

Instructions for Authors

Editorial Policies

Diabetology International, the official journal of the Japan Diabetes Society, publishes original research articles about experimental research and clinical studies in diabetes and related areas. The journal also presents editorials, reviews, commentaries, reports of expert committees, and case reports on any aspect of diabetes. All manuscripts are peer-reviewed to assure that high-quality information in the field of diabetes is made available to readers. *Diabetology International* welcomes submissions from researchers, clinicians, and health professionals throughout the world who are interested in research, treatment, and care of patients with diabetes.

Manuscript submission

For first submissions, authors are strongly encouraged to submit their manuscripts as a single PDF file containing the entire manuscript (including text, tables, and figures) by e-mail to the Editorial Office (jds-journal@jds.or.jp). If this is not possible, please send an MS Word file containing the entire manuscript by e-mail, or a printout of the manuscript in triplicate by courier or registered mail.

Legal requirements

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication elsewhere; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

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) for both the print and online format 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.

Ethics Policy

Manuscripts submitted for publication must contain a statement to the effect that all human studies have been approved by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in the 1964 Declaration of Helsinki and its later amendments.

It should also be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted.

The editors reserve the right to reject manuscripts that do not comply with the above-mentioned requirements. The author will be held responsible for false statements or

failure to fulfill the above-mentioned requirements.

Conflict-of-interest Policy

All benefits in any form from a commercial party related directly or indirectly to the subject of this manuscript or any of the authors must be acknowledged. For each source of funds, both the research funder and the grant number should be given. This note should be added in a separate section before the reference list.

If no conflict exists, authors should state: The authors declare that they have no conflict of interest.

Manuscript Preparation

The journal's language is English. British English or American English spelling and terminology may be used, but either one should be followed consistently throughout the article.

The form of manuscripts should adhere precisely to the following specifications.

Authors whose native language is not English are required to seek the assistance of language services or of a colleague who is a native English speaker and is familiar with the field of work before the submission.

Editing services for non-English speakers

The following organizations provide language services to non-native speakers of English. Please note that *Diabetology International* does not endorse, nor does it have any direct involvement with, any of the services listed; this information is provided solely for the convenience of authors for *Diabetology International*.

- Edanz Group Ltd

<http://edanzediting.com/> (English and Japanese Website)

- Medical English Service

<http://www.med-english.com/> (Japanese Website only)

- Diacritech Language Editing Services

<http://www.languageedit.com/> (English Website only)

- Write Science Right

<http://www.writescienceright.com/> (English and Japanese Website)

- Genedits

<http://www.genedit.com/> (English Website only)

- International Science Editing

<http://www.internationalscienceediting.com/jindex.html> (English and Japanese Website)

Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title that describes the major contents of the manuscript
- A short running title of not more than 40 characters for page headings
- The proposed type of manuscript (review, original article, case report, letter to the editor)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the

corresponding author

Abstract

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Length of articles

Original articles: The text should not exceed 10 printed pages (approx. 8,000 words) including references, figures and tables.

Review articles: The text should not exceed 15 printed pages (approx. 12,000 words) including references, figures and tables.

Case reports: The text should not exceed 4 printed pages (approx. 3,200 words) including references with no more than two figures.

Text Formatting

Manuscripts should be submitted in Microsoft Word file.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.

Headings

Please use no more than three levels of displayed headings.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

Reference citations

Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1-3, 7].

Reference list

The list of references should be listed at the end of the articles and only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively.

- Journal article
Smith JJ. The world of science. *Am J Sci.* 1999; 36:234–5.
- Article by DOI
Slifka MK, Whitton JL. Clinical implications of deregulated cytokine production. *J Mol Med.* 2000; doi:10.1007/s001090000086
- Book
Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.
- Book chapter
Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. *International review of cytology.* London: Academic; 1980. pp. 251–306.
- Online document
Doe J. Title of subordinate document. In: *The dictionary of substances and their effects.* Royal Society of Chemistry. 1999.
<http://www.rsc.org/dose/> title of subordinate document. Accessed 15 Jan 1999.

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

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table title. The table title should explain clearly and concisely the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table title.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures

Electronic Figure Submission:

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line art:

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

Halftone art:

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination art:

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

Color art:

- Color art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the legends.
- Color illustrations should be submitted as RGB (8 bits per channel).

Figure lettering:

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.

- Do not include titles or legends into your illustrations.

Figure numbering:

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.). If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure legends and citations.
- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic supplementary Material) should, however, be numbered separately.

Figure legends:

- Each figure should have a concise legend describing accurately what the figure depicts. Include the legends in the text file of the manuscript, not in the figure file.
- Figure legends begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the legend.
- Identify all elements found in the figure in the figure legend; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure legend.

Figure placement and size:

- When preparing your figures, size figures to fit in the column width.
- Figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.
- The publisher reserves the right to reduce or enlarge figures.

Journal cover figures: Outstanding figures will be selected for the journal cover.

Permissions: If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

Electronic supplementary material

Electronic supplementary material will be published in the online version only. It may consist of

- Information that cannot be printed: animations, video clips, sound recordings
- Information that is more convenient in electronic form: sequences, spectral data, etc.
- Large original data, e.g. additional tables, illustrations,

etc.

Submission:

- Supply all supplementary material in standard file formats.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

Audio, Video, and Animations:

- Always use MPEG-1 (.mpg) format.

Text and Presentations:

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

Spreadsheets:

- Spreadsheets should be converted to PDF if no interaction with the data is intended.
- If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xls files (MS Excel).

Specialized Formats:

- Specialized formats such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

Collecting Multiple Files:

- It is possible to collect multiple files in a .zip or .gz file.

Numbering:

- If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., ". . . as shown in Animation 3").
- Name your files accordingly, e.g., Animation3.mpg.

Legends:

- For each supplementary material, please supply a concise legend describing the content of the file.

Processing of supplementary files:

- Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

After acceptance

During the production phase the following issues need to be clarified and you will receive the article's proofs.

Copyright transfer

Authors will be asked to transfer copyright of the article to the Japan Diabetes Society. This will ensure the widest possible protection and dissemination of information under copyright laws.

Offprints

Offprints can be ordered by the corresponding author.

Color in print

Online publication of color illustrations is free of charge. For color in the print version, authors will be expected to make a contribution towards the extra costs (¥152,000 per article). Otherwise 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.

Proof reading

The purpose of the proof is to check for typesetting or conversion 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. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

Online First

The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.

All manuscripts should be sent to:

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