Information for submitting Manuscripts to SPINAL SURGERY

SPINAL SURGERY is the official journal sponsored by the Japanese Society of Spinal Surgery and publishes original papers on the relevant field. The Journal encourages authors from all countries to submit papers in any one of the following four categories: Original Articles, Review Articles, Case Reports, and Technical Notes.

Manuscript Submissions

Submission
Manuscripts are to be submitted in triplicate as a complete set of all materials including the manuscript and all figures, tables and forms. Figures and tables should be submitted in both printed and data form. Authors are advised to retain copies of their submitted manuscripts and correspondence because they cannot be returned as a rule.

Manuscript submissions should be addressed to:

Editorial Office of the Japanese Society of Spinal Surgery
C/O Miwa-Shoten Ltd.
6-17-9-2F Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

For inquiries please refer to the contact information below:
Phone: +81-3-3816-7796
Fax: +81-3-3816-7796
E-mail: jsss-annex@miwapubl.com

Manuscript Preparation

All manuscripts submitted to the journal must comply with the following instructions.

Manuscript Style

1. Type double–spaced throughout with 12–point type face, on A4 paper. As to photos, they must be printed on one sided good quality paper.

2. Manuscript sections should be presented in the following order on separate pages: (i) Title page, (ii) abstract and key words, (iii) Text, (iv) References, (v) Tables, (vi) Figure legends. All pages must be consecutively numbered, beginning with the abstract page.

(i) Title page: The first page must include the title, full names of the authors with academic degrees, affiliation of the authors, the address for mailing proofs, phone number and fax number.

(ii) Abstract and key words: The second page must include these and the abstract should not exceed 400 words nor be less than 250 words. State succinctly and clearly the important aspects of the study. The key words you can run up to 5 words or short phrases which are in English or Latin.

(iii) Text: As a general rule, the text of original articles should be organized with the following headings: Introduction, Methods (materials and methods), Results, and Discussion.

Introduction
Provide briefly the purpose, reason and background of the investigation.

Methods
Include a minimum of information concerning the specific methods used to prepare the data unless they have been disclosed already.

Results
Give a simple description.

Discussion
Emphasize originality and state the importance of the investigation.

(iv) References: In the text itself, references should be cited using superscript Arabic numerals in the order in which they appear. In the reference list, the references should be numbered and listed in their order of appearance in the text. References should be listed in the style of Index Medicus. See the following sample form:

Journal articles


Chapters in a Book

As to tables and figure legends, see the following section of Figures and Tables.

Abbreviations and Units
1. Use the original languages when citing references, persons’ or medicines’ names and place-names.
2. Use only standard abbreviations, and make certain all abbreviations are spelled out in full-terms at first mention in the manuscript.
3. Use the CGS system of Units, such as m, cm, mm, cm², l, dl, kg, g, mg, ng, hr, min, sec and msec. You should also use/mm³ or /dl for cell counts of the cerebrospinal fluid.

Figures and Tables
1. All figures need legends and all tables need titles, which should be typed on separate sheets and inserted last in the whole manuscript.
2. All figures and tables should be printed off on A4 paper and identified with a serial number, such as Table 1, Table 2 or Fig. 1, Fig. 2.
3. All figures and tables should be cited in consecutive order in the text.
4. All illustrations including line drawings and figures are classified as figures.
5. Photographs should be supplied as sharp photo prints. And if supplied electronically, they should be in high-resolution.
6. Pay attention to the personal rights of the subjects.
7. For optical micrographs, staining methods and original magnifications should be described.
8. For electron micrographs, bar measurements showing magnification should be described.
9. Axial images of neuro-imaging such as CT-scan or MRI should be viewed from the feet: the right side of the patients appears at the left side of the printed figures. Coronal images should also print in order that the right side of the patient appears on the left in the figures. Vascular images or lateral images including MRI should be printed so that in right side images, the patient’s nasus appears on the right in the figures and vice versa.
10. Authors should be responsible for the costs of color prints.
11. In citing figures or tables from other sources, the authors must obtain permission for reprints and acknowledge those original sources in the legends.

Galley proofs and Offprints
1. Galley proofs are sent to the authors, who can correct them once. Proofs are mainly for the purpose of correcting typesetting or some serious errors; alterations except indispensable corrections are not accepted.
2. Authors can put in for offprints with an order form which is sent to them with galley proofs. The form should be completed and returned to the editorial office with the proofs. The offprints are available free of charge for up to 30 copies. Where excessive copies are requested, the authors are charged per 50 copies.

Copyrights and Publishing Right
1. In citing texts, figures or tables from other issues, permission for reprints must be obtained and the permits issued by the authors or publishers should be submitted when the galley proofs are sent back.
2. The copyright and the publishing right of an article including all figures and tables vest solely in The Japanese Society of Spinal Surgery after the manuscript has been accepted for publication.

Conflict of interest
A disclosure statement of conflict of interest for the all authors has to be included in the manuscript.
Information for Submitting Manuscripts to *SPINAL SURGERY*

**Statement of Author Responsibility and Manuscript Originality**

Send this form with the manuscript at submission to Spinal Surgery.

**Manuscript Title:**

---

The authors state that this manuscript is submitted to Spinal Surgery, and is not being submitted or considered for publication elsewhere.

**All authors must sign here:**

<table>
<thead>
<tr>
<th>Name (type or print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contents of the Manuscript:**

- **Text**: pages. References, Abstract and Figure legends: pages
- Photograph and Illustration number: Table number: Figure legends:

**Name of the corresponding author**: E-mail:

**Address:**

**Phone**: Fax: