

NOTES FOR CONTRIBUTORS

SUBMISSION OF MANUSCRIPTS

- 1: All manuscripts should be submitted in the first instance (depending on the geographical location of the author) to either the Editor-in-Chief (Japan) or Coeditor-in-Chief (Europe and Australasia, Eastern Europe and Asia, the Americas) whose names and addresses appear on the title page, above the Aims and Scope of the journal. **Authors should be aware that all manuscripts will be submitted to the journal's strict peer review process, regardless of the type of manuscript submitted.** The article should be accompanied by a covering letter explaining why publication of the article is justified. The letter should clearly state that the article has not been published, nor has been submitted for publication, elsewhere, and should contain a statement confirming that the author (and coauthors where appropriate) has no conflict of interest, financial or otherwise, regarding any aspect of the subject matter of the article. If a conflict of interest exists, it must be declared, and will be incorporated in the final article. Where appropriate, authors must add the following statement to the Materials and Methods section: "Human and/or animal studies in the article were approved by the relevant Institutional Review Board(s)"
- 2: Original articles reporting new research of relevance to laser surgery, phototherapy and photobiomodulation as set out in the Aims and Scope of *Laser Therapy* ideally should not exceed 8000 words with no more than 10 tables or illustrations. Review articles will be commissioned from time to time by the Editors: unsolicited review articles will be returned to the authors. Copyright in published papers will be vested in the Publisher. Because of recent changes in copyright laws the transfer of copyright from author to publisher, previously implicit in the submission of a manuscript, must now be explicitly transferred to enable the publisher legally to publish the work and ensure full protection of the author's rights. A copy of the Publishing Agreement to be used for *Laser Therapy* will be sent with the galley proofs which must be returned, signed by all authors, or by the principal author on his or her co-authors' behalf, together with the approved galley proofs.
- 3: It is the author's responsibility to obtain written permission to reproduce material which has appeared in another publication, and this should be submitted with the material.

STYLE AND PRESENTATION

- 4: Submission of articles via the internet by email is preferred, or the file(s) comprising the article may also be sent by postal mail on a CD-ROM together with a hard copy of all text, illustrations and tables.

Papers must be in good, grammatical English. Although American English is preferred, manuscripts submitted in British English will have the spelling maintained on publication. **Authors from non-English speaking countries or regions should have their papers checked by a native English speaker with medical writing experience at their own expense before submission to the journal.** Please note that, if a paper is submitted in a standard of English deemed unacceptable by the Editorial team, it will be revised by our copy editor and the author will be invoiced for the costs. The Editor reserves the right to reject papers on ethical grounds. Manuscripts should be prepared in accordance with the uniform requirements for manuscripts submitted to biomedical journals using the Vancouver style for references (see No.10). When an article is submitted on CD-ROM, the CD-ROM should be accompanied by a hard printed copy of all text and illustrations. Text files, laid out as described below, must be written in

Microsoft Word (at least WORD 2003 or a more recent version) and should include the author surname in the file name (e.g., 'Jones LLLT for Arthritis.doc'). Illustrations should be sent as image files according to the instructions in item 11 below. Please avoid sending image files as PowerPoint presentations or as part of a Word document: the quality of the image is often degraded. All tables and image files must have captions, double-spaced and written on a separate page as part of the text file.

- 5: The manuscript should be typed double-spaced on one side of A4 paper (210 mm x 297 mm) with a 3 cm left-hand margin.
- 6: All pages should be numbered consecutively, starting with the title page. The title page should include in separate paragraphs: the title of the paper; the full name of the author(s), and affiliation(s) (abbreviated address). Please indicate affiliations with superscript numbers following the name(s) of the author(s) and the same numbers preceding the affiliation, separated by a colon (:). The name, qualifications, and full postal address of the author to whom all correspondence should be addressed should be indicated separately at the bottom of the title page together with a daytime telephone and facsimile numbers, including international access codes, and an e-mail address. A short running title of not more than 40 characters, including spaces, should be placed on the title page, between the affiliation(s) of the author(s) and the contact address of the author to whom all correspondence and proofs will be addressed.
- 7: The second page should contain the Abstract. The Abstract should be comprehensible without reference to the text, and in principle should not exceed 200 – 250 words. The Abstract should be **structured**, i.e., not in one single paragraph, under the following or similar headings: Background and Aims, Materials (or Subjects) and Methods, Results, and Conclusions. The discussion should be précised at the beginning of the Conclusions subsection, and lead naturally to the conclusions. Please start a new paragraph for each of the sub-headings. Do not include references, tables or illustrations in the Abstract. Please see point 8 below for information regarding the use of abbreviations and acronyms. Below the Abstract provide 3-8 key words for indexing purposes using words from the medical subject headings list of Index Medicus where possible. The remainder of the manuscript should begin on the third page with the Introduction, Materials (or Subjects) and Methods, Results, and Discussion sections. There may also be a brief Conclusions section. Begin each section, including the References, on a separate page.
- 8: All abbreviations and acronyms should be preceded the first time they appear by the full name except the SI symbols for units which can be used without explanation. Please use the meter/kilogram (m/kg) system of units. In the case of SI units, please insert a space between the number and the unit. Mathematical symbols may be either carefully handwritten in black ink or typewritten. If not printed, Greek letters and unusual symbols should be identified separately in the margin. Careful distinction should be made between capital and lower case letters: between the letter O and zero; between the letter I (small 'l' or capital 'I', and the number one and prime: plus (+) and plus/minus (\pm); and between the letter K and kappa (κ).
- 9: Generic and chemical names should be used for all compounds: materials and products should be identified, together with the manufacturer or supplier where appropriate. The species of any animals used should be stated precisely. Sources of unusual materials and chemicals, and the manufacturer and model of lasers or other equipment used should be indicated together with their geographic location. Materials and prod-

ucts should be identified in the text by the generic name followed by the trade name in brackets.

- 10: References should be supplied in the Vancouver style modifies as below, using sequential bracketed numbers on the same line as the text, outside the punctuation, and a numerical (not alphabetical) listing at the end of the chapter, as in the following examples. Please note the punctuation used, supply ALL authors' names, and list journal titles in full.

Book reference:- Author1 AB, and Author2 CD: Title title title. In: (Author or Editors) *Book Title Title*. YEAR, Publisher, City. pp xx ~ xx.

1: Steinbusch HWM, and Tilders FJH: Immunohistochemical techniques for light-microscopical localization of dopamine, noradrenaline, adrenaline, serotonin and histamine in the central nervous system. In: (Steinbusch HWM, ed.) *Monoaminergic Neurons. Light Microscopy and Ultrastructure*. 1987, John Wiley, Chichester. pp 125 ~ 166.

Journal reference:- Author1 AB, Author2 CD, Author3 EF and Author4 GH (YEAR): Title title title. *Journal Name In Full*, Volume: xx ~ xx.

2: Crook RB, Farber MG, and Pruisner SB (1984): Hormones and neurotransmitters control cyclic AMP metabolism in choroids plexus epithelial cells of choroids plexus. *Journal of Neurochemistry*, 46:489 ~ 493.

- 11: Please follow the following caveats when submitting illustrations:

- The author must guarantee that the reproduction of illustrations in which a patient is recognizable is either approved by the patient him/herself or by his/her legal representatives.
- Illustrations should be provided separate from the text, and numbered with Arabic numerals.
- Radiographs and photographs (clear, sharp, well-contrasted) should be good quality, high-contrast, glossy, black-and-white photographic prints (for color illustrations, see note 12 below), trimmed at right angles.
- It is often necessary to print photomicrographs in a slightly different size from the original. The use of scale bars to indicate magnification is recommended.
- Prepare figures in TIFF, EPS or JPEG file formats.
- Line illustrations must be submitted at 1200 DPI cropped to the final printed size. (Note: Maximum width of *Laser Therapy* double column: 170 mm; width of single column: 82 mm).
- Black and white halftone and color art must be submitted at a minimum of 300 DPI cropped to the final printed size (please see column widths above).
- When submitting by CD-ROM, please provide separate hard-copy printouts for each figure.
- Figure captions must be typed double-spaced on a separate page, and numbered to correspond with the figures.

- 12: Color illustrations will be accepted only if the cost of reproduction can be covered by the authors. Details of these costs, which will alter from time to time, are available from the Editor-in-Chief or the Business Manager.

- 13: Tables should be typed, double-spaced using horizontal rules only, each on a separate page, and identified by Arabic numerals corresponding to the order in which they appear in

the manuscript. Unless the table is very simple, please prepare tables using MS Word table formatting, and not using tab spacing. A brief explanatory caption should be written, double-spaced, above the table.

GENERAL

- 14: No manuscript or figures will be returned following publication unless a request for return is made when the manuscript is originally submitted.

- 15: Additional off-prints and individual copies of the journal may be purchased, and an offprint order form will be sent out with the proofs. All correspondence including proofs will be sent to the first-named author unless otherwise instructed. Details of these costs, which will alter from time to time, are available from the Editor-in-Chief or Business Manager.

- 16: Page proofs will be supplied to the first author, (unless otherwise requested), but only for checking the editing accuracy. No changes to the original manuscript will be accepted at this stage. Any major changes requested in the proof stage may well be subject to an editing charge.

- 17: There will be no page charges.

GUIDELINES FOR ANIMAL EXPERIMENTS

- 18: It is sometimes necessary for researchers to carry out experiments using animal models. The following principles confirm our commitment to the conservation and humane treatment of animals used for research purposes. In addition, authors must add the following statement in the Materials and Methods section: "The animal study (studies) in the article was (were) approved by the relevant Institutional Review Board(s)."

- Live animals shall be limited to use for research purposes only.
- Alternative methods shall be employed whenever possible.
- Live animals used in experiments shall be obtained only from licensed or approved sources and preferably will have been bred and reared specifically for research purposes.
- The number of animals utilized for each experiment shall be the minimum necessary to provide appropriate statistical power in the case of statistical analysis of the results.
- Anesthesia, preparation and usage of all animals shall be under the direction of a veterinarian or other suitably trained individual.
- No animal shall be subjected to unnecessary pain and /or distress. In all instances the appropriate anesthetic agents, analgesics and tranquilizers shall be used.
- Use of live animals or animal tissue specimens will be conducted only in approved and appropriate laboratory settings.
- All animals shall be treated humanely. They shall be housed and cared for in accordance with National Standard and local institutional requirements. Papers involving any suggestion of mistreatment of animals shall represent grounds for instant rejection.
- Only humane and appropriate methods of euthanasia shall be used.
- Finally, all surgical procedures, including the pre- intra- and post-procedural care of animals, shall be conducted in full compliance with International Standards and any local institutional ethical requirements, and the statement to this effect as given above must be included in the Materials and Methods section of the manuscript.

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