

[Revised Instruction]

4. Language: The author(s) and society divide the translation fee in half to cover the total fee (valid for Japanese manuscript only).

■ Editorial Policy

1. Aim of this journal

JNET Journal of Neuroendovascular Therapy is the official journal of the Japanese Society for Neuroendovascular Therapy (JSNET). The JNET publishes peer-reviewed original research related to neuroendovascular therapy, including clinical studies, state-of-the-art technology, education, and basic sciences.

2. Qualification for submission

Anyone can submit manuscripts to this journal regardless of whether he/she is a member of the society.

3. Manuscript types

The types for paper submissions are Original Research, Review Article, Case Report, Technical Notes, and Anatomical Imaging.

4. Languages

Authors may submit manuscript not only in English, but also in Japanese on the premise that they will be translated into English. When a submission in Japanese is accepted temporarily, the manuscript will be translated into English. After final peer-review of the English manuscript, the manuscript will be accepted officially. The author(s) and society divide the translation fee in half to cover the total fee by paying 50% each. The society designates the translation agency. Refer to "Instruction for Authors in Japanese" for the details.

After translation, authors may not submit the translated manuscript to other journal, otherwise authors will be levied all the translation cost.

5. Peer-Review

This journal uses double blind peer-review. Manuscript decisions are based on editorial discretion.

6. Copyright

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1) The article may not be published elsewhere or transmitted in any form or by any means, either in part or in whole without the express permission of The Japanese Society for Neuroendovascular Therapy, except articles presented at meetings held by this society.

2) The article may not infringe on the copyright of other articles. Permission should be obtained by authors beforehand if necessary.

3) All authors who contributed the article should be included in the author list.

4) Permission of publishing the article should be obtained beforehand by appropriate persons or institutions if necessary.

7. Ethical Policy

If the work involves the use of human subjects, the author should ensure that the work has been carried out in accordance with Declaration of Helsinki for experiments involving humans, and that the work has been approved by the appropriate ethics institutional review board (IRB). If the work describes on live animals, it must conform to the ARRIVE guidelines.

8. Conflict of Interest

1) Disclosure Requirements

Authors of JNET Journal of Neuroendovascular Therapy must clearly indicate at the time of submission any conflict of interest (COI) by means of Author Disclosure of Relevant Financial Relationships, which is prescribed in the Instructions for Authors. With regard to conflicts of interest to be clearly indicated at the time of submission, authors shall disclose matters according to the guidelines prescribed below. Matters for which disclosure is required

shall be matters that occur from three years before paper submission to the time of submission.

(disclosure standards)

A. Authors

i) Presenting authors who are officers or advisors of companies or for-profit organizations shall report annual remuneration from a single company or organization of 1,000,000 JPY (equivalent) or more.

ii) Presenting authors shall report stock ownership in cases where profit (the sum of dividends and profit on sale) from shares of a single company during a one-year period is 1,000,000 JPY (equivalent) or more or where they own 5% or more of the total shares.

iii) Presenting authors shall report patent royalties or licensing fees from companies or for-profit organizations in cases where royalties or licensing fees for a single patent are 1,000,000 JPY (equivalent) or more per year.

iv) Presenting authors shall report honoraria (such as lecture fees) paid by a company or for-profit organization as compensation for the time or labor of a researcher engaged for conference attendance (presentation) in cases where annual honoraria from a single company or organization are 1,000,000 JPY (equivalent) or more.

v) Presenting authors shall report manuscript fees paid from companies or for-profit organizations as compensation for writing for a pamphlet or other publication in cases where annual manuscript fees from a single company or organization are 500,000 JPY (equivalent) or more.

vi) Presenting authors shall report research funding from companies or for-profit organizations provide in cases where the total amount of research funding paid for a single instance of clinical research is 2,000,000 JPY (equivalent) or more. Presenting authors shall report scholarships (grants) in cases where the total annual amount paid to a single research leader from a single company or organization is 2,000,000 yen (equivalent) or more.

vii) Presenting authors shall report consigned research fund from companies or for-profit organizations in cases where the total amount is 10,000,000 JPY (equivalent) or more per year.

viii) Presenting authors shall report chair courses which is funded 2,000,000 JPY (equivalent) or more per year by a company or a for-profit organization.

B. Authors' spouses, first degree relative, and any person who share interest with authors

i) Presenting authors who are officers or advisors of companies or for-profit

organizations shall report annual remuneration from a single company or organization of 1,000,000 JPY (equivalent) or more.

ii) Presenting authors shall report stock ownership in cases where profit (the sum of dividends and profit on sale) from shares of a single company during a one-year period is 1,000,000 JPY (equivalent) or more or where they own 5% or more of the total shares.

iii) Presenting authors shall report patent royalties or licensing fees from companies or for-profit organizations in cases where royalties or licensing fees for a single patent are 1,000,000 JPY (equivalent) or more per year.

2) How to disclose

COI should be disclosed by both i) disclosure statement in the article and ii) submission of COI form.

i) COI should be stated at the end of a research paper immediately before the references. If no conflict exists, authors should state "The authors declare that they have no conflict of interest." If one or a few authors have COI to disclose, further to that statement, the author's name should be anonymous, like "A received research fund from Z company", and enter the name in the submission system. There should be an additional statement for those remaining authors who do not have any, e.g. "All remaining authors have declared no conflicts of interest."

ii) Download the COI form at the journal HP. The first author or the corresponding author collects the COI of all authors, put them together in a COI form, and submit it onto the online submission peer-review system.

9. Authorship

Authors have to meet all the criteria below, which are defined by ICMJE (International Committee of Medical Journal Editors). Anyone who meets all the criteria below must be listed as an author.

1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work

2) Drafting the work or revising it critically for important intellectual content

3) Final approval of the version to be published

4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

Those who do not meet the four criteria should be acknowledged.

10. CrossCheck

JNET implements CrossCheck (Copy & Paste detector). All submitted manuscripts are to be

examined by CrossCheck. In case any possibility of plagiarism, the editorial committee may ask the author to correct the paper, or stop the peer-review.

■ Manuscript Style

11. Submission

All manuscripts should be submitted through online submission/peer-review system below. After a submission completed, authors are to receive a submission acknowledgement mail which is sent to all co-authors. Authors change the language by the pull-down at the right top of the page.

<https://mc.manuscriptcentral.com/jsnet-en>

On revision, authors should respond to each review comment one by one, and indicate the modified parts with page and line number. The modified parts in the text should be highlighted by underline or color font.

12. File formats

Manuscript files should be saved separately in the formats below.

- 1) Title page : Word (Title page should be separated from the text.)
- 2) Text (Abstract ~ Legends) : Word
- 3) Table : Word, Excel (Image data and collecting text boxes are unacceptable.)
- 4) Figure : JPEG, TIFF, PowerPoint, Word
- 5) Movie : MPEG, AVI
- 6) COI form : Word, PDF

13. Documentary form

Submission in English : A4 format, font size of 11 points, margins of 25 mm, font style of Arial or Times New Roman. Text should be double-

spaced.

Submission in Japanese : A4 format, font size of 10~11points, 30 letters in a line, 24 lines in a page, and margins of 30 mm.

14. English

Authors whose native language is not English should have their manuscripts checked by a native English speaker before submission.

15. Numerals and units

Use Arabic numerals and CGS units like m, cm², mL, dL, g.

16. Abbreviation

Abbreviations should be spelled out in the first appearance in each part of title, key words, abstract, and text. In legends of tables and figures, abbreviations should be defined for each table and figure. Below mentioned abbreviations do not need to be spelled out as already-known.

CT, CTA, DSA, FLAIR, Gd, MRA, MRI, T1, T2, T2*, 3D

17. Devices

On referring to devices like catheter and coil for the first time, selling companies should be stated. There is no need to append "TM" or "®". e.g.) GDC Ultrasoft (Stryker, Kalamazoo, MI, USA) → company, city, state, country

■ Manuscript Format

18. Title page

The title page should include the information below.

- 1) Manuscript type (Review Article, Original Article, Case Report, Technical Note, Anatomical Imaging)
- 2) Title
- 3) The names of all authors (first name, middle initial[s], and surname) with academic degrees)
- 4) All authors' institutional affiliations (where the manuscript have been created)
- 5) Contact details of the corresponding author (mailing address, telephone number, facsimile number, and email address)
- 6) Short Title with 60 or less characters
- 7) Key words (3 to 5)
- 8) The following sentence must be stated at the

bottom of the title page; "All authors pledge that this manuscript does not contain previously published material and is not under consideration for publication elsewhere."

19. Basic structure of manuscripts

Arrange the manuscript in the order of Abstract, Text, (Acknowledgement), Disclosure Statement, Reverences, and Legends. To ensure anonymity in the peer review process, authors' names should appear on only the full title page; names of authors, their initials, or their institutions should not be referred to in the text or the illustrations. The anonymity of patients and subjects must be preserved.

20. Format of each manuscript type

Manuscripts should conform to the length specified in the below table. The word limit or the printed pages includes references and

tables/figures. In case the number of pages exceeds the below limitation, authors have to pay extra page charge.

Review	An article reviewing recent developments on specific topics. No personal opinions or personal experiences are expressed.
Words	Up to 9,600 words (8 printed pages including tables/figures)
Abstract	Up to 400 words. Free form.
Structure	Free style, followed by (Acknowledgment), Disclosure Statement, References, and Legends
References	Up to 50.
Table/Figure	Up to 10 in total.
Original Article	An article that reports on completed original investigations and provides conclusive evidence
Words	Up to 7,200 words (6 printed pages including tables/figures)
Abstract	Up to 400 words. Structured with the subheads of Objective, Methods, Results, Conclusion.
Structure	Abstract, Introduction, Material and Methods, Results, Discussion, Conclusion, (Acknowledgment), Disclosure Statement, References, and Legends
References	Up to 30
Table/Figure	Up to 8 in total
Case Report	A brief description of one or two cases of interest, in which neuroendovascular treatment played an important role
Words	Up to 6,000 words (5 printed pages including tables/figures)
Abstract	Up to 250 words. Structured with the subheads of Objective, Case Presentations, Conclusion.
Structure	Abstract, Introduction, Case Presentation, Discussion, Conclusion, (Acknowledgment), Disclosure Statement, References, and Legends
References	Up to 20
Table/Figure	Up to 6 in total
Technical Note	A brief report on a new technique or procedure, modification of a certain technique, or new equipment in the field of neuroendovascular treatment.
Words	Up to 6,000 words (5 printed pages including tables/figures)
Abstract	Up to 250 words. Structured with the subheads of Objective, Case Presentations, Conclusion.
Structure	Abstract, Introduction, Case Presentation, Discussion, Conclusion, (Acknowledgment), Disclosure Statement, References, and Legends
References	Up to 20
Table/Figure	Up to 6 in total

Anatomical Imaging	An article that consists of excellent figures, illustrations, pictures to impart descriptive information regarding important vascular anatomy for neuroendovascular treatment, with minimal text. The article does not have new data or statistics.
Words	Up to 2,400 words (2 printed pages including tables/figures)
Abstract	Not required.
Structure	Free style, followed by (Acknowledgment), Disclosure Statement, References, and Legends.
References	Up to 5
Table/Figure	Up to 8 parts figures

21. Acknowledgment

If there is an acknowledgment, enter it on the submission peer-review system, not write it in the manuscript.

22. Disclosure of Conflict of Interest

Disclose the conflict of interest before References section. If one or more authors have conflict of interest, do not specify the authors' names on the manuscript but keep them anonymous.

Instead, specify the authors' names on the submission peer-review system.

e.g. A (author name) received a research grant from X (entity name).; B serves as a consultant to Y.; C received lecture fees from Z.; All authors have no conflict of interest.

23. References

References should be listed consecutively in the order cited in the text. References cited in the text should be superscript. Please see "19. Length limit" in this guideline for references limit.

References to journal articles should include (1) surnames and initials (without periods) of the first three authors and "et al." for all others, (2) article titles, (3) abbreviated journal names (as per the Index Medicus), (4) year of publication (5) volume numbers, and (6) inclusive page numbers.

〈Journals〉 Miyata H, Nakahara I, Ishii A, et al. Predictors and stroke risk of restenosis after carotid artery stenting. JNET J Neuroendovasc Ther 2015; 9: 245-253.

〈 Books 〉 Osborn AG: Diagnostic Neuroradiology. Mosby. St. Louis, 1994, 15-36.

〈Online〉 The Japan Stroke Society, The Japan Neurosurgical Society, The Japanese Society for Neuroendovascular Therapy. Guidelines for the Proper Use of Percutaneous Transluminal Cerebral Thrombus Retrieval Devices, Edition 2. <http://jsnet.website/sozai/info->

shonin/150402noukessenn_shishin.pdf (Accessed : December 10, 2016)

24. Captions

Legends of figures should be brief and specific, and should appear on a separate manuscript page after the references. Legends must be numbered consecutively. Indicate figure numbers. Any symbols or abbreviations appearing in an illustration must be defined by a corresponding description in the legend.

25. Tables and Figures

1) Numbering : All tables and figures should be cited in the text in consecutive order.

2) Tables : Tables should be prepared with MS Word or MS Excel, and separated from the text. All tables are to be numbered in the order in which they are cited in the text, and are to include a brief title at the top, as well as a footnote explaining any abbreviations used in the body of the table. Each table must be a separate file. Tables of image data or collecting text boxes are not acceptable.

3) Figures : These images should be saved in the JPEG or TIFF format. Each image should be a separate file with the figure number indicated in the file name. Images already imbedded in MS Word, PowerPoint or other documents containing a low resolution image are unsuitable for printing. These digital data should use such software as Adobe Photoshop. CT, MRI and angiography images etc. must be acquired using a grey scale with a minimum resolution of 300 dpi. Line art or figures requires a resolution of at least 1,200 dpi. Color images must be acquired using the CMYK method only (RGB is not accepted). Sagittal projections or lateral images are to be submitted with the patient facing the reader's left. Axial projections on CT scans or MR images are to be submitted as "viewed from below"

■ Proof and Publication Charge

26. Proof

The proofreading is the author's responsibility. Publication charges and order of offprint should be confirmed on proof galley check stage.

27. Publication Charge

1) Extra page charge : When the number of the print pages exceeds the limitation for each manuscript type, extra page charge of 20,000 JPY is to be levied to authors.

2) Color Reproduction : Color figures are to be published online for free. Authors who request that figures should be printed in color need to pay color reproduction charges of 55,000 JPY for the first color page, and 50,000 JPY per page for the second color page and further.

3) Offprint : Order reprints at the time of proof galley correction stage. The minimum order of offprint is fifty. An order form and price list for offprints will be sent to the corresponding author with the proof galley.

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