

Regulations and Requirements for Submissions to the Journal of the Japan Association of Radiological Technologists

Submission Regulations

Revised: April 1, 2013
October 30, 2013
February 20, 2016
April 20, 2019
October 3, 2020

Objective

Article 1. These regulations are based on the operations defined in Article 4 of the articles on the incorporation of the Japan Association of Radiological Technologists (hereafter “the Association”). They stipulate the criteria for submissions to the Journal and informational magazines published by the Association (hereafter “the Journal, etc.”).

Eligibility

Article 2. Only members of the Association may submit to the Journal, etc., unless the author is not a radiographer, in which case this condition does not apply.

Copyright

Article 3. The copyright of the published manuscript is based on rules regarding the management of the works of the Society.

Obligations

Article 4.

- 4-1. The topic of submitted manuscripts must belong to a relevant domain to technologies for prevention, diagnosis, and treatment related to radiation therapy, and manuscripts must be unpublished.
- 4-2. Submitted papers, whether for fundamental or applied research, must sufficiently consider bioethics, and authors must bear the ultimate responsibility for their content.
- 4-3. Fabrication, forgery, plagiarism, violation of the law, and other forms of wrongdoing are not allowed in submissions.
- 4-4. If the author has already reported similar content to that of the published manuscript or submitted it to another journal, the author is required to explain the difference from the manuscript in a separate document.
- 4-5. The author must disclose all information regarding conflicts of interest.
- 4-6. The author shall be held accountable for any misconduct regarding the content of the publication, and the Society shall not be involved at all.

Submissions

Article 5. The types of accepted submissions are categorized as follows:

- (1) Original articles
Highly original research papers with clear objectives and conclusions.
- (2) Review articles
Articles systematically summarizing a specific research domain from a particular perspective.
- (3) Rapid communications
Reports of original research that must be published rapidly.
- (4) Reports
Surveys of significance to the study of radiological technology or reports of interesting and important cases.
- (5) Notes
Articles on the development or evaluation of new equipment, techniques, products, etc.
- (6) Technical material
Compilations of survey data or technical aspects, or anything that can serve as a reference for research and technology.
- (7) Overview articles
A compilation of technologies, principles, or basic elements with reference to the literature. However, what was explained in the development and use of equipment and software constitutes a technical explanation.
- (8) Miscellaneous
Other items approved by the editorial committee for publication, such as lecture transcripts, courses published as journal articles, and newspaper/magazine articles that were not published in Issues 1–7.

How to submit

Article 6.

- 6-1. Use the online posting system.
- 6-2. The author shall save the duplicate data of the submitted manuscript until the publication decision.

Formatting

Article 7. The explanation of the manuscript shall be provided according to the submission procedure specified separately.

Reception of submissions

Article 8. The reception date shall be the date on which the editorial board has determined to comply with this regulation.

Review

Article 9.

- 9-1. Received manuscripts will be reviewed carefully and impartially by peer-reviewers selected by the editorial committee.
- 9-2. Peer reviews are limited to two times. However, in the case of Article 5, items 7 and 8, in principle, peer review is not performed.
- 9-3. The acceptance or rejection of the manuscript will be decided by the editorial committee in consideration of the opinions of the reviewers, and the date will be the final acceptance date.

Corrections

Article 10.

- 10-1. In principle, the author must proofread the manuscript up to twice and return it by the designated date. If the deadline is breached, the school will be completed with the proofreading of the editorial board.
- 10-2. The correction of words and plates that were not included in the manuscript is not allowed.

Printing

Article 11.

- 11-1. 20 copies of the papers published in the Journal, etc., will be presented to their authors as an offprint.
- 11-2. The authors must bear the expenses of any additional offprints. If additional offprints are required, they must be requested by the time corrections are submitted.

Revision or repeal of regulations

Article 12.

- 12-1. This regulation will come into effect on April 1, 2012.
- 12-2. This regulation will come into effect on April 1, 2016.
- 12-3. This regulation will come into effect on April 20, 2019.
- 12-4. This regulation will come into effect on October 3, 2020.

Requirements for Submissions to the Journal of the Japan Association of Radiological Technologists

Revised: February 20, 2016
April 20, 2019
October 3, 2020

The formatting requirements for manuscripts specified in Article 7 of the submission regulations of the Journal of the Japan Association of Radiological Technologists are as follows:

1. How to write original articles, reviews, breaking news, reports, notes, materials, and explanations.
 - 1) Title and abstract
Enter the following items in the online posting system.
 - ① Enter the author's name, facility name, affiliation, occupation, and contact information, and select the specialized field.
 - ② Select the type of post.
 - ③ Enter the title and co-author information in Japanese and English. Co-authors are limited to members of the Society. However, this does not apply if the co-author is not a radiological technologist.
 - ④ Summarize the abstract in Japanese and English within 300 characters (words).
 - ⑤ Enter the keywords in English. Keywords should be in noun forms and should be limited to five.
 - 2) Text and figures/tables
For the text and figures/tables, create and post both a separate file and a file containing figures and tables within the text.
 - ① The manuscript should be written in Japanese or English.
Create the manuscript using Word with a paper size set to the A4 size. The type and size of the fonts should be 12 points for both Japanese and English fonts, Mincho font, and Times. The line spacing should be 18 points. Leave a margin of 2 cm or more on the top, bottom, left, and right.
 - ② The specified number of pages and excess page costs of the manuscript are as shown in the following table.

Type of submission	Number of pages (as published)	Fee for additional pages
Original articles	8	¥10,000 per page
Review articles	8	
Rapid communications	3	
Reports	3	
Notes	8	
Technical material	8	
Overview articles	8	
Technical overview articles	4–6	None
Miscellaneous	2 (strictly enforced)	

③As a general rule, academic terms should conform to Cabinet Notification No. 2 and JIS.

④The unit of quantity is the International System of Units (SI).

⑤Indicate the insertion position of the figure/table in red in the text created as a separate file from the figure/table.

⑥The figures and tables created as separate files from the main text are of higher resolution and can be subjected to secondary processing in production.

⑦For academic treatises, write the title and characters in the table in English.

⑧When reprinting figures/tables, specify the source and obtain permission.

⑨Attach the explanation of the figures and tables in Japanese in a separate file.

3) References

References should be listed in the order in which they appear, with the numbers in parentheses at the end of the referenced text.

The notation format is as follows.

①For magazines

Author names: Title (article title) Magazine name (abbreviation), volume, first-last page, year of publication.

②For a book

Author names: Book title, First-last page, publisher, year of publication.

③If there are two or more authors, enter only the first author and enter “other” and “et al.”

4) Trademark name

If a trademark name is required, write the trademark name in both parentheses after the common name and add ®.

2. Submission of copyright transfer agreement

(1) The first author and co-authors must agree with the contents of the copyright transfer agreement stipulated in the copyright management regulations.

(2) The copyright transfer agreement shall be stipulated by the rules regarding copyright management, and the format specified on the Society's website should be used.

(3) The copyright transfer agreement must be signed by the first author and co-authors, and provided when the manuscript is submitted.

3. About secondary publication

(1) Obtain approval from the editorial departments of both the first and second journals.

(2) The period until the secondary publication should be decided through discussions between the editorial departments of both parties and the author.

(3) Secondary publications of treatises are intended for different types of readerships.

(4) The secondary publication of a treatise should faithfully reflect the content of the first treatise.

(5) Specify the source of the original treatise.

(6) Specify in the title that it is a secondary publication.

4. About technical commentary requested by the editorial board.

The composition of the text is as follows (1) to (9).

(1) Abstract (100-150 words in Japanese and English)

(2) Keywords (3 words)

(3) Introduction:

(4) Purpose of explanation (overview)

(5) Main paper

(6) Comparison and consideration with previous research (development technology)

(7) Clinical usefulness

(8) Conclusion

(9) References