

DMPK Instruction to Authors for Electronic Submission

The **DRUG METABOLISM and PHARMACOKINETICS** web-based manuscript submission and handling system (**Manuscript Central (MC)**) was launched April 1, 2006. All manuscripts can now be submitted using this system. Accordingly, please note the changes in the submission and reviewing processes that are incorporated in the "Submission of Manuscripts" section.

Instruction to Authors

Drug Metabolism and Pharmacokinetics is an official journal of the Japanese Society for the Study of Xenobiotics (JSSX). The journal will accept original and innovative submissions in English on the understanding that the work is unpublished and is not being considered for publication elsewhere. *Drug Metabolism and Pharmacokinetics* replaces the JSSX's previous journal, *Xenobiotic Metabolism and Disposition*.

Scope of submitted manuscripts

In this journal, drugs are broadly defined as drugs which include medicinal, environmental and agricultural chemicals. To reflect the broad scope, the journal is organized into sections as follows:

- Drug metabolism/Biotransformation
- Pharmacokinetics and pharmacodynamics
- Toxicokinetics and toxicodynamics
- Drug-drug interaction/Drug-food interaction
- Mechanism of drug absorption and disposition (including transporter)
- Drug delivery system
- Clinical pharmacy and pharmacology
- Analytical method
- Factors affecting drug metabolism
- Expression of genes for drug-metabolizing enzymes
- Pharmacogenetics

Type of manuscripts

The journal publishes Regular Articles, Notes, Short Communications, Reviews, SNP Communications, Letters to the Editors and Commentaries. With the exception of Reviews, manuscripts are reviewed anonymously by at least two independent referees among the editorial members, whose comments will form the basis of the final decision by the editor. Review articles are generally invited or recommended by the editorial board, and checked by one or two anonymous referees especially designated by the editorial board.

1. **Regular Articles.** New, significant, innovative, and original findings are suitable as Regular Articles.

2. **Notes.** Papers containing new facts and important data derived from incomplete or partial studies may be suitable as Notes. In general, the papers should not exceed 4 printed pages.

3. **Short Communications.** Short Communications should contain new and important information which has not been published and for which urgent publication is desirable. Short communications should be divided into the same sections as full papers, but the *Results and Discussion* sections may be combined at the discretion of the authors. Short Communications are subject to the same review process as full papers. The total length of a Short Communication may not exceed 8 double-spaced typewritten pages, with each figure and table counting as one page. Short Communications should be submitted together with an explanatory statement justifying the need for urgent publication.

4. **Reviews.** Reviews are submitted by invitation or recommendation from the editorial board. Contemporary reviews on topics of interest covering the more recent aspects of a subject in the area of interest will be published. These may be critical reviews that present the authors' review of the current state of the subject or prospective articles intended to stimulate discussion and research.

5. **SNP Communications.** **SNP Communications A:** The aim of **SNP Communications A** is to distribute fairly firm information on the "new" SNPs of the genes encoding proteins related to xenobiotic metabolism and disposition. Those SNPs that have never been submitted in databases such as CYP nomenclature (<http://www.imm.ki.se/CYPalleles/>), arylamine N-acetyltransferase nomenclature (<http://www.louisville.edu/medschool/pharmacology/NAT.html>), transporter nomenclature (http://www.gene.ucl.ac.uk/cgi-bin/nomenclature/search_genes.pl?field=symbol&m) and Japanese SNPs (<http://snp.ims.u-tokyo.ac.jp/>) will be considered for **SNP Communications A**.

The information on SNPs need not necessarily be accompanied by functional analysis of the SNPs. However, the alternation of protein or gene function possibly produced by the SNPs is preferred to be discussed in the text. Data on functional alteration associated with the SNPs may be submitted to other journals, probably as a full paper. Total length of SNP Communications should be 2 to 4 double-spaced type-written pages, with a description of the location of the SNPs respect. Authors are advised to visit a Website (http://archive.uwcm.ac.uk/uwcm/mg/docs/mut_nom.html) for definition of numbers of nucleotides in a gene and description of nucleotide and amino acid changes. For description of the gene name of respect, accession number for it assigned by National Institute of Biotechnology Information (NCBI) must be provided with the gene name given by NCBI database. Data on SNPs to be submitted should be accompanied by data on its frequency and the source of the SNPs (i.e. popu-

lation etc.).

The SNPs of respect should be described together with the surrounding sequences of at least 25 base pairs with the gene name and the gene's accession number. Authors are encouraged to give a particular number for the SNP to be submitted using the date of submission, characters related to the author's last name and consecutive numbers for the SNP (such as "110701SatohK001").

Below is an example of the minimum requirement for SNP data submitted to **SNP Communications A**. SNP:110701SatohK001;GENENAME:CYPXXX;ACCESSION NUMBER: NT_026015; LENGTH: 101; 5'_ASSAY: GGCTGCGAAGGTATTTCCATCGAC-CAGTGCCGGGATAGGGGGGGATCTGA; OBSE- RVED: C/T; 3'_ASSAY: CTAATTTGTCTGGGCAA- GTGGCTAGTGGTGAGTTTCTGATCGGAT- TGAAG

SNP Communications B: The aim of **SNP Communications B** is to provide information on the ethnic differences in the frequency of "known" SNPs for the genes related to xenobiotic metabolism and disposition. In this category of SNP Communications, SNPs are confined to those which have been demonstrated to cause functional alternation of proteins or genes by in vitro or in vivo study, but the information on their frequencies in different ethnic populations has been limited. The frequency of SNPs is encouraged to be determined from at least 50 subjects. Total length of **SNP Communications B** is no more than 4 double-spaced type-written pages plus one table or figure. Manuscripts should not be divided into sections except for references.

6. Letters to the Editor. Letters to the Editor typically should address issues concerning recently published information in Drug Metabolism & Pharmacokinetics. A Letter to the Editor must reference the original source, and a Response to a Letter must reference the Letter to the Editor in the first few paragraphs. Letters to the Editor can use an arbitrary title, but a Response must cite the title of the Letter: e.g. Response to [title of Letter]

7. Commentaries. Commentaries typically highlight findings or topics appeared in Drug Metabolism & Pharmacokinetics in a wider scientific context.

Submission of manuscripts

For precise speeding-up of the overall review process, beginning April 1, 2006, new submissions to **DRUG METABOLISM and PHARMACOKINETICS** should be sent using the MC at the URL, <http://mc.manuscriptcentral.com/dmpk>. Although electronic submission of manuscripts via MC is strongly recommended, authors have the option to submit their entire manuscripts and/or illustrations via conventional postal service to the Editorial Office of *Drug Metabolism and*

Pharmacokinetics. You should prepare the following print-outs and electronic file(s) via conventional postal service: manuscripts (one original and three copies) which are produced by a standard word-processing format (Microsoft Word is preferred) or by PDF format should be submitted with diskettes including text and figures/tables (labeled with the date, the first author's name, the software, disk format, and hardware used) to:

Editorial Office of Drug Metabolism and Pharmacokinetics

The Japanese Society for the Study of Xenobiotics (JSSX)

International Medical Information Center

Shinanomachi Rengakan, 35 Shinano-machi Shinjuku-ku

Tokyo 160-0016, JAPAN

TEL: +81-3-5361-7075 FAX: +81-3-5361-7091

E-Mail: dmpk@imic.or.jp

You should prepare the following electronic file(s) for each electronic submission:

- Main document containing Title page, Abstract, Text, References, and Figure legends.
- Illustrations including Figures and/or Tables (each table with its own legend).
- Supplemental material, if any, to be published online only (this is optional and should be kept to a minimum).

Your text and figure file(s) will be automatically converted by MC into HTML and PDF documents so that they can be viewed and printed for peer reviewing. Please be sure to verify that the PDF and HTML files are satisfactory to you.

NOTES ON ELECTRONIC SUBMISSION for details.

If you are submitting color figures or continuous-tone prints (photomicrographs, etc.), you can choose to send the following material via conventional postal service.

- Two complete sets of high-quality illustrations to be processed for electronic reviewing as well as for publishing.

Contact the MC Support Desks if you are having trouble accessing the system; the Editorial Office of Drug Metabolism and Pharmacokinetics for general questions; or questions to the office of the appropriate Editor (called *Admin Center* in MC) concerning your manuscript.

Manuscript Central (MC) Online Submission System for Drug Metabolism and Pharmacokinetics

<http://mc.manuscriptcentral.com/dmpk>

Manuscript Central Support Desk for Drug Metabolism and Pharmacokinetics (Japan)

e-mail: dmpk-mcsupport@kyorin.co.jp

Phone: 03-3910-4517 fax: 03-3949-0230

Open weekdays from 9:00 A.M. ~ 12:00/1:00 P.M.
~ 5:00 P.M. JST (+9 GMT)

Manuscript Central Support Desk for Drug Metabolism and Pharmacokinetics (International)

e-mail: Support@ScholarOne.com

phone: +1-434-817-2040 ext. 167

Open weekdays from 3:00 A.M. ~ 5:30 P.M. EST
(-5 GMT)

NOTES ON ELECTRONIC SUBMISSION

Submission via MC

Please refer to the online instructions and help menus at **MC** (click the *Get Help Now* tab at the top of the page). “Author Quick Tutorial” and “Online Users Guide” are especially helpful.

File formats

You should NOT submit PDF file(s) converted from your original document and image files, because the uploaded files will be automatically converted by **MC** into HTML and PDF documents. The main document should be prepared in Microsoft Word 6.0 or a later version. Files prepared in other word-processing packages should be saved in rich text format (RTF). The recommended formats for image files are TIF, EPS, PSD (Adobe Photoshop), and AI (Adobe Illustrator). The color mode should be set to CMYK, not RGB. The resolution should be a minimum of 1,200 dpi for monochrome (B&W) line art, and 300 dpi for grayscale images and color halftones. All graphics should be submitted at their actual size or larger so that it can be scale down to fit single (84 mm) or double (176 mm) column widths without loss of resolutions. Appropriately sized numbers, letters, and symbols should be used so they are no smaller than 2 mm in size after reduction. Superscript and subscript characters are not excluded from this rule. Although JPG, GIF, and PPT (Microsoft Power Point) files are also acceptable, we cannot guarantee the quality of final images online as well as in print. You should avoid the BMP format. The preferred software for tables is Microsoft Excel (save each table in a file with single worksheet; multisheet Excel files are not acceptable). You will find useful information about Digital Art at <http://cadmusknowledgeworks.com/da>. Please note that the combined size limit for all uploaded files is 30 MB. If your files exceed this size limit, please consider submitting illustrations stored in media such as CD via conventional postal service. Make sure that you complete the “Files to be sent in off-line” section during your submission via **MC**.

Supplemental material

Authors may submit supplemental material, if any, for on-line publishing only (this is optional and should be kept to a minimum; the maximum permitted is eight files of up to 5 MB each, with the total file size not exceeding 10 MB). All supplemental material must be peer-reviewed and approved by the Editors in order to be published online. Once an issue is available online, the supplemental material automatically becomes available to the readership. The following file extensions are acceptable for supplemental material: html, jpg, mov, mpg, avi, pdf, xls.

For review and posting purposes, each submission of supplemental material must include both the data and a corresponding legend. Authors should also state in their cover letter that they have supplied supplemental material with their manuscript submission. Authors are welcome to contact the Editorial Office for further details.

Form of manuscripts for Regular Articles and Notes

Manuscripts should be typed double-spaced on one side only of 21 cm × 29.6 cm paper with 3 cm margins all around. Manuscripts should contain the following sections in the order listed. Each section should begin on a new page and all pages should be numbered consecutively.

1. **Title page.** This should contain the complete title of the article, the names of all authors, and the primary laboratory of origin. Financial support for the research should be indicated as an unnumbered footnote to the title.
2. **Running title page.** The running title page should contain the following:
 - a) A running title, which conveys the sense of the full title (not to exceed 60 characters, including spaces and punctuation).
 - b) The name, address, telephone and fax numbers, and e-mail address of the corresponding author.
 - c) The number of text pages, and the number of tables and figures.
3. **Abstract.** The abstract of about 200 words should concisely present the hypothesis being tested, general methods, results and conclusions.
4. **Key Words.** A list of 5–10 key words is to be listed directly below the abstract. Key words should express the precise content of the manuscripts.
5. **Introduction.** This section, which has no heading, must contain a clear statement of the aims of the work or of the hypotheses being tested.
6. **Methods.** This section should contain explicit, concise descriptions of all new methods or procedures employed. Whereas modifications of previ-

ously published methods must be described, commonly used procedures require only a citation of the original source. Descriptions of methods must be sufficient to enable the reader to judge the accuracy, reproducibility and reliability of the experiments. The name and location (city and state or country) of commercial suppliers of the chemicals, reagents and equipment must be given.

7. **Results.** Contained in this section are the experimental data, with no discussion of their significance. Results are typically presented in figures or tables, with no duplication of information in the text. Magnitudes of variables reported should be expressed in numerals. Sufficient data should be presented to allow for judgment of variability and reliability of the results. Statistical probability (*p*) in tables, figures, and figure legends should be expressed as **p* < 0.05, ***p* < 0.01, ****p* < 0.001.
8. **Discussion.** Conclusions drawn from the results presented are included in this section. Whereas speculative discussion is allowed, it must be identified as such and be based on the data presented.
9. **Acknowledgments.** The acknowledgment section is placed at the end of the text. Personal assistance is noted here; however, financial support is acknowledged as an unnumbered footnote to the title.
10. **References.** References should be typed double-spaced on a separate page and numbered consecutively in the order in which they are cited in the text. Cite in the text by the appropriate Arabic numeral enclosed in parentheses, e.g., (1) or (2-5). Journal titles should be abbreviated according to the latest citation of *Chemical Abstracts Service Sources Index* or *Index Medicus*. References to personal communications, unpublished observations, and papers submitted for publication are given in parentheses at the appropriate location in the text, not in the references.

The format for journal article, chapter and book reference is as follows:

Journal article

1. Pan, B.-F., Dutt, A. and Nelson, J.A.: Enhanced transepithelial flux of cimetidine by Madin-Darby canine kidney cells overexpressing human P-glycoprotein. *J. Pharmacol. Exp. Ther.*, 270: 1-7 (1994).

Contribution book

2. Audus, K.J., Rose, J.M., Wang, W. and Borchardt, R.T.: Brain microvessel endothelial cell culture systems. In Pardridge, W.M. (ed.): *Introduction to the Blood-Brain Barrier: methodology, biology and pathology*, Cambridge, Cam-

bridge University Press, 1998, pp. 86-93.

Book

3. Chow, S.-C. and Liu, J.-P.: *Design and Analysis of Bioavailability and Bioequivalence Studies*. New York, Marcel Dekker, Inc., 1992, pp. 353.

11. **Footnotes.** Footnotes should be listed on a separate page and presented in the following order:

- a) Unnumbered footnote providing the source of the thesis information, citation of meeting abstracts where the work was previously presented in whole or in part, etc.
- b) Numbered footnotes, using superscript numbers, beginning with those (if any) to authors' names and listed in order of appearance.

12. **Tables.** Each table must be double-spaced and begin on a separate page. The tables are numbered consecutively with Arabic numerals. A brief descriptive title is provided at the top of each table. General statements about the table follow the title in paragraph form. Footnotes to tables are referenced by italicized lower case superscript letters (*a*, *b*, *c*, etc.) and defined beneath the table.

13. **Legends for figures.** Figures are numbered consecutively with Arabic numerals, with each one displayed on a separate page. Legends must provide sufficient explanation for the reader to understand the figure independent of the text.

14. **Figures.** Illustrations should be submitted as glossy photographs, original India-ink drawings, or high-resolution laser printer output.

15. **Abbreviations.** All nonstandard abbreviations and acronyms should spelled out at the point of first use in the abstract and the body of the text, followed by the abbreviations in parentheses. Thereafter, the abbreviations may be employed. Units will be in general accordance with the International Systems (SI) as adopted by the 11th General Conference on Weights and Measures.

Ethics in animal and clinical investigations

Investigations using experimental animals must state in the Methods section that the research adhered to the "Principles of Laboratory Animal Care" (NIH publication #85-23, revised 1985). Investigations with human subjects must state in the Methods section that the research followed the tenets of the Declaration of Helsinki promulgated in 1964 and was approved by the institutional human experimentation committee, or equivalent, and that informed consent was obtained.

Page and illustration charges

Authors are assessed 4,000 Japanese yen per printed

page. Authors will receive with their page proof a request for information concerning such charges. Charge may be modified without preliminary announcement. The cost of color illustrations will be assigned to the authors. Fifty reprints of each article (without covers) are supplied free of charge. Additional reprints are available to authors, and order forms with the current price schedule are sent with proofs.

Miscellaneous

- Revised manuscripts should be returned to the associate editor within 2 months, otherwise they will be treated as new submissions.

- The author is given an opportunity to proof the galley of an accepted manuscript. Major changes at this time are not permitted.

After acceptance

Authors who submitted their manuscripts by conventional postal service should submit electronic diskettes of the final version of the manuscript along with the

original and one copy of the printed manuscript. Authors should provide a disk that is labeled with the receipt number, the date, the first author's name, the file name, the software, disk format, and hardware used. Any discrepancy between the disk and the hard copy will result in a delay of publication.

The 3 1/2-inch disk size should be used. Disk must not be write-protected. All sections of the paper should be in a single file, in the order specified elsewhere in these instructions, including tables.

The authors agree that, if the work is accepted for publication, they will transfer the copyright in it exclusively to JSSX, including the right of reproduction in all forms and media, whether now known or hereafter developed, and the right to include it in collections and databases. For authors who have submitted by electronic submission, send the Copyright Transfer Form (It can be found in the 'Instruction & Forms' tab) to the editorial office. Please also send the Reprint order form (this can also be found in the 'Instruction & Forms' tab) after you receive your galley proof.