1. Article categories and Journal aims

The editorial board of the *Journal of Medical English Education*, the official publication of the Japan Society for Medical English Education (JASME), invites submissions of articles relevant to the overall theme of English education for medical purposes. Articles are published under the following categories: Special Article, Original Article (research), Original Article (teaching methods), Short Communication (research), Short Communication (teaching methods), and Letter. Special Articles may be submitted by invitation only. Transcripts of addresses by guest speakers and symposium participants at annual JASME conferences also fall under the category of Special Article.

2. Preparing the manuscript

2.1. Articles may be submitted either in English or Japanese.

2.2. Articles should be submitted as MS Word documents.

2.3. Articles should be double spaced (25 to 26 lines per A4 page) and written in a 12-point serif font (Century, Times New Roman, etc.). Margins should be set at 30 mm left and right, and 25 mm top and bottom. The maximum acceptable length is 24 pages, including the title page, main text, figures, tables, and references.

2.4. All pages should be numbered consecutively, beginning with the title page as p. 1, and including each page that contains tables or figures.

2.5. Manuscripts should be submitted in normal page layout.

2.6. Footnotes (*op. cit.*, *ibid.*) should not be used.

3. Title Page

Order of information on the title page:

3.1. A concise, informative title, centered near the top of the page. If the title extends to two lines, the first line should be slightly longer than the second. Avoid abbreviations and formulae where possible. Only the first word and proper nouns should be capitalized. A subtitle is not desirable, as the key information should be included in the main title.

3.2. Authors’ names and affiliations. Write the full names of all authors (first name followed by surname, with the surname in capital letters), without academic degrees, in the order agreed upon by the authors. Use asterisks to identify the institutions the authors belong to; place these after each author’s name and after the comma (example: Jun SUZUKI,* Arnold PALMER,** Helen KELLER*). Include the full names of the institutions and departments the authors belong to, together with the relevant cities and prefectures (states/countries if outside Japan). If authors are from different institutions, put the appropriate number of asterisks before the institution name. Example:

*English Department, ABC Medical University, Sapporo, Hokkaido
**School of Nursing, XYZ Medical University, Takasaki, Gunma
3.3. **Key words.** Include a maximum of six key words or short phrases to help in indexing the article.

3.4. **Corresponding author.** Write the name of the author (with job title and degrees, e.g., Professor, M.D.) who will handle correspondence throughout the editorial process, together with affiliation, full address, telephone and fax numbers, and e-mail address.

3.5. If any part of the paper has been presented either orally or as a poster at any academic meeting, include the title of the meeting, sponsoring organization, exact date(s) and the city where the meeting was held at the bottom of the title page.

4. **Abstract**

4.1. The abstract should not exceed 250 words (about one A4-size page).

4.2. State the background of the study in one or two sentences (see 7.3 below), its objective in one sentence, and then describe the methods (study design, study population, protocol) in the past tense, the results (main findings or major contribution) in the past tense, and finally the conclusions (or recommendations) in the present tense.

5. **Format**

5.1. Use either American or British spelling, but do not mix the two.

5.2. Indent the first line of each new paragraph.

5.3. Abbreviations should be kept to a minimum and spelled out at first mention, giving the full term first, followed by the abbreviation in parentheses. Example: *English as a foreign language (EFL)*. Standard metric units (mm, cm, $\mu$L, L, mg) can be used without definition but must be accompanied by a numeral: symbols and metric units do not take a period. Common units such as sec, min, h (do not use plural forms) are used only in combination with a numeral. Example: *The test lasted 80 min*, but *not* *The test lasted several min*. Abbreviations that can be confused with existing words, such as in. for inch, require a period.

5.4. Reference citations should be entered as superscript numbers matching the numbers in the References section of the paper. They should be placed without parentheses and after the comma or period at the end of a sentence, the end of a paragraph, or the end of a quotation. If more than one is used, they should be separated by commas but not by spaces.

5.5. Do not use the Harvard system (also known also as the American Psychological Association [APA] system), i.e. author-and-date citation in parenthesis.
6. **Japanese articles**

For Japanese text, 10.5-point or 11-point fonts may be used throughout the manuscript. Otherwise, the English guidelines should be followed. The abstract should be presented in English only. The following should also be provided in English: (1) a translation of the title (placed after the Japanese title), (2) authors’ names (placed after the names written in Japanese), (3) names of institution(s) and department(s) (below the same author affiliation(s) in Japanese).

7. **Arrangement of the article**

7.1. Divide the article into clearly defined and/or numbered sections. Subsections may be numbered 1.1 (then 1.1.1, 1.1.2), etc.

7.2. Each subsection should be given a short heading. Subsections are helpful for cross-referencing within the paper. Instead of writing, for example, . . . as mentioned above, guide the reader by writing . . . as mentioned in 1.1.3, or . . . as aforementioned (1.1.3), or . . . as explained under Evaluation above.

7.3. Introduction: First, give the general topic or territory of the research in one or two sentences. Example: *Helping students hone their English listening skills is a perennial problem for teachers, especially for those teaching medical students.* Next, explain your rationale and lead up to the problem the paper is addressing; then state the objective of the research or of your classroom approach. References can be included in the introduction, but subheadings may not (any perceived need for subheadings in the Introduction indicates that it is too long).

7.4. Methods: In the past tense, briefly describe the study design or classroom trial. State explicitly what was done, how many students were involved, what academic year they were in, what materials were used, and how long the study took. Subheadings may be helpful in a lengthy methods section.

7.5. Results: These may be combined with the discussion as a single section of the paper if the author wishes. Each result should be presented in the past tense, but the discussion and generalization of the results should be in the present or present progressive tense.

7.6. Conclusion: The conclusion should normally constitute the last subsection or final paragraph of the discussion, but it may be presented separately. It should not merely repeat the results but rather state the implications of the results.

7.7. Acknowledgments of help with data collection, analysis, manuscript preparation, or grants should be inserted between the main text and the references.

7.8. Figure legends, tables, and figures (in that order) may be presented together at the end of the article, provided their intended location is clearly indicated in the text. Number the tables consecutively in the order they are mentioned in the text, and give each a short title. Place table footnotes immediately below the table. Vertical lines should not be used in tables unless absolutely necessary. For figures embedded in the text, put the figure number and legend beneath each figure.

8. **References**

- 3 -
8.1. Switch off automated reference managers, such as EndNote, ProCite or any other software you may have used, to allow the editors to make any adjustments that are necessary.

8.2. Use the Vancouver style for referencing. For details, please consult the following:
   http://www.biomedicaleditor.com/vancouver-style.html; or

8.3. Referencing Japanese articles in an English paper: Japanese articles should preferably be referenced with the authors’ names in Roman letters and an English translation of the title, with *In Japanese* inserted at the end, as in Example 1 below. However, both the authors’ names and article titles may alternatively be entered in Japanese, as in Example 2. Japanese entries in the references should be listed either in order of citation or in the alphabetical position they would occupy if the name of the first author were written in Roman letters.


8.4. Numbered references to personal communications or unpublished works are not acceptable.

9. Submission of the paper

9.1. Manuscripts are considered for publication on the understanding that they have been submitted solely to the *Journal of Medical English Education* and that all pertinent sources of support and information have been acknowledged. Submission of an article implies that the work has not been published elsewhere (except perhaps as an abstract in a conference program or proceedings) and that the work does, in fact, belong to the author(s) named on the title page.

9.2. Manuscripts should preferably be submitted as e-mail attachments to <jasmee@medicalview.co.jp>.

9.3. If e-mail submission is impossible, the relevant files should be sent by post on a CD-ROM together with three printed copies of the article to:

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   These materials will not be returned unless a return envelope and sufficient postage are enclosed.

9.4. A completed *Submission Consent Form* must be signed by all authors and sent to the address given in 9.3 above by regular post. A blank form can be found near the end of
each issue of the Journal.

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10. **Student submissions**

10.1. Articles by students will be considered on a limited basis. All manuscripts are subject to the Guidelines for Authors, and the title page must include the name and contact details of a teacher, possibly a coauthor, who will serve as the contact person throughout the editorial process and even after the student authors have graduated.

10.2. Articles by student associations must include on the title page the name and contact details of a teacher and/or other contact person who can be reached for consultation even after any student authors have graduated.

11. **Review of Manuscripts**

All manuscripts except Special Articles will be evaluated by two reviewers appointed by the editors. The Editorial Board is responsible for selecting reviewers, whose recommendations are an important part of the reviewing process.

12. **Proofreading**

Galley proofs of accepted manuscripts will be sent to the authors shortly before publication of the Journal. Any errors should be corrected by the authors and the proofs returned to the JMEE Office.

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