Information for Authors

The journal welcomes original papers that contribute to the progress of hematology. Submissions from all countries are invited.

Pre-submission charges

If the first author is not a member of the Japanese Society of Hematology, US $20 (Authors from Japan: ¥2000). Pre-submission charge will be charged before the peer-review process can begin. After submission, we would send you an email referring to credit card payment. Charges cannot be refunded at any cost and the submission would not move on to peer review process until we confirm the completion of your payment.

Submission of Manuscripts

Authors should submit their manuscripts using the journal’s online submission system. Electronic submission substantially reduces the editorial processing and reviewing time and shortens overall publication time. Please go directly to the site https://www.editorialmanager.com/jhhm and upload all files associated with the manuscript following the instructions given on the screen. Use the Help option if you see the last updated system requirements.

Author accounts

Authors entering the journal’s Editorial Manager site can either create a new account or use an existing one. When you have an existing account, use it for all your submissions; you can track their status on the same page. If you have forgotten your username and password, please click the link “Send Username/Password” and enter your e-mail address. You will then receive an automatically generated e-mail with your username and password. Alternatively, please create a new account and then follow the instructions given on the screen.

Getting started

Once you have logged into your account, Editorial Manager will lead you through the submission process in an orderly, step-by-step process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process later at the same point for that manuscript.

While submitting your electronic manuscript, you will be required to enter data about your manuscript. These include full title, author names and affiliations, and other information, as listed below under Manuscript preparation. Support for special characters is available.

Uploading files

Main Documents: Main documents of articles should be uploaded in rich text format (.rtf) or as Microsoft Word documents (.doc).

Tables: Use the table functions of your word-processing program, not spreadsheets, to create tables. Tables may be uploaded separately from the main document or inserted into the main document. Tables and Figures should be uploaded separately from the main document or inserted into the main document.

Figures: Common graphic file formats such as GIF, JPEG, EPS, and TIFF are supported. Please upload figures that are satisfactory for the review process and for printing according to artwork guidelines described in the end of this instruction.

After the components of the article have been uploaded in this manner, the system will convert the files to PDF format. You can view the result of the conversion with Adobe Acrobat Reader. You will also be notified by e-mail that your submission was successful.

Click Help at any point during this process to view answers to frequently asked questions.

If the total size of the files exceeds the file volume (10 MB) for online submission, reduce the resolution of large files for initial submission.

Keeping track

After submission, you may return and monitor the progress of your submission through the review process.

Types of publications

Original articles, case reports, rapid communications, and review articles are accepted for consideration by the Editorial Board with the understanding that no substantial part of the paper has been submitted or published elsewhere. Authors are responsible for conforming to the guidelines contained in this Information for Authors. The Editorial Board reserves the right to make corrections to the text in the interest of clarity, consistency, and readability. Editorial decisions are final.

Original articles should include the following sections: Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgments, and References. Original articles should be no longer than 5,600 words.

Case reports should describe new findings that have a significant clinical impact on hematologists or that may alter the concept of a disease. Case reports of the following will not be accepted for publication: a description of a rare disease or condition without new findings to be added to previous reports; a combination of different diseases without new suggestive findings for hematological research; remarkable effects of already known treatments without suggestive data to explain the difference. Case reports should be no more than 1,800 words in length.

Rapid communications should be limited to 6 typed pages, including references, and 4 pages of tables or figures. Rapid communications report only important new observations of sufficient significance and urgency to warrant rapid publication. Sections may be combined (e.g., Introduction, Methods or Patients), Results, Discussion. Request for consideration as a Rapid communication should be made in the author’s cover letter upon submission.

Such papers, if accepted, will be published in the next available print issue; and all articles, including Rapid communications, will be published in the Online First format on SpringerLink ahead of print publication.

Images in hematology. Authors can submit for publication an illustration (or, where appropriate, two or more related images) that is interesting, instructive, and visually attractive, with a few lines of explanatory text and usually one or two contributors. High-resolution (600 dpi for line art; 300 dpi for halftones or color images) digital files should be submitted. Due to space constraints, there are usually no references in the “Images” section. However, a single reference may be accepted at the discretion of the Images Editor if it appears essential to the contribution in question.

Review articles generally are invited contributions, but suitable manuscripts may be submitted for this purpose. However, involvement of medical writers/researchers employed by the pharmaceutical industry are not permitted for review articles.

Letters to the editor. Letters to the editor are comments on published research. They should not exceed 700 words, 3 references, and 1 figure/table, and should include an illustrative title, but no abstract or subheadings.

Editorial policies

The International Journal of Hematology has adopted the Uniform Requirements for Manuscripts (URM) established by the International Committee of Medical Journal Editors (ICMJE). These requirements were developed “to help authors and editors in their mutual task of creating accurate, clear, easily accessible reports of biomedical studies,” and are available from the ICMJE website (www.icmje.org). The Editors reserve the right to reject studies that do not demonstrate sufficient conformity with IHH editorial policies or with generally established standards for the conduct of basic research. The Editors may further retract published articles that are subsequently shown to have been conducted in violation of these principles.

Animal studies Research using animals must be conducted in conformity with local laws and regulations and under the supervision of the animal welfare committee, or its equivalent, of the institution at which the research was conducted. In general, all research use of animals should conform to the “3 Rs” principles of replacement, reduction, and refinement, and should be designed to minimize pain and distress.

Clinical studies Reports of clinical research studies, and case reports of uses of investigational drugs, off-label uses of approved drugs, or special clinical examinations of a disease may be submitted only after receiving approval from an institutional ethics committee and the informed consent of all patients/research participants. A statement that these have been obtained must be included in the manuscript.

Authorship All persons listed in the author byline must have made substantive contributions to the experimental design, the acquisition and/or analysis of research data, or the preparation of the manuscript, and must agree to accept responsibility for the aspects of the work with which they were involved. All persons who made contributions to the preparation of the manuscript must be acknowledged, including those whose contribution was solely writing assistance, and any support for such assistance must be disclosed. All authors must agree to the content of the manuscript and its submission to IHH. Disputes over authorship should be resolved prior to submission. Failure to resolve authorship disputes may result in publication delays or other editorial action.

Redundant or Duplicate Publication

When submitting a paper, an author should always make a full statement to the editor about all submissions and previous reports that might be regarded as redundant or duplicate publication of the same or very similar work. The author should alert the editor if the work includes subjects about whom a previous report has been published. Any such work should be referred to and referenced in the new paper. Copies of such material should be included with the submitted paper to help the editor decide how to deal with the matter.

If redundant or duplicate publication is attempted or occurs without such notification, authors should expect editorial action to be taken. At the least, prompt rejection of the submitted manuscript should be expected. If the editor was not aware of the violations and the article has already been published, then a notice of redundant or duplicate publication will probably be published with or without the author’s explanation or approval.
Secondary publication in the same or another language, especially in other countries, is justifiable, and can be beneficial, provided all of the following conditions are met:

- The authors have received approval from the editors of both journals; the editor concerned with secondary publication must have a photocopy, reprint, or manuscript of the primary version.
- The priority of the primary publication is respected by a publication interval of at least one week (unless specifically negotiated otherwise by both editors).
- The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient.
- The secondary version reflects faithfully the data and interpretations of the primary version.
- A footnote on the title page of the secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part and states the primary reference. A suitable footnote might read: “This article is based on a study first reported in the [title of journal, with full reference].”

Conflict of interest

The IJH requires authors to disclose financial or other interests, at the personal or institutional level, which might be construed as potentially influencing the results, their interpretation, or description. In adherence to current global standards of practice formulated by the ICMJE, the Editors require all authors to submit a completed Uniform Disclosure Form (available at http://www.icmje.org/doi_disclosure.pdf) at the time of submission. Information on potential conflict(s) of interest may be revealed to reviewers, at the Editors’ discretion.

A summary of conflicts should be listed for each author on the page following the acknowledgment. If no conflict exists, authors should state:

- The authors declare that they have no conflict of interest. A summary of relevant information will be published with the manuscript.

Distribution of materials and other resources

Authors must be willing to distribute, in a timely and unencumbered manner, materials, data, and other resources relating to the work to other researchers for use in replicating, testing, or building on the reported findings. Such materials may include cells or cell lines, DNA, reagents, antibodies, strains of mutant mice, or other genetically altered organisms. Materials should be distributed free of charge, but it is acceptable to request payment for costs of maintenance and/or shipping.

Human subjects

When reporting research on human subjects, the work must comply with the principles of the most recent version of the Declaration of Helsinki (updated 2008; http://www.wma.net/en/1opublications-topolicies/bs/index.html). Authors should indicate that the study design was approved by a relevant local ethics committee and, where appropriate, that informed consent was obtained from all subjects.

Privacy and confidentiality

Identifying information of patients or human subjects, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication.

Registration of clinical trials

In accordance with the ICMJE uniform requirements and current practice standards for biomedical research, the IJH requires that all articles describing research in which human subjects have been prospectively assigned to intervention or control groups to study the cause-and-effect relationship between a clinical intervention and an outcome be registered with a not-for-profit, publicly accessible registry. This requirement only applies to the design and methodology of the trial; results are not required to be registered by the journal. Examples of public clinical trials registries include those administered by the World Health Organization (http://apps.who.int/trialssearch/) and the US National Institutes of Health (http://clinicaltrials.gov/).

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.

Manuscript preparation

The journal’s language is English. British or American English spelling and terminology may be used, but 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 a language service (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 the International Journal of Hematology 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 the International Journal of Hematology.

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 only)
Genedit http://www.genedits.com/ (English Website only)
International Science Editing http://www.internationalscienceediting.com/ (English Website only)
http://www.internationalscienceediting.com/jp/ (Japanese Website)

Title page

Page 1 should contain the article title; author name(s); proposed running head not exceeding 45 characters and spaces, proposed type of manuscript (review article, original article, case report, rapid communication, letter to the editor); name of the department and institution in which the work was done; name, address, telephone and fax numbers, and e-mail address of the author to whom communications regarding the manuscript and reprints should be directed.

Abstract

Abstracts should be no longer than 200 words. The abstract should not contain any undefined abbreviations or reference citations.

Keywords

Please provide 3 to 5 keywords that can be used for indexing purposes.

Text formatting

For submission in Word

- Use 12-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
- Use the equation editor or MathType for equations

Note: If you use Word 2007, do not create the equations with the default equation editor but use MathType instead.

- Do not include tables or figures in main document. Please upload them separately on Editorial Manager.

Heading levels

Please use the decimal system of headings, with no more than three levels.

Conflict of interest

Authors must indicate whether or not they have a financial relationship with the organization that sponsored the research. This note should be added in a separate section before the reference list. See the Editorial policies section for more information. If no conflict exists, authors should state: The authors certify that they have no conflict of interest.

References

The list of References should include only works that are cited in the text and that have been published or accepted for publication. Do not use footnotes or endnotes as a substitute for a reference list.

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].

List style

References should be listed at the end of the article. References should be numbered consecutively as they appear at their first mention in the text. For 6 or fewer authors, all should be listed; for 7 or more, only the first 6 should be listed, followed by et al.

Examples:


Unpublished data and personal communications

Do not include unpublished data or personal communications in the reference list. These may only be cited parenthetically in the text. If unpublished data are from the authors of the paper, cite in the text as unpublished data. If unpublished data are from contributors other than authors of the paper, the citation should include initial(s) and last names of all contributors and year. For personal communications, give initial(s) and last name(s) of all contributors and the month and year that the communication occurred, and indicate whether the communication was written or oral.

Abbreviations and acronyms

At its first appearance in the text, an abbreviation or acronym should be spelled out. Common abbreviations of units that need not be spelled out are: s, pm, μg, ml, min, mm, mg, ml, h, cm, μl, M, mM, kg, L, mL, g, mg, μg, c/kg, Gy, etc.

SI units, numbers

Units of time should be written out in text, figure legends, and table footnotes and abbreviated only
in tables. Use SI units for weights and measurements, degrees Celsius for temperature, and the 24-hour clock for times of day.

Product and manufacturers' names
In principle, generic names should be used; if trademarked names are used, the initial letters of the names should be capitalized. The name and location of manufacturers should be shown within parentheses.

Submission from Japan
The first author should be a member of the Japanese Society of Hematology at the acceptance stage of the manuscript, except for the student.

Artwork guideline
https://www.springer.com/us/authors-editors/journal-author/journal-author-helpdesk/manuscript-preparation/1260

ESM
If electronic supplementary material (ESM) is submitted, it will be published as received from the author in the online version only.

ESM 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.
- If any ESM is supplied, 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.")

For details on formats and other information, please follow the link (http://www.springer.com.12185) to the specific instructions for electronic supplementary material on the right.

After acceptance
During the production phase the following issues must be clarified:

Copyright
Copyright transfer: Authors will be asked to transfer copyright of the article to the Japanese Society of Hematology. This will ensure the widest possible protection and dissemination of information under copyright laws.

eOffprints
Upon publication the corresponding authors will receive a free eOffprint of their article.

Online First
An 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 article can also be cited by issue and page numbers. After online publication, changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

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

The proof should be used for checking 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.

Page charges
Accepted manuscripts will be published subject to a fee of US $25 per published page (Authors from Japan: ¥3000 per published page).

Color in print
Color illustrations are free of charge.

Page and offprint (if any) charges will be separately charged to the corresponding author, except for solicited material. On request in unusual circumstances, the Editor-in-Chief may waive some or all of these charges.

All inquiries or correspondence of a general nature should be addressed to the Editorial Office.

Editorial Office
International Journal of Hematology
c/o The Japanese Society of Hematology
Maeda S.N. Buld. 8F
518 Akinono-cho, Nijo-sagaru, Karasuma-dori,
Nakagyō-ku, Kyoto 604-0847, Japan
Tel.: +81-75-231-5711
Fax: +81-75-231-5722
E-mail: ijh@jshem.or.jp
http://www.jshem.or.jp