

Instructions for Manuscript Preparation

Advanced Biomedical Engineering

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1. Format

Use a page size corresponding to A4. Start the title page and abstract from the first page, followed by the main text from the next page. The margins should be 25 mm at the top, 20 mm at the bottom, and 15 mm on the right and left. One page should consist of 60 or 70 lines.

Use a font size of 10.5 point in the main text. The standard font is Times New Roman for regular letters and Arial for bold letters. For details, refer to the attached template.

Format the title page and abstract in single column, and the main text in double column.

Authors should use the template provided with this document.

2. Title page

On page 1 of the manuscript, enter the title of the manuscript, names of authors, and affiliations. Leave the dates of receipt and revision blank for entry by the editorial office. The title should be concise. If the title exceeds 50 characters including spaces, add a shortened title following the example given in the template.

(Example)

A Recording and Processing Method for Manual Tracking of Two Dimensional Visual Target

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A Method for Manual Tracking (abbreviated title)

3. Abstract

- 1) For Original Papers, Research Letters, and Technical Notes, an abstract should be written after the title. The abstract should be no longer than 350 words.
- 2) The abstract should be written in a way that the main contents and conclusion of the paper are understandable as a stand-alone document. Do not cite figures, tables or references in the abstract. Since abstracts may be reprinted unmodified in abstracting journals or database, write the abstract accurately and carefully. Also, a structured abstract is not accepted due to the limited space for abstract.
- 3) Provide up to five keywords below the abstract.

4. Main Text

- 1) Start the main text on a new page after the abstract.
- 2) Number headings as follows:
 - Number headings of sections consecutively as 1., 2.,, and center the heading.
 - Number headings of subsections consecutively as 1.1, 1.2, and left justify the heading. Start the text on the next line.
 - Number headings of further subsections consecutively as 1.1.1, 1.1.2, and left justify the heading. Start the text on the next line.
 - Number headings of items consecutively as 1), 2), and left justify the heading. Start the text after leaving one space.
- 3) For studies conducted on animal or human subjects, include statements concerning ethical consideration.

Example 1): This study was conducted in accordance with the ethical principle of Helsinki Declaration, and after obtaining informed consent from each subject. The study was approved by the (ethics committee) of (the affiliated institution).

Example 2): This study was conducted in accordance with the Fundamental Guidelines for Proper Conduct of Animal Experiment and Related Activities in Academic Research Institutions (Ministry of Education, Culture, Sports, Science and Technology, Notice No. 71). The study was approved by the (ethics committee) of (the affiliated institution).

Example 3): This study was conducted in accordance with the Ethical Guidelines for Human Genome/Gene Analysis Research by the Ministry of Health, Labor and Welfare, and was approved by the (ethics committee) of (the affiliated institution).

(): Enter the names of the institution and the committee as appropriate.

- 4) Report data in SI units as far as possible.
- 5) Use italic font style for symbols expressing quantities. Use upright font style for units and symbols of elements.
- 6) The hierarchy of brackets is [{ () }].
- 7) Write the manuscript as concisely as possible. Avoid lengthy presentation of equation conversions and experimental data.

5. Footnotes and References

- 1) Indicate footnote by symbols such as ¹ and ², and write the footnote at the bottom of the manuscript paper. Footnote should be kept to an absolute minimum.
- 2) Cite references in numeric order by order of mention in the text, and indicate as [1], [3, 5], or [7–10] at the place of citation. Display a list of references at the end of the text.
- 3) List the surnames and initials of all authors in the reference list. Give reference titles in full without shortening. Write volume number in bold letter. For details, see the following examples.

Article in journal:

- [1] Kohne KH, Berstein R: Shading 3D-images from CT using gray-level gradients. IEEE Trans Med Imag. **MI-5**(1), pp. 45–47, 1986.

Book:

- [2] Born M, Wolf E: Principles of Medical Engineering, 2nd ed. Pergamon Press, New York, pp. 69–94, 1988.

Chapter in book:

- [3] Chandler S: Adaptive model control applied to real time blood pressure regulation. *In*: Black C ed. Pattern Recognition and Machine Learning, McGraw-Hill, Berlin, pp. 310–324, 1985.

Proceedings and others:

- [4] Heel N: Automated blood pressure control using a self-tuning regulator. Proc of NCGA'S Computer Graphics Conference '87, Vol. 2. Am Med Eng Soc. New York, pp. 152–161, 1988.

Patents:

- [5] White AG: US Patent No. 1234567. 1982.

On-line article:

- [6] Web page producer or author (for PDF, etc.): Name of web page or name of document (for PDF, etc.). <<http://www.xxxx.com/yyy/bbb.htm>> [accessed on March 8, 2001]

- 4) References are restricted to published papers that can be searched generally. Avoid references that are difficult to access or not searchable. (Examples of documents that cannot be cited as reference: company data, unpublished paper, unpublished thesis, private letter, catalogue)

6. Figures, Photographs and Tables

- 1) Characters in figures, photographs, and tables should be uncapitalized in principal.
- 2) Do not display figures, tables and photographs on separate pages. Embed in the text at appropriate locations in appropriate sizes, anticipating the appearance on printed pages.
- 3) Number the figures and photographs in numeric order by order of mention (for example; Fig. 1, Fig. 2) and number tables similarly (for example; Table 1, Table 2).
- 4) Place the figure title below the figure, and the table title above the table.

7. Supplemental Materials

The limitations for supplemental materials are as follows.

- 1) The maximum file size of one unit of supplement material is limited to 50 Mbytes.
- 2) The maximum total file size of all supplemental materials is limited to 50 Mbytes.
- 3) The acceptable file formats for supplemental materials are image, video, audio, text and Excel files for general use. However, if the contents of the supplemental material cannot be replayed or viewed at the editorial office, then a request may be made to change the file format.
- 4) Binary file and archive file are not acceptable as supplemental material.

8. English Editing

The author should attach a certificate of English editing provided by a professional English editing company or a specialist of English technical writing in your institute or university. The invoice or a signed form by the specialist is acceptable.

One of the authors can edit their manuscript if he/she is familiar with submission of English scientific articles. In this case, the author should provide two or three English articles in which he/she is the first or corresponding author to confirm his/her English proficiency.

9. Author's Proofreading

Author's proofreading is done only once. During this process, corrections other than typographical error and corrections of illustrations are not permitted. Return the galley proof within two days of receipt. In the case of delay, proofreading of the editorial office will be regarded as final.

10. Retraction of Submitted Manuscript

- 1) For a manuscript that is returned to the authors for revision or other reasons during the review process, if no response is received after three months, then the submission is considered to be retracted in principle. The date is subject to be changed if the editorial office specifies.
- 2) If due to unavoidable circumstances, a manuscript already sent for printing is retracted by the author, then the author should bear all the costs incurred.

11. Submitting a Manuscript

Prepare the manuscript, complete all the necessary entries in the Submission Form, and make the Statement of Submission, then those are submitted electrically via

<http://www.editorialmanager.com/abe/default.aspx>

Please contact the editorial office if you have any questions.

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Submission Form

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* Receipt №: _____

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1. Category of manuscript (erase unnecessary categories)

[Review • Original Paper • Research Letter • Technical Note]

2. Title

3. Name(s) of author(s) (indicate the corresponding author with a circle at the top left)

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6. Is the manuscript prepared according to Instructions for Manuscript Preparation? In particular, check the following items and tick if applied.

- The references have been formatted as described in Instructions for Manuscript Preparation.
 The template is used to prepare this manuscript.

7. The manuscript should be edited to ensure a proper English technical document.

- You have attached a certificate of English editing.

If one of the author edited the manuscript,

- You have attached 2 or 3 English articles in which the author is the first or corresponding author.

8. Has any part of the manuscript been published in or submitted to other journal, book, or proceeding?

[Yes • No]

If published or submitted, specify the detail of the manuscript, and attach documentation showing permission. You need not attach permission document in case of manuscripts published in or submitted to the journal or proceeding of Japanese Society for Medical and Biological Engineering.

9. Are figures with copyrights owned by organizations other than the author and the Japanese Society for Medical and Biological Engineering being used?

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10. Ethical issue is important. Please check the following items.

Does your university or institute have an ethics committee?

[Yes • No]

You have stated ethical consideration in the manuscript appropriately.

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Is supplemental material attached?

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If supplemental material is attached, reply or tick all the items below.

For each supplemental material, specify the file name, file format, and whether peer review is desired.

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The file size of any one supplemental material is 50 Mbytes or below.

The supplemental material contains no binary file.

The supplemental material contains no archive file.

English is used in the supplemental material.

The supplemental material has been edited for English.

A certificate of English editing for the supplemental material is attached to the submitted manuscript.

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