The Journal of Hepato-Biliary-Pancreatic Sciences
INSTRUCTIONS FOR AUTHORS

UPDATE

• After 1 August 2019, all new submissions should be made via a new online submission site and the certification and the conflict of interest disclosure forms are no longer required. New online submission site: https://mc.manuscriptcentral.com/jhbps

• Updates on “8. PREPARATION OF MANUSCRIPTS”

• From December 2016, based on the update of Helsinki declaration in 2013, all retrospectively and prospectively designed study which began the study after 1 September 2014 must have the official approval from an appropriate ethical committee. The authors must state the approval number in the method section.

• It is recommended to have the recognition of the institutional reviewer board if possible for retrospectively designed studies which began the study before 1 September 2014. All retrospective study which began their study after 1 September 2014 must write the approval number of the institutional reviewer board in the method section.

• Scientific Fraud and Ethical misconduct
In cases of suspected scientific misconduct (fabrication or falsification of data, double publication, duplicate submission, plagiarism, salami slicing), the journal will conduct a preliminary investigation according to the COPE guidelines https://publicationethics.org/resources/guidelines. In case of serious scientific misconduct and ethical breach, the journal might contact the corresponding author’s institution and funding agencies. Editors of JHBPS will consider suspending submission of any papers by the offending authors for a period of 1 year or longer depending on the circumstances of each case.

1. GENERAL
The Journal of Hepato-Biliary-Pancreatic Sciences (JHBPS) publishes original English-language articles dealing with clinical investigations and basic research on all aspects of hepatic, biliary and pancreatic fields. Coverage includes Original Article, Review Article, Special Report, Rapid Communication, Images of Interest, How I do it, and Letters to the Editor and comments on the journal’s policies or content are also included.

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3. PREREQUISITES FOR PUBLICATION
The editors of JHBPS abide by the recommendations formulated by the International Committee of Medical Journal Editors (ICMJE, www.icmje.org).

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors (www.icmje.org).

The main text file should be prepared using Microsoft Word, double-spaced, on one side only of A4 paper. The top, bottom and side margins should be 30 mm. All pages should be numbered consecutively in the top right-hand corner, beginning with the first page of the main text file.

Each figure should be supplied as a separate file, with the figure number incorporated in the file name. For submission, low-resolution figures saved as .jpg or .bmp files should be uploaded, for ease of transmission during the review process. Upon acceptance of the article, high-resolution figures (at least 300 d.p.i.) saved as .eps or .tif files should be uploaded. Digital images supplied only as low-resolution files cannot be used.

4. REGISTRY OF RESEARCH STUDIES INVOLVING HUMAN SUBJECTS
Following the update of Declaration of Helsinki (Fortaleza, Brazil, October 2013), every research study involving human subjects must be registered in a publicly accessible database before recruitment of the first subject. Thus, any research project that assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome must be registered before recruitment of the first subject. The authors must describe the registration number of the registry in the method section of their study. The above policy applies to every research study which began with enrollment of patients after 1 September 2014. If authors are considering submitting a non-registered prospectively designed research study, please explain the reason why it has not been registered. For manuscript submitted before 31 August 2014, the former policy will be applied which required that only Clinical Trials must be registered. Thus, all Clinical Trials which started after 1 January 2009 must provide the unique registration number at the end of the abstract of the manuscript.

Registration of retrospective studies is recommended but not required; however, authors must have the official approval from an appropriate ethical committee at submission of the study and must describe the approval number in the method section of their study.

Research studies mentioned above should be registered in one of the registries approved by the ICMJE.
The JHBPS accepts registration in the following registries:

- Clinical Trials (http://www.clinicaltrials.gov/)
- Australian New Zealand Clinical Trials Registry (http://www.anzctr.org.au/)
- ISRCTN Register (http://isrctn.org/)
- Nederlands Trial Register (http://www.trialregister.nl/trialreg/index.asp)
- UMIN Clinical Trials Registry (http://www.umin.ac.jp/ctr)

5. **NEW FROM 1 AUGUST 2019** MANUSCRIPT SUBMISSION VIA SCHOLARONE MANUSCRIPTS™

Authors must submit their manuscripts online at: https://mc.manuscriptcentral.com/jhbps

Upload your manuscript following the instructions given. In case you encounter any difficulties while submitting your manuscript online, click on Help in the upper right corner for FAQ and the most recently updated system requirements.

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After acceptance, the author must provide a brief description presenting salient and novel findings of the paper in a concise paragraph (word limit: 50 words) and choose a figure or a table which will be highlighted in the online table of contents at the submission of their manuscript. This is only applicable for the following manuscript type: Review Article, Original Article, and Rapid Communication. The author will be asked to provide the description after acceptance from the editorial office. The explanation of the paper will appear in the Table of Contents of the online version of the journal and also in the electronic Table of Contents which will be dispatched to the members of the societies.

7. **AUTHORSHIP**

The editors of the JHBPS subscribe to the recommendations formulated by the ICMJE regarding criteria for authorship. Accordingly, each person listed as an author or co-author for all submitted manuscript must meet all the following criteria. An author or co-author shall have:

1. Substantial contributions to the conception or design of the work, or acquisition, analysis or interpretation of data for the work;
2. Drafting the work or revising it critically for important intellectual content;
3. Final approval of the version to be published;
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Meeting these criteria should provide each author with sufficient knowledge of and participation in the work that he or she can accept public responsibility for the report.

Ghost writers are not acceptable. Anyone who has contributed in drafting the manuscript should be included as an author if they meet the above criteria for authorship; otherwise whoever has contributed should be mentioned in the acknowledgment section with any financial support fully disclosed.

Guidelines, Consensus Statement and Multi-center Studies (including Project Studies) will be defined as Multi-author group articles. The number of authors for Multi-center Studies can be 10 or more.

Name of collaborators who have provided data or co-operated substantially to the research but do not meet the criteria as an author should be listed in the acknowledgment section.

For large survey studies, also contact the editorial office about the procedure of submission and confirmation of authorship of the article. Survey studies will be published as Original Article and will be made free online after publication.

Name of collaborators who have provided data or co-operated substantially to the survey but do not meet the criteria as an author should be listed in the acknowledgment section.

8. **PREPARATION OF MANUSCRIPTS**

All manuscripts must be written in English, typed double-spaced with wide margins throughout. Manuscripts that have been extensively modified in the editorial process will be returned to the author for retyping. Incomplete or improperly prepared manuscripts will be returned to authors without review.

### Original Article

**Authors:** Minimum 10
**Word limit:** 4,000 words including abstract but excluding references, tables and figures

**Abstract:** 200 words maximum, structured
**References:** Up to 30 in total
**Figure & Table:** Up to 7
**Keyword:** 5 key words

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**Authors:** Maximum 6
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### Guideline (After proposal outline)

**Authors:** No limit
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**Word limit, References, Figure & Table:** To be determined in consultation with Editors

**Description:** Proposals for guidelines should be submitted prior to submission; however, in this case authors should only send an outline of the proposed paper for initial consideration.

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**Abstract:** 200 words maximum, structured
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Authors: If an author wants to submit a free online.

Description: Plenary sessions presented at the annual meeting of the Japanese Society of Hepato-Biliary-Pancreatic Surgery and selected for publication in the Journal.

Word limit: Maximum 10
References: Up to 30 in total
Figure & Table: Up to 7
Keyword: 5 key words

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Authors: Maximum 10
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Abstract: 200 words maximum, structured
References: Up to 30 in total
Figure & Table: Up to 7
Keyword: 5 key words
Description: Plenary sessions presented at the annual meeting of the Japanese Society of Hepato-Biliary-Pancreatic Surgery and selected for publication in the Journal.

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Figure & Table: Up to 1
Description: Brief presentations of new, noteworthy research and clinical results.

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Word limit: 300 words excluding references
Abstract: No abstract
References: Up to 5
Figure & Table: Up to 2
Description: Original, high-quality video with extraordinary techniques are considered for publication.

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References: Up to 5
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9. PARTS OF THE MANUSCRIPT

Manuscripts parts should be presented in the following order: (i) title page, (ii) abstract, abbreviations, and clinical trial register and their clinical registration number at the end of abstract, (iii) text (including Introduction, Material and Methods, Results, Discussion), (iv) acknowledgments (if any), (v) disclosure statement, (vi) references, (vii) figure legends, (viii) a list of Supporting Information (if any; with codec used if they are videos), (ix) tables (each table complete with title and footnotes) and (x) figures.

Standard abbreviations and units should be used. Define abbreviations at first appearance and avoid their use in the title and abstract. Use generic names of drugs and chemicals.

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The title page must include:
• Brief, specific, and informative title
• Name(s) of the author(s)
• Affiliation(s) and address(es) of the author(s)
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• List of each words count, tables count and figures count.

Keywords: 5 key words for indexing should be chosen from MeSH.
An introduction of how to use MeSH can be found here.

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A structured abstract of no more than 200 words must be divided into the following sections:
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• Methods
• Results
• Conclusions
Structured abstract is not necessary for Review Article, Rapid Communication, How I Do It, Image of Interest, Letter to the Editor, and Editorial.

TEXT
The text of the articles (except Review Article, Rapid Communication, How I Do It, Image of Interest, Letter to the Editor, and Editorial) must be divided into the following sections:
• Introduction
• Methods
• Results
• Discussion

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ACKNOWLEDGMENT

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Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations.

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Figure legend should be provided separately from the figure and should appear after the reference of the main text in consecutive orders.

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Updated on 29 August 2019