

The Journal of Hepato-Biliary-Pancreatic Sciences

INSTRUCTIONS FOR AUTHORS

UPDATE

- Update on Preprint Policy (3. PREPRINT POLICY) and Data Sharing Policy (6. DATA SHARING POLICY)
- Updates on Video Clips (11. PARTS 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 Research Report, Rapid Communication, Case Image/Case Video, How I do It, and Letter to the Editor and comments on the journal's policies or content are also included.

2. COPYRIGHT

The author identified as the formal corresponding author for the paper will receive an email prompting them to login into Wiley's Author Services, where via the Wiley Author Licensing Service (WALS) they will be asked to complete an electronic license agreement on behalf of all authors on the paper.

Authors may choose to publish under the terms of the journal's standard copyright transfer agreement (CTA), or under open access terms made available via Wiley Open Access.

3. PREPRINT POLICY

The journal will consider for review articles previously available as preprints. Authors are requested to update any pre-publication versions with a link to the final published article. Authors may also post the final published version of the article immediately after publication. Please read Wiley's Preprint policy.

4. 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, doubled-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.

5. 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/>)
- UMIN Clinical Trials Registry (<http://www.umin.ac.jp/ctr/>)

6. DATA SHARING POLICY

The Journal encourages authors to share the data and other artefacts supporting the results in the paper by archiving it in an appropriate public repository. Authors may provide a data availability statement, including a link to the repository they have used, in order that this statement can be published in their paper. Shared data should be cited. Please also review Wiley's policy [here](#).

7. MANUSCRIPT SUBMISSION

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.

8. GRAPHICAL ABSTRACT

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 applies to all manuscript types except Letter to the Editor and Editorial. The author will be asked to provide the description after acceptance from the editorial office. If not provided by the deadline given, graphical abstract will not be included in your publication. 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.

9. 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.

10. 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.

(1) ORIGINAL ARTICLE

Authors: Maximum 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

(2) REVIEW ARTICLE

Authors: Maximum 6

Word limit: 5,000 words including abstract but excluding references, tables and figures

Abstract: 200 words maximum, unstructured

References: Up to 100 in total

Figure & Table: Up to 7

Keyword: 5 key words

(3) SYSTEMATIC REVIEW

Authors: Maximum 6

Word limit: 5,000 words including abstract but excluding references, tables and figures

Abstract: 200 words maximum, structured

References: Up to 100 in total

Figure & Table: Up to 7

Keyword: 5 key words

(4) GUIDELINES (After proposal outline)

Authors: No limit

Abstract: 200 words maximum, structured

Keyword: 5 key words

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.

(5) CONSENSUS STATEMENT (After proposal outline)

Authors: No limit

Abstract: 200 words maximum, structured

Keyword: 5 key words

Word limit, References, Figure & Table:

To be determined in consultation with Editors

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

(6) INVITED ARTICLE or INVITED REVIEW (By invitation)

Authors: Maximum 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

(7) RAPID COMMUNICATION

Authors: Maximum 10

Word limit: 400 words excluding references

Abstract: No abstract

References: Up to 3

Figure & Table: Up to 1

Description: Brief presentations of new, noteworthy research and clinical results.

(8) HOW I DO IT (with video) <Online Only>

Authors: Maximum 10

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.

(9) CASE IMAGE/CASE VIDEO <Online Only>

Authors: Maximum 3

Word limit: 300 words excluding references

Abstract: No abstract

References: Up to 5

Figure & Table: Up to 2

Description: Original, high-quality images or video with extraordinary findings are considered for publication.

(10) LETTER TO THE EDITOR <Online Only>

Authors: Maximum 3

Word limit: 500 words excluding references

Abstract: No abstract

References: Up to 5

Figure & Table: Up to 1

Description: Differences of opinion or supporting views of previously published editorials or recently published articles. Only publish online with a distinctive e-page numbering and will be free online.

(11) SPECIAL RESEARCH REPORT

If an author wants to submit a special research report, please contact the Editor-in-Chief at: editorialoffice@jshbps.jp prior to submission.

(12) EDITORIAL (By invitation)

Authors: Maximum 3

Word limit: 1,000 words excluding references, tables and figures

Abstract: No abstract

References: Up to 5

Figure & Table: Up to 2

11. PARTS OF THE MANUSCRIPT

Manuscripts parts should be presented in the following order: (i) title page, (ii) abstract, and clinical trial register and their clinical registration number at the end of abstract, (iii) text (including Introduction, 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.

TITLE PAGE

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)
- E-mail address of the corresponding author
- 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](#).

ABSTRACT

A structured abstract of no more than 200 words must be divided into the following sections:

- Background/Purpose
- Methods
- Results
- Conclusions

Structured abstract is not necessary for Review Article, Rapid Communication, How I Do It, Case Image/Case Video, Letter to the Editor, and Editorial.

TEXT

The text of the articles (except Review Article, Rapid Communication, How I Do It, Case Image/Case Video, Letter to the Editor, and Editorial) must be divided into the following sections:

- Introduction
- Methods
- Results
- Discussion

CONFLICT OF INTEREST

All authors must declare any financial support or relationship that may pose conflict of interest as "Conflict of Interest" between Acknowledgments and References sections.

Please disclose all information for the following terms relevant to the submitted manuscript:

- a) If any author was supported by grants and donations, please list all relevant grants and donations that you have received from institutions or companies.
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- d) If any author has a patent, please list all relevant patents.
- e) If any author has received devices from more than one company, please list all relevant companies by name.
- f) If any author has any other potential conflict of interest, please disclose them all.
- g) Authors should refer to Article 1 of the Detailed Implementation Rules for Guidelines on Conflicts of Interest in Surgery Research of the Japanese Society for Hepato-biliary-Pancreatic Surgery for further guidance on how much detail to include in the conflict of interest statement. (See [JHBPS COI Guidelines](#))

Example:

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OR

Authors declare no Conflict of Interest for this article.

It is the responsibility of the corresponding author to review this policy with all authors.

ACKNOWLEDGMENT

The contribution of colleagues, institutions or any individual who have co-operated to the study should be acknowledged. Thanks to anonymous reviewers are not allowed. Name of collaborators who have provided data or co-operated substantially to the research or survey, but who do not meet the criteria as an author, should also be listed in the acknowledgment.

REFERENCES

Number references consecutively in the order cited in the text, not alphabetically. Accuracy of reference data is the author's responsibility. Personal communications and unpublished data should not be included in the reference list but should be cited in parentheses in the text. If such a citation is from someone other than the

authors, a letter should be submitted in which the direct quotation is given with the author's signature. References should list the first six authors only, followed by "et al" if there are other co-authors; the complete title; the abbreviated journal's name according to Index Medicus; the year of publication; the volume number; and inclusive page numbers. For articles published in non-English language, follow the style of example [2]. If such an article has an English abstract, see also example [2].

- Journal article
 1. Takada T, Yasuda H, Uchiyama K, Hasegawa H, Shikata J, Watanabe S, et al. Postprandial plasma gastrin and secretin concentrations after a pancreateoduodenectomy: a comparison between a pylorus-preserving pancreateoduodenectomy and the Whipple procedure. *Ann Surg.* 1989;210:47–51.
 2. Shiratori K, Watanabe S, Takeuchi T. Radioimmunoassay of secretin with special reference to examination of its sensitivity (in Japanese with English abstract). *Nippon Syokakibyo Gakkai Zasshi (Jpn J Gastroenterol).* 1983;80:1475–9.
- Article by DOI (online publication before issue publication with page numbers)
 1. Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *J Mol Med.* 2000. <https://doi.org/10.1007/s001090000086>
- Book
 1. Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.
- Book chapter
 1. Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* New York: McGraw-Hill; 2002. p. 93–113.
- Citation of articles in languages other than English
If the title of an essential citation is in another language, it should be translated into English, and the original language should be indicated in parentheses.
 1. Awano, M. International standardization of industrial process measurement. *Keisoku To Seigyo.* 1979;18:490-5. (Japanese).

Always use the standard abbreviation of a journal's name according to [the ISSN List of Title Word Abbreviations](#).

FIGURE LEGEND

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

TABLES

Tables should be cited in the text. Each table should be given a number and a brief

informative title, and should appear on a separate page. The legend should be included with the table. Explain in footnotes all abbreviations used.

FIGURES

All figures are to be numbered using Arabic numerals. Figure parts should be denoted by lowercase letters. If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure legends and citations. Figures should always be cited in text in consecutive numerical order. For each figure, please supply a figure legend. Make sure to identify all elements found in the figure in the legend. Figure legend should be provided separately from the figure and should appear after the reference of the main text in consecutive orders.

Identify any previously published material by giving the original source in the form of a reference at the end of the legend.

VIDEO CLIP

Video clip should not exceed 3 minutes and submission of multiple video clip is allowed. Video clips should be narrated and captioned in English. There are no instructions about the number of video clips though the total length of the video clips should not exceed 6 minutes. While all video formats are accepted, the most commonly used and accessible by most readers are QuickTime, MPEG and AVI. Prior to the submission of figures and videos, check the guidelines at: <http://authorservices.wiley.com/bauthor/supportmat.asp>

The content of these files must be identical to that reviewed and accepted by the editors of the JHBS.

- All narration (or legend) should be in English.
- Generally, the video clip is used to support the technique description.
- Additional data regarding the results of the procedure described should be included with the manuscript

ELECTRONIC FIGURE SUBMISSION

All illustrations, including line drawings and photographs, are classified as figures. Figures should be cited in consecutive order in the text. Each figure should be supplied as a separate file, with the figure number incorporated in the file name. Figure legend should be provided separately from the figures and they should be placed after the reference of the main text of the manuscript. For submission, low resolution figures saved as .jpg or .bmp files are acceptable for ease of transmission during the review

process. After acceptance the authors could be asked to provide higher resolution figures for publication.

Size: Figure sizes should fit within a single column (86 mm), an intermediate size (131 mm), or the full text width (176 mm).

Resolution: Figures must be supplied as high resolution .eps or .tif files. The specifications for the figures are the following: halftone figures 300 dpi (dots per inch); color figures 300 dpi saved as CMYK; figures containing text 400 dpi; line figures 1000 dpi.

Color figures: Figure files should be set up in CMYK (cyan, magenta, yellow, black) mode, not in RGB (red, green, blue) mode, so that colors as they appear on screen will be a closer representation of how they appear in the print journal.

Line figures: Line figures must be sharp black and white graphs or diagrams, drawn professionally or with a computer graphics package.

Text sizing in figures: Lettering must be included and should be sized to be no larger than the journal text or 8 point. (Text should be readable after reduction – avoid large type or thick lines.)

Line width: Between 0.5 and 1 point.

More help on preparation of illustrations can be found here: https://authorservices.wiley.com/asset/photos/electronic_artwork_guidelines.pdf

12. SUPPORTING INFORMATION

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14. WILEY'S OPEN ACCESS OPTION

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16. EARLYVIEW

An EarlyView article is a complete full-text article published online in advance of publication in a printed issue. The article is therefore available as soon as it is ready. The EarlyView article is given a Digital Object Identifier (DOI), which allows the article to be cited and tracked before it is allocated to an issue. After print publication, the DOI remains valid and can continue to be used to cite and access the article. More information about DOIs can be found [here](#).

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Authors will receive an e-mail notification with a link and instructions for accessing HTML page proofs online.

Page proofs should be carefully proofread for any copyediting or typesetting errors. Online guidelines are provided within the system. No special software is required, all common browsers are supported. Authors should also make sure that any renumbered tables, figures, or references match text citations and that figure legends correspond with text citations and actual figures. Proofs must be returned within 48 hours of receipt of the email. Return of proofs via e-mail is possible in the event that the online system cannot be used or accessed.

The purpose of the proof is to check for typesetting errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g. new results, corrected values, title and authorship, are not allowed without the approval by the Editor.

18. 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](#). 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.

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