

INSTRUCTION FOR AUTHORS

GENERAL

The "Journal of Hepato-Biliary-Pancreatic Sciences" publishes original English-language articles dealing with clinical investigations and basic research on all aspects of hepatic, biliary, and pancreatic fields. Coverage includes original articles, topics, review articles, technical view, and images of interest, rapid communications, and an announcement section. Letters to the editors and comments on the journal's policies or content are also included.

1. COPYRIGHT

Authors publishing in the Journal will be asked to sign a Copyright Transfer Agreement. In signing the form it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form has been received.

Authors can download the form from the acceptance mail that they receive.

2. PREREQUISITES FOR PUBLICATION

The editors of the "Journal of Hepato-Biliary-Pancreatic Sciences" abide by the recommendations formulated by the International Committee of Medical Journal Editors (<http://www.icmje.org/>). A Certification Form, included in each issue, must be submitted with the manuscript. The form is available at: http://www.jshbps.jp/jhbps_forms.html. Please download the form, sign it, and upload the scanned file (PDF, TIFF, or JPEG) of the original signed form at the time of online submission.

IMPORTANT: Upon receipt of a Certification Form, manuscripts are officially recognized as submissions.

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.
<http://www.icmje.org/>

3. REGISTRATION OF CLINICAL TRIALS

As of January 1, 2009, the "Journal of Hepato-Biliary-Pancreatic Sciences" requires all clinical trials that prospectively assign human subjects to medical interventions, comparison groups, or control groups for the purpose of examining the potential health effects of such interventions, to be registered in one of several free, publicly accessible, non-profit electronically searchable databases such as the one administered by the National Library of Medicine (NLM), which is located at <http://www.clinicaltrials.gov>.

Trials that begin after January 1, 2009 must register before enrollment of the first study subject, and trials that began before the deadline must register prior to editorial review. Submitted manuscripts must include the unique registration number in the abstract as evidence of registration. For details regarding the required minimal registration data set, please go to the International Committee of Medical Journal Editors (ICMJE) site at http://www.icmje.org/#clin_trials.

The "Journal of Hepato-Biliary-Pancreatic Sciences" accepts registration in the following registries:

- <http://www.clinicaltrials.gov/> (Clinical Trials)
- <http://actr.org.au> (Australian Clinical Trials Registry)
- <http://isrctn.org> (ISRCTN Register)
- <http://www.trialregister.nl/trialreg/index.asp> (Netherlands Trial Register)
- <http://www.umin.ac.jp/ctr> (UMIN Clinical Trials Registry)

4. MANUSCRIPT SUBMISSION VIA EDITORIAL MANAGER

Authors should submit their manuscripts to the "Journal of Hepato-Biliary-Pancreatic Sciences" online. Please log in directly at: <http://www.editorialmanager.com/jhbhp/> and upload your manuscript following the instructions given. In case you encounter any difficulties while submitting your manuscript online, click on Help in the upper left corner. Please use the Help option to see the most recently updated system requirements.
<http://www.editorialmanager.com/jhbhp/>

5. AUTHORSHIP

The editors of the "Journal of Hepato-Biliary-Pancreatic Sciences" subscribe to the recommendations formulated by the International Committee of Medical Journal Editors (<http://www.icmje.org/>) regarding criteria for authorship. Accordingly, each person listed as an author or coauthor for all submitted manuscript except multicenter studies and guidelines must meet all three following criteria. An author or coauthor shall have:

- 1) Conceived, planned, and performed the work leading to the manuscript, or interpreted the evidence presented, or both;
- 2) Written the manuscript or reviewed successive versions and shared in their revisions;
- 3) Approved the final version.

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.

Please disclose each author's contributions to the manuscript at the end of the text as "Author Contributions", before the reference section as following:

e.g.

Author Contribution

Study design: Author A

Acquisition of data: Author A and B

Analysis and interpretation: Author A

and C

Manuscript drafted by: Author A and D
Revision: Author A and B
Statistical advice: Author E

The number of authors for multicenter studies and guidelines are not restricted but in general the number of authors should be limited as following in each manuscript type (including prospective randomized studies).

Review Article: No more than three
Original Articles, Topics: No more than ten

Technical View, Image of Interest, Rapid Communication: No more than three

Letter to the Editor: No more than two

If you wish to include more authors than described above, please explain the reason in your cover letter and disclose each author's contribution.

6. 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.

A separate title page should be provided. Abstract, text, acknowledgments, references, figure captions, tables, and figures should begin on separate sheets and follow in that order. Pages must be numbered, starting with the title page and continuing through the references. Place the number in the upper right-hand corner of each page. 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 should include:

- A brief, specific, and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)

- The e-mail address, telephone, and fax numbers of the corresponding author
- 3–5 key words or phrases for indexing
- List of each words count, tables count and figures count.

ABSTRACT

Please provide a structured abstract of no more than 200 words which should be divided into the following sections:

- Background/Purpose
- Methods
- Results
- Conclusions

No structured abstract necessary for Topics and Review article.

No abstract necessary for images of interest, rapid communication, and letter to the editors.

TEXT

The text of articles except review articles, images of interest, and rapid communications should be divided into the following sections:

- Introduction
- Methods
- Results
- Discussion

CITATIONS OF ARTICLES IN LANGUAGES OTHER THAN ENGLISH

If an article in a language other than English is cited, a sentence such as the one shown below should be included in the text in your own words to help readers to understand the main point of the article.

e.g.: As Shiratori et al reported in 1983, XXXXXXXXXXXXXXXX (annotation of the article) [2].

CONFLICT OF INTEREST

All authors should declare any financial support or relationship that may pose conflict of interest as "Conflict of Interest" between Acknowledgments and References sections. All authors will be required to complete a conflict of interest disclosure form as part of the initial manuscript submission process. The form is available at:

http://www.jshbps.jp/jhbbs_forms.html.

Please disclosure all information for the following terms relevant to the submitted manuscript.

- a) If the author/authors was/were supported by grants and donations, please list all relevant grants and donations that you have received from institutions or companies.
- b) If the author/authors has a leadership role in a private company please list the name of the company
- c) If the author/authors own a stock of any company, please list all relevant stockowner ship.
- d) If the author/authors have a patent, please list all relevant patents.
- e) If the author/authors has received devices from more than one company please list all relevant companies by name.
- f) If the author/authors have any other potential conflict of interest, please disclose them all.

The corresponding author is responsible for obtaining completed forms from all authors of the manuscript.

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 coauthors; the complete title; the abbreviated journal name according to Index Medicus; the year of publication; the volume number; and inclusive page numbers. For articles published in non-English, 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 pancreatoduodenectomy: a comparison between a pylorus-preserving pancreatoduodenectomy 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 Syokakibyō Gakkai Zasshi (Jpn J Gastroenterol)*. 1983;80:1475–9.

- Article by DOI (online publication before issue publication with page numbers)

3. Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *J Mol Med.* 2000. doi:10.1007/s001090000086.

- Book

4. Raymond HW. *Fundamentals of abdominal sonography: a teaching approach*. New York: Grune and Stratton; 1979. p. 57–65.

- Book chapter

5. Maier W. Grading of acute pancreatitis by computed tomography morphology. In: Malferteiner P, Ditschuneit M, editors. *Diagnostic procedure in pancreatic disease*. Berlin: Springer; 1986. p. 44–8.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see <http://www.issn.org/2-22661-LTWA-online.php>

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 caption should be included with the table. Explain in foot-notes 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 captions and citations. Figures should always be cited in text in consecutive numerical order. For each figure, please supply a figure caption. Make sure to identify all elements found in the figure in the caption.

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

For more information about preparing your illustrations, please refer to the electronic figure submission available at the end of this document.

7. LENGTH OF ARTICLES

- Original articles and Topics (Topics is authored by invitation only):

The text should not exceed 18 double-spaced typed pages (6 printed pages/approx. 4,800 words), including references.

Figures are calculated at 4 per printed page and tables at 3 per printed page. These are included in the page limitations, thus proportionally reducing the number of available text pages.

Additional figures and tables should be submitted as Supporting Information. The availability of additional figures and tables as Supporting Information should be mentioned where relevant in the main text of the manuscript. Please follow the instructions for Supporting Information. (See below.)

Authors should list word, figure, and table counts on the title page on submission of the manuscript.

Please note that the title page is not included in the page count.

- Review articles

Should not exceed 24 typed pages (8 printed pages/approx. 6,400 words), including references.

Figures are calculated at 4 per printed page and tables at 3 per printed page. These are included in the page limitations, thus proportionally reducing the number of available text pages.

Additional figures and tables should be submitted as Supporting Information. The availability of additional figures and tables as Supporting Information

should be mentioned where relevant in the main text of the manuscript. Please follow the instructions for Supporting Information. (See below.)

Authors should list word, figure, and table counts on the title page on submission of the manuscript. Please note that the title page is not included in the page count.

- Technical view (Online only) (Invitation only)

Technical View are articles which is authored by invitation only. They are published only on online with a distinctive e-page numbering and will be free online. They include systematic and academic over views of technological advances in endoscopy (including interventional radiology) and other surgical operation (including robotic surgery, endoscopic surgery, etc.).

The text should not exceed 12 double-spaced typed pages (4 printed pages approx. 3,200 words).

Please contact Dr. Takao Itoi at itoi@tokyo-med.ac.jp for any recommendations and further information.

Upon submission of technical view articles, the author(s) will be required to submit the video in the following format:

- For technical views, each single video clip should not exceed 3 minutes but submissions of multiple video clips are allowed. There are no restrictions about the number of video clips but the total length of the video clips should not exceed 6 minutes.
- While all video formats are accepted, the formats below are ones most commonly used and accessible by most readers.

Quicktime, MPEG, AVI

- Prior to submission figures and videos, please check the guidelines at: <http://authorservices.wiley.com/bauthor/suppmat.asp>

- The content of these files must be identical to that reviewed and accepted by the editors of the *Journal of Hepato-Biliary-Pancreatic Sciences*.

- All narration (or caption) 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.

Authors should list word, figure, and table counts on the title page on submission of the manuscript. Please note that the title page is not included in the page count.

- Images of interest
Original, high-quality images with extraordinary findings are considered for publication. The text should not exceed 500 words including references, and no more than 4 figures.

Authors should list word, figure, and table counts on the title page on submission of the manuscript. Please note that the title page is not included in the page count.

- Rapid communications
Brief presentations of new, noteworthy research and clinical results. The text should not exceed 1 printed page (approx. 500 words) including references, with no more than 1 figure.

Authors should list word, figure, and table counts on the title page on submission of the manuscript. Please note that the title page is not included in the page count.

- Letter to the editors (Online only)
This section includes differences of opinion or supporting views of previously published editorials or recently published articles. Letters must not exceed 500 words, including references. They are published as online only with a distinctive e-page numbering and will be free online.

8. SUPPORTING INFORMATION

Supporting information is provided by the authors to support the content of an article but they are not integral to that article. They are hosted via a link on Wiley Online Library, but do not appear in the print version of the article. Supporting information must be submitted together with the article for review; they should not be added

at a later stage. They can comprise additional tables, data sets, figures, movie files, audio clips, 3D structures, and other related nonessential multimedia files. Reference to Supporting Information in the main body of the article is allowed. However, it should be noted that excessive reference to a piece of Supporting Information may indicate that it would be better suited as a proper reference or fully included figure/table. The materials will be published as they are supplied and will not be checked or typeset in any way. All supporting information files should come with a legend, listed at the end of the main article. Prior to submission, please check the guidelines at: <http://authorservices.wiley.com/bauthor/suppmat.asp>.

9. AFTER ACCEPTANCE

Authors can get information about the production process of their paper by registering at Wiley Author Services. This enables authors to track their article, once it has been accepted, through the production process to publication online and in print. Authors can receive automated emails at key stages of production so they do not need to contact the Production Editor to check on progress. For more details on online production tracking and for a wealth of resources, including FAQs and tips on article preparation, submission and more, visit: <http://authorservices.wiley.com/author/author.asp>

10. ONLINEOPEN

OnlineOpen is available to authors who wish to make their article available to non-subscribers on publication, or whose funding agency requires grantees to archive the final version of their article. As all invited articles (Guidelines, Topics, Technical View and invited Review Articles), Project Studies and Randomized Clinical Trials are made online free, authors of invited articles do not have to apply for OnlineOpen. With OnlineOpen, the author, the author's funding agency, or the author's institution pays a fee to ensure that the article is made available to non-subscribers upon publication via Wiley Online Library, as well as

deposited in the funding agency's preferred archive. For the full list of terms and conditions, see http://wileyonlinelibrary.com/onlineopen#OnlineOpen_Terms

Any authors wishing to send their paper OnlineOpen will be required to complete the payment form available from our website at: https://authorservices.wiley.com/bauthor/onlineopen_order.asp

Prior to acceptance there is no requirement to inform an Editorial Office that you intend to publish your paper OnlineOpen if you do not wish to. All OnlineOpen articles are treated in the same way as any other article. They go through the journal's standard peer-review process and will be accepted or rejected based on their own merit.

11. COLOR IN PRINT AND ONLINE PUBLICATION

Online publication of color illustrations is free of charge. For color in the print version, except for invited articles such as Guidelines, Topics, Technical View and invited Review Articles, as well as Project Studies and Randomized Clinical Trials, authors will be expected to make a contribution towards the extra costs (120,000 yen plus tax per article). Other wise the figures will be printed in black and white. Please note that, in such cases, it is authors' responsibility to prepare figures to be illustrative enough to convey the necessary information even after they are converted into black and white. Color pages for all invited articles will be provided for free to the authors.

12. EARLYVIEW

An EarlyView article is a complete full-text article published on line 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 at: <http://www.doi.org/faq.html>

- Proof reading

Authors are informed by e-mail that a temporary URL has been created from which they can obtain their proofs.

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 of the Editor.

13. 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. For submission,

lowresolution 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: <http://authorservices.wiley.com/bauthor/author.asp>