

# Instructions to Authors

Revised August 2006

*Gastric Cancer*, a joint official journal of the Japanese Gastric Cancer Association and the International Gastric Cancer Association, publishes significant studies related to stomach neoplasms. Original articles, Case reports, Short communications (up to 1500 words), and Technical notes will be peer-reviewed for publication on the understanding that the study has not been submitted simultaneously to or accepted by another journal. The criteria for acceptance are originality and high scientific quality. Review articles are in principle solicited by the Editor, but unsolicited manuscripts will also be considered. Letters to the Editor commenting on articles published in the journal or expressing views on topics of gastric cancer are welcomed. Meeting reports, at the request of the Editor, will include summaries of symposia or consensus achieved in the congresses of related associations.

## Prerequisites for publication

A Certification Form, which appears regularly in the journal, must be submitted to the journal's editorial office by fax (+81-3-6831-7010) separately from the manuscript at the same time you submit your manuscripts via Editorial Manager. The form is also available at: [www.springer.com/10120](http://www.springer.com/10120)

**IMPORTANT:** The reviewing process starts only upon receipt of the Certification Form.

## Manuscript Submission via Editorial Manager

Authors should submit their manuscripts to *Gastric Cancer* online. Please log in directly at: <https://www.editorialmanager.com/gcan> and upload your manuscript following the instructions given. In case you encounter any difficulties while submitting your manuscript online, click on Help in the upper left corner.

## Editorial Manager Requirements

- Windows or Macintosh computer capable of running Adobe Acrobat Reader 5.0 or later, and either Internet Explorer 5.0 or later or Netscape 7 or later
- Electronic files of the manuscript text
- Electronic files of the manuscript figures and illustrations

## 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 mail address. You will then receive an automatic e-mail with your user name and password.

## 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 in the system. These include full title, author names and affiliations, and so forth, as listed below under Preparation of Manuscript. Support for special characters is available. At any point during this process,

there are Help buttons available for frequently asked questions.

## Uploading Files

**Main documents:** Main documents of articles should be uploaded in rich text format (RTF) or as a Microsoft Word document (.doc).

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

**Figures:** Common graphic files such as GIF, JPEG, EPS, and TIFF are supported. PowerPoint files are also accepted. Please upload figures that are satisfactory for the review process. If your manuscript is accepted for publication, you will be required to provide figures/illustrations of sufficient quality for printing according to Requirements for Electronically Produced Illustrations for Accepted Papers toward the end of this document.

After uploading the parts of the article 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.

At any point during this process, there are Help buttons available to see frequently asked questions.

If the total size of the files exceeds the file volume (20 MB) for online submission, reduce the resolution of large files for initial submission.

## Keeping Track

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

## Preparation of manuscript

Manuscript format and style should be in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (<http://www.icmje.org>). Type the manuscript *double-space* throughout with margins of at least 25mm. Number pages consecutively, beginning with the title page.

**Title page:** The title page should carry 1) the type of article (e.g., original article, case report, etc.) 2) the title of the article; 3) the names of authors; 4) the name of the department(s) and institution(s) to which the work should be attributed; 5) the name and address of the author responsible for correspondence about the manuscript, with phone and fax numbers and e-mail address; 6) the name and address of the author to whom requests for reprints should be addressed; and 7) a short running head of no more than 40 characters (count letters and spaces).

## Abstract, mini-abstract, and key words:

The second page should carry an abstract of no more than 250 words. In addition, a mini-abstract summarizing the significant conclusion of the study within 30 words should be submitted to appear in the table of contents. The abstracts of Original articles should be structured into four paragraphs: Background, Methods, Results, and Conclusions. Authors should provide three to five key words using terms from the medical subject headings (MeSH) list of *Index Medicus*.

**References:** References should be numbered consecutively in the order in which they are first mentioned in the text. Identify refer-

ences in text, tables, and legends by Arabic numerals in brackets. Restrict citations, as far as possible, to papers written in English or with an English abstract. Use the style of the examples below, which are based on the formats used by the U.S. National Library of Medicine (NLM) in *Index Medicus* (<http://www.nlm.nih.gov>). List the first six authors followed by et al. The references must be verified by the authors against the original documents.

1. Jacobson MA, Zegans M, Pavan PR, O'Donnell JJ, Sattler F, Rao N, et al. Cytomegalovirus retinitis after initiation of highly active antiretroviral therapy. *Lancet* 1997;349:1443-5.
2. Lefor AT, Flowers JL, Bailey RW. Laparoscopy in gastrointestinal malignancies. In: Wanebo HJ, editor. *Surgery for gastrointestinal cancer: a multidisciplinary approach*. 2nd ed. Philadelphia: Lippincott-Raven Publisher; 1997. pp. 145-59.

**Tables:** Type each table with double spacing on a separate page. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table. Identify statistical measures of variations, such as standard deviation and standard error of the mean.

**Figures:** All figures should be cited in the text and numbered consecutively throughout. Letters, numbers, and symbols should be clear and even throughout and of sufficient size that when reduced for publication each item will still be legible. Figure parts should be identified by upper-case Roman letters. Manuscripts submitted with color figures are reviewed on condition that, when accepted, the figures will be printed in color with the additional cost to be met by the author(s). The cost will be ¥80,000 for the first printed page and ¥60,000 for each additional page.

**Legends for figures:** Type legends for figures using double spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend.

**Units of measurement:** Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. All hematologic and clinical chemistry measurements should be reported using the metric system of the International System of Units (SI).

**Abbreviations and symbols:** Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

## Case report

*Gastric Cancer* publishes case reports with new findings. The following will be considered for publication. (A) Cases that have an important clinical impact: 1) Remarkable effects of a new therapy for gastric cancer; 2) Previously unreported adverse events in treatments for gastric cancer; 3) Novel suggestions or pitfalls in diagnosing gastric cancer; (B) Cases that

may provide significant clues to the etiology or natural history of gastric cancer: 1) Combinations of gastric cancer and other diseases in which molecular biological findings provide new etiological information; 2) Previously unreported subtypes, syndromes, or familial accumulations of gastric cancer; 3) Untreated disappearance or long-term stable conditions of gastric cancer, including proof; 4) Previously unreported metastatic or progressive patterns of gastric cancer.

Reports of the following cases will *not* be accepted for publication. 1) Coincidental combination of gastric cancer and other diseases with no new etiological information; 2) Rare gastric cancer with no new findings; 3) Exceptional effects of conventional treatments without data explaining these results.

Provide an unstructured abstract of no more than 150 words. The text should not exceed 1,500 words (excluding references), and only essential figures and/or tables should be provided (no more than 5 items).

Authors of the report should be only those who made substantial contributions to the study. When histological findings play a key role in the report, a pathologist should be included as an author. Information that can identify patients must be omitted, or if in a figure, carefully masked.

#### Check list before submission

- Word file is uploaded for the text.
- Certification Form signed by all coauthors to be faxed to the editorial office.
- Title page included in the main document.
- Double spacing, 25-mm margins, page numbers.
- Mini-abstract of less than 30 words, in addition to an abstract and key words.
- References in the style of *Index Medicus*.
- Figures with clear lettering legible in reduced size.
- Financial support, if any, should be mentioned in the Acknowledgments.
- Extra cost for color reproduction must be agreed to in advance if the manuscript contains color figure(s).

The Editorial Office of *Gastric Cancer*  
Springer Japan, No. 2 Funato Bldg., 1-11-11  
Kudan-Kita, Chiyoda-ku, Tokyo 102-0073,  
Japan. Tel.: +81-3-6831-7009; Fax: +81-3-  
6831-7010. E-mail: gcan@springer.jp

#### Open Choice publication

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular "subscription-based" article, but in addition is made available publicly through Springer's online platform SpringerLink. To publish via Springer Open Choice, upon acceptance please visit [www.springer.com/openchoice](http://www.springer.com/openchoice) to complete the relevant order form and provide the required payment information. Payment must be received in full before publication or articles will be published as regular subscription-model articles. We regret that Springer Open Choice cannot be ordered for published articles.

In cooperation with the International Gastric Cancer Association and the Japanese Gastric Cancer Association, and the publisher, one year after the date of print publication, articles will become publicly available through SpringerLink regardless of whether the Springer Open Choice option is chosen initially.

---

#### Requirements for Electronically Produced Illustrations for Accepted Papers

After acceptance of the manuscript, the publisher requires figure files prepared according to the following specifications.

#### Illustrations

The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files must always contain a preview of the figure in TIFF format.

The file name (one file for each figure) should

include the figure number. Figure legends should be included in the text and not in the figure file.

To create an EPS or a TIFF file, please use graphic programs such as Adobe Illustrator, Adobe Photoshop, Macromedia Freehand, Corel Draw or Corel Photopaint.

*Note:* Almost all common graphic programs are capable of saving files in EPS and in TIFF format. This option can normally be found under the "Save As..." or "Export..." commands in the "File" menu.

#### - Scan resolution

Scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final figure size. For digital halftones, 300 dpi is usually sufficient.

#### - Color illustrations

Store color illustrations as RGB (8 bits per channel) in TIFF format.

#### - Vector graphics

Fonts used in vector graphics must be included or outlined. Please do not use hairlines. The minimum line width is 0.2mm (i.e., 0.567 pt) relative to the final size.

#### General information on data delivery

Please send us files by the following methods.

- Via [ftp.springer.jp](ftp://ftp.springer.jp) (log-in: z10120; password: spvz10120).
- If you are using Netscape or Internet Explorer to upload your files, please use this URL: <ftp://z10120:spvz10120@ftp.springer.jp>
- By e-mail: [gcan@springer.jp](mailto:gcan@springer.jp) (suitable only for small volumes of data)
- Via postal mail on a CD-ROM or MOD (230/640 MB)

Mailing address:

The Editorial Office of *Gastric Cancer*  
Springer Japan, No. 2 Funato Bldg., 1-11-11  
Kudan-Kita, Chiyoda-ku, Tokyo 102-0073,  
Japan.

Please always supply the journal title, operating system, drawing program, image-processing program, and compression program with your data. For the file name, please use the manuscript ID. Use only the extensions that the program assigns automatically.



<http://www.springer.com/journal/10120>

Gastric Cancer

Editors-in-Chief: Y. Kitagawa; H.J. Stein

ISSN: 1436-3291 (print version)

ISSN: 1436-3305 (electronic version)

Journal no. 10120

Springer Tokyo