extract**, the TLC compound or HPLC profile should be clearly indicated. To as great an extent as possible, which peak indicates what compound should be clarified. That said, this information does not necessarily need to be published in the article, but the editorial board would like to receive this data should it be available.
5. To evaluate **the pharmacological efficacy of extracts**, the standard drug should be evaluated at the same time as a reference. Use of reference medications will facilitate comparison of the efficacy of the compound to established standard drugs. With such data, the readers can better appreciate the efficacy and underlying mechanism of the extract under study.

Guiding Principles for the Care and Use of Laboratory Animals Approved by The Japanese Pharmacological Society

1. **Objective**—When animal experiments are designed and conducted by the members of The Japanese Pharmacological Society and other investigators presenting their results in the *Journal of Pharmacological Sciences*, The Japanese Pharmacological Society recommends compliance with the “Guiding Principles for the Care and Use of Laboratory Animals” (hereafter called “these guidelines”) approved by The Japanese Pharmacological Society as well as the guidelines outlined in the following documents: “Planning with Respect to the Guidelines for the Care and Use of Animals”, recommendation of the President of the Science Council of Japan, No. 1513, 1980; and “Animal Experiments in Universities, etc.”, notification of the Director-General of the Science and International Affairs Bureau of the Japanese Ministry of Education, Culture, Sports, Science, and Technology, No. 141, 1987. It is The Japanese Pharmacological Society’s intention that all animal care and use should be appropriately conducted on a valid and ethical scientific basis.
2. **Scope of application**—These guidelines apply to all animal experiments designed and performed by the members of The Japanese Pharmacological Society and other investigators publishing in this Journal.
3. **Facilities for animal experiments**—Animal experiments should be conducted in well-controlled and administered institutions that are furnished with the necessary equipment.
4. **Handling of laboratory animals**—When handling animals, the investigators must have sufficient knowledge concerning maintenance methods and the animals’ physiology, ecology, behavior and breeding.
5. **Planning animal experiments**—When the investigators design a plan for animal research, the minimum number of experiments to

achieve the purpose of the research should be considered. Sufficient consideration should also be given to the valid selection of animal models and experimental procedures. Moreover, laboratory animals must be treated with appropriate consideration in terms of their environment (cage size, number of animals per cage, temperature, humidity, lighting, etc.).

6. **Attention to animals in experiments**—From the standpoint of animal welfare, sufficient effort should be made to minimize the anxiety and pain of laboratory animals during experiments.

7. **Care of animals after experiments**—After an experiment is completed, the animals should be released from pain immediately. Procedures should be carried out in strict accordance with the notification issued from the Prime Minister’s Office, No. 6, 1980: “Standards Relating to the Care and Management, etc. of Experimental Animals”.

8. **Special attention to hazardous substances**—Animal experiments using physically and chemically hazardous substances or pathogens should be carried out in strict accordance with appropriate caution, related regulations, etc. Special attention should be given to the maintenance of safety and to the prevention of environmental pollution. In this matter, investigators must work together with the administrative officers of their institutions.

9. **Others**—Other research procedures should be carried out not only in strict accordance with the guidelines of the investigator’s own institution, but also following the guidelines issued by the Science and International Affairs Bureau of the Japanese Ministry of Education, Culture, Sports, Science, and Technology, No. 141, 1987: “Animal Experiments in Universities, etc.”.

Journal of Pharmacological Sciences

Author's Checklist for Manuscript Submission

Please consult the "Notice to Contributors" and complete the following checklist so that your manuscript will conform to the style and usage of the *Journal of Pharmacological Sciences* before submission and enclose this sheet with the manuscript. You may reproduce this page.

— **Check in the bracket** —

[] **General**

- typing format: A4 / a font size of 11 or 12 / double-spaced (at least 6 mm between lines) throughout / sufficient margins
- submit in quadruplicate (1 original and 3 copies of each component of the manuscript) / copies of photographs should be the same quality as the originals
- enclose a statement indicating that the manuscript is original one that has not been presently submitted to another journal or previously published (see the Notice to Contributors, 3rd paragraph)
- enclose a list of four potential reviewers (see the Notice to Contributors, 6th paragraph)

[] **Title Page**

- indicate the type of the paper: Full Paper, Short Communication, or Rapid Communication
- select one or two subject categories (see the list in the Notice to Contributors)
- title: avoid using the trade name of a drug / should not contain abbreviations except for very standard ones / should indicate the experimental animal / a drug for which a generic name has not yet been given can be designated by a combination of letters and numbers only when accompanied by a specification of its pharmacological property (e.g., anti-allergic drug, AB-123)
- provide full names of all authors / provide affiliations and addresses of all authors / identify each author with the appropriate address by numerical superscripts
- provide information about the corresponding author
- provide a running title of no more than 40 characters and spaces
- indicate the number of words used in the main body of the text (Short Communication or Rapid Communication only)
- provide any necessary footnotes (e.g., change of address)

[] **Abstract Page**

- limit Abstract to 200 words for Full Paper, 100 words for Short Communication, 80 words for Rapid Communication
- do not cite references in Abstract by reference numbers, but use full citation; omit the article title
- provide keywords: 5 items for Full Paper, 3 items for Short Communication and Rapid Communication / avoid vague or overly general terms

[] **Text**

- main- and subheadings: refer to current style in this Journal
- drug names: use generic names; if a generic name has not yet been given, provide the full chemical name at the first mention
- ionic charge should be shown throughout (e.g., Ca²⁺ channel)
- provide names of sources (including city, state (USA) and country (except for Japan)) for experimental apparatuses, reagents, unusual animals, and cell strains
- unpublished data, personal communication, etc. in the text: specify the source of the information (e.g., Y. Yamada et al., unpublished data)

[] **References—refer to current issues—**

- list references in numerical order according to the first mention in the text
- "in press" citation must have been accepted for publication; designate journal title
- "unpublished observations", "personal communication", "submitted manuscript": do not list in "References", but insert in appropriate places in the text with source name
- "encyclopedia", "patent", and "thesis" are not valid reference citations
- state "(text in [specify language used] with English abstract)" for a paper with text written in languages other than English but with English abstract

- avoid citing any paper written in a language not normally used for international scientific publications (including Japanese) and does not have an English abstract; if you must cite such a reference, state your justification for including this reference, on a separate sheet, and specify the language in the reference list

[] **Figures—refer to current issues—**

- supply Figs. of sufficient quality for direct printing
- all figure elements (letters, numbers and symbols, etc.) should be sufficiently large and clear so that they can be easily read after reduction
- in Fig. legends, do not use the pictorial representation of the actual graphic symbols themselves or actual patterns, but describe them in words (e.g., closed circle, dotted column) or commonly usable marks (e.g., *, #); alternatively, give the explanations of symbols / patterns on Figs., if representing them pictorially
- magnification of electronmicrographs should be indicated by a calibration bar on the photographs themselves to ensure that, after any necessary reduction, the scale is reduced in the correct proportion
- symbols indicating statistical significance: the number of symbols used to indicate a particular probability (*P* value) should be consistent throughout the manuscript; the same probability should be represented by the same number of symbols in the Figs. and Tables, and the number of symbols should increase as the *P* value decreases
- avoid unnecessary three-dimensional representation of data in bar graphs
- type legends for Figs. double-spaced on a separate sheet
- for a Fig. consisting of separate panels: do not provide a separate title for each panel, but rather provide one comprehensive title; explanations of panels to be provided in the legend following the title
- color photograph: indicate desired final printing size / cost of color reproduction is charged to authors

[] **Tables—refer to current issues—**

- type each Table double-spaced on a separate page; do not insert in the running text
- type a brief informative title above the Table and footnotes at the foot
- do not use vertical lines

[] **Short Communication**

- to determine if your study is appropriate for publication as a Short Communication, carefully read the Notice to Contributors
- type text without subdivision into sections
- Abstract of 100 words or less
- main body of the text of 1500 words or less (on the title page, indicate the number of words used)
- no more than 15 references
- no more than 3 Figs. and/or Tables
- other manuscript requirements: see above (General—Tables)

[] **Rapid Communication**

- to determine if your study is appropriate for publication as a Rapid Communication, carefully read the Notice to Contributors
- enclose a letter explaining why the manuscript merits publication as a Rapid Communication
- type text without subdivision into sections
- Abstract of 80 words or less
- main body of the text of 1000 words or less (on the title page, indicate the number of words used)
- no more than 10 references
- no more than 2 Figs. and/or Tables
- other manuscript requirements: see above (General—Tables)

Signed (_____)

Journal of Pharmacological Sciences (JPS)

Electronic Submission

May 2003

The JPS accepts electronic manuscript submissions via the Electronic Submission and Review System on our on-line web site **J-STAGE**. This system allows authors to submit manuscripts (new/revised/final), reviewers to view and/or download the submitted manuscripts and submit their opinions to the Editors, and the Editorial Office to oversee the entire process in a web-based manner. Authors are recommended to use on-line submission to expedite the submission process. The review process, final submission, and proof-reading, etc. will be handled off-line until we develop the on-line counterparts of these procedures and gradually put them on-line one by one during the course of this year. However, the Journal will be able to efficiently use the web-submitted manuscript and associated authors' data to speed-up the processing of your manuscript. Please consult the latest instructions for accordingly revised information whenever you use our electronic submission system.

Before entering the submission web site, please refer to the **JPS Notice to Contributors** including **Author's Checklist for Manuscript Submission** for overall guidelines for how your manuscript should be structured and formatted, and then refer to the **Instructions for Electronic Submission** described below. Manuscripts can be uploaded as a single PDF file containing both the text and Figures; we cannot accept any file format other than PDF. If you are unable to submit your manuscript electronically, please send it by post as before.

Instructions for Electronic Submission

1. Required systems and software for authors

We recommend that you use the following operating systems and software to prepare your manuscript:

- Microsoft Windows 2000 or XP
- Microsoft Internet Explorer 4.0 or later version
- Microsoft Word 2000 or later version
- Adobe Acrobat Reader 4.0 or later version, and ability to generate PDF files by using software such as the commercial product Adobe Acrobat Distiller

You may also be able to use other operating systems and software such as Windows 98 or 98ME, MAC OS 9.1, Netscape 4.7 or 6.2.

2. Preparing files of the text and Figures

- Authors are required to strictly adhere to the proper JPS format for all sections of the manuscript.
- Prepare the text and all tables (by MS Word) in double spacing with a font size of 11 or 12.
- Prepare the Figures using applications that are capable of generating EPS or TIFF files.
- The Figure number must be indicated on each Figure itself, outside the image area.
- Figures must be at sufficient resolution for reviewing purposes; we recommend **at least 150 dpi**. If the manuscript is accepted, you may be asked to supply Figures of the proper resolution for publication.

3. Creating a PDF file

- Authors must submit their manuscript as a PDF file themselves, because the system and the Editorial Office will not create any PDF files for the authors.
- Save both text and Figures of the manuscript in **a single file in the PDF** format.
- Do not include spaces and Japanese characters in the file name or a file path; use alphanumeric characters.
- File size must be reduced as much as possible; **smaller than 2 MB** is preferable (should not exceed 4 MB).
- Be sure that the extension **.pdf** appears at the end of the file name.
- Carefully review a printed copy of the PDF file.

4. Necessary items to be entered on the web pages

- In order to efficiently enter the following fields of the web pages, please prepare the necessary items (ready to be copy-and-pasted from your manuscript or typed directly into the page); you can view the **Submission form** on the web page to help you prepare the necessary information beforehand:

1) Submission form

Type of manuscript

Subject category: 1st choice (required), 2nd choice (optional)

Title

Running Title

Abstract

No. of Tables/Figs: optional

No. of words used in the main body of the text: Short Commun. or Rapid Commun. only

Corresponding author (name#, affiliation#, address#, TEL, FAX, E-mail): enter information either in English or in Japanese

Statement of originality: the required statement is given on the Submission form

Four suggested reviewers (name#, affiliation and full address#, **E-mail and/or FAX**)

Excluding reviewers (name#, affiliation#): optional

Confirmation of the Author's Checklist: a check box is given on the Submission form

Password: 4-8 alphanumeric characters

Cover letter # : optional

2) **Affiliation information** (name#, address)

3) **Author information** (name#, affiliation) (membership for the Jpn Pharmacol Soc: optional)

4) **Keywords**

- Characters

This system has an **English version** and a **Japanese version**, and the contents of each are identical.

ASCII is the only character set allowed in the field for English in both versions. The items must be entered in the form of plain, unformatted text. Do not use any two-byte character.

For the # marked items of the above list, additional fields for **Japanese characters** are prepared only in the **Japanese version** of this system. Do not use any one-byte *hiragana/katakana* in such fields.

5. Submission procedures

- For users of browsers in any language other than Japanese, you will automatically access the **English version**, when you enter this system.
- Any corresponding author who is Japanese or whose affiliation is located in Japan must use the **Japanese version** of this system, where it is required to enter some information in Japanese. If your web browser is a Japanese version, you will automatically access the Japanese version without needing to change the language preference of your browser. Note that almost all the explanations in this system are presented in English, even in the Japanese version.
- In this system, you can submit the required information about the manuscript and corresponding author and upload the manuscript PDF file in a sequence of operations at the same time.
 - 1) Access the **JPS journal top page** (<http://jphs.jstage.jst.go.jp/>) on the **J-STAGE web page**.
 - 2) Select "**Submission**"
 - 3) Select "**New Submission**"
 - 4) Fill out the following four separate pages: "**Submission form** (page 1)", "**Affiliation information** (page 2)", "**Author information** (page 3)", and "**Keywords** (page 4)".
 - If the author has either a **last name or a first name only**, enter this name in the last name field and enter one space in the first name field.
 - The **E-mail address of the corresponding author must be correctly entered**; all correspondence regarding your submission will be sent to this address.

- What to enter in the field and how to do it are almost **self-explanatory**; read carefully the notice in red or blue letters at each field.
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 - If a **timeout error** occurs during the submission process, you need to close the web page and perform the submission process again from the beginning.
- 5) On the “**File upload**” page (page 5), upload **the PDF file of the manuscript** by browsing. If needed, upload **another single PDF file** of any supplemental items such as any article currently in press that is cited in the references. Specify the name of such items in the “Cover letter” box on page 1. The extension **.pdf** must be put in the file name of all PDF files.
 - 6) On the “**Confirmation**” page (page 6), review the uploaded file(s) very carefully by clicking the linking-out button(s) at the page top. Then confirm all of the items you entered before you submit the manuscript.
 - 7) On the “**Completed**” page (page 7), a **Temporary Submission Code** is given. This code will be used as a User ID until your manuscript is received by the Journal. Please keep a record of it.
 - 8) Right after you complete all the submission processes, our submission system will send you an E-mail with the **completion notice**. This E-mail is only to notify you that you have successfully completed the submission of your manuscript. **Within a few days, you will then receive another E-mail**, stating the status of your submission, from the Editorial Office.

6. Manuscript receiving procedure

- 1) When your submission is received by the Journal, an E-mail stating the **Manuscript Number** and **Date Received** will be sent to you.
 - If the **modification of the Submission form**, the **replacement of the uploaded file(s)**, or both are required on the received manuscript, the Editorial Office will ask the author to modify/replace them.
- 2) Thereafter, the **Manuscript Number** will also be your **User ID** along with the Temporary Submission Code. Please keep a record of it.
- 3) If your manuscript is **not received** by the Journal, an E-mail stating the reason why will be sent to you. When the improvement of a flaw is requested from the Journal, submit the improved manuscript from the beginning as a **new submission**.

7. Functions on the pages of “After New Submission” for the author

Select “Submission” on the journal top page and then click this menu.

You need a **User ID** (Manuscript Number or Temporary Submission Code) and the **password** you have registered on submission (case sensitive; e.g., capital letters must be entered as capitals) to perform the following functions:

- 1) **Checking the status of your manuscript**
- 2) **Modifying password:** you can change your password any time you need to.
 - In case you **forget your password**, contact the Editorial Office. The Office will provide you with a new password and send it to you by either postal mail or FAX.
- 3) Request for the “**Submission form modification**”
- 4) Request for the “**File replacement**”
- 5) Submission of the **revised manuscript**
 - In the “File upload” page, upload **the revised manuscript, the replies to the Reviewers** (into the “Response Sheet”), and other comments including **a reply to the Editor** (into the “Covering Letter”).

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