

Aims and scope

The Journal of Infection and Chemotherapy (JIC) -- official journal of the Japanese Society of Chemotherapy and the Japanese Association for Infectious Diseases -- welcomes original papers, laboratory or clinical, as well as case reports, notes, committee reports, surveillance and guidelines from all parts of the world on all aspects of chemotherapy, covering the pathogenesis, diagnosis, treatment, and control of infection, including treatment with anticancer drugs. Experimental studies on animal models and pharmacokinetics, and reports on epidemiology and clinical trials are particularly welcome.

Prerequisites for publication

Papers will be received on the understanding that: they have not been published in whole or in part elsewhere, they are subject to review by at least two referees and the editors, authors agree to editorial revision in regard to the language and contents, and the editors are responsible for their acceptance and rejection and their order of publication. When relevant, authors should include a statement regarding the ethical aspects of their research.

Only those who have made a substantial contribution to the work can be designated as authors, and those who have made a smaller contribution should be recognized separately in the Acknowledgments section.

Certification Form

The corresponding author is required to fill in the Certification Form electronically on behalf of all co-authors of the manuscript at the time of submission. In the Certification Form, authors must disclose any financial or personal relationships that may pose conflicts of interest.

IMPORTANT

Upon receipt of the Certification for Manuscript Submission, manuscripts are officially recognized as submissions.

Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see <http://www.elsevier.com/publishingethics> and <http://www.elsevier.com/ethicalguidelines>.

Policy and ethics

The work described in your article must have been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans <http://www.wma.net/en/30publications/10policies/b3/index.html>; EU Directive 2010/63/EU for animal experiments http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm; Uniform Requirements for manuscripts submitted to Biomedical journals <http://www.icmje.org>. This must be stated at an appropriate point in the article.

Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts: Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of

the accepted manuscript in an online issue is suspended until authorship has been agreed. After the accepted manuscript is published in an online issue; Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

Registration of Clinical Trials

As of 1.1, 2012, the journal requires all clinical trials that prospectively assign human subjects to medical interventions, comparison groups, or control groups for the purpose of examining the potential health effects of such interventions, to be registered in one of several free, publicly accessible, non-profit electronically searchable databases such as the one administered by the National Library of Medicine (NLM), which is located at <http://www.clinicaltrials.gov>. Trials that begin after 1.1, 2012 must register before enrollment of the first study subject, and trials that began before the deadline must register prior to editorial review. Submitted manuscripts must include the unique registration number in the abstract as evidence of registration. For details regarding the required minimal registration data set, please go to the International Committee of Medical Journal Editors (ICMJE) site at http://www.icmje.org/#clin_trials.

The journal accepts registration in the following registries:

- <http://www.clinicaltrials.gov/> (Clinical Trials)
- <http://www.anzctr.org.au/> (Australian New Zealand Clinical Trials Registry)
- <http://isrctn.org> (ISRCTN Register)
- <http://www.trialregister.nl/trialreg/index.asp> (Netherlands Trial Register)
- <http://www.umin.ac.jp/ctr> (UMIN Clinical Trials Registry)

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 and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors. Please be aware that some publishers do not grant electronic rights for free and that Elsevier will not be able to refund any costs that may have occurred to receive these permissions. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult <http://www.elsevier.com/permissions>.

Expedited reviews of manuscripts

Reviews of manuscripts by the Editorial Committee may be accelerated on an exceptional basis when publication, if approved, would be urgent—for instance, for an author for whom the completion of an academic degree depends on publication of a submitted paper. In such cases, the author must state the specific reasons for the request to accelerate the review process when submitting the manuscript via Elsevier Editorial System. If the quicker review is undertaken, the author will be expected to contribute any extra costs that may be incurred.

How to submit

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing time and shortens overall publication time. Please go directly to the site <http://www.ees.elsevier.com/jic/> and upload all your manuscript files following the instructions given on the screen. Please use the Help option to see the most recently updated system requirements.

Types of article

Original articles

Original articles should be concise, not exceeding 3000 words, set out as follows, with each section beginning on a separate page: Title page, abstract, text, references, tables, legends to figures and illustrations. The text is to be arranged as follows: (1) Introduction; (2) Patients and methods, or Materials and methods; (3) Results; (4)

Discussion; and (5) Acknowledgments. Papers giving minimum inhibitory concentration (MIC) values of drugs without supporting clinical observations should be submitted as Notes.

Review articles

Review articles are in principle solicited by the Editorial Committee.

Editorials

Editorials are considered for publication by invitation.

Case reports

Case reports should be relevant to medical practice in the fields of infection and chemotherapy and are to be presented as concisely as possible. References should be kept to an absolute minimum. In Case reports, the arrangement of the text is as follows: (1) Abstract; (2) Introduction; (3) Case Report; and (4) Discussion.

Notes

Notes should be concise, not exceeding two to four printed pages (ten double-spaced manuscript pages), with an abstract, up to 15 references, and three tables and/or figures. Do not use section headings in the body of the article.

Letters to the Editor

Questions or comments concerning recently published papers should be sent to the Editor, who will refer them to the authors. The questions and authors' replies may subsequently be published together.

Committee reports

Committee reports from any organization concerned with medical practice or research in the fields of infection and chemotherapy will be considered for publication.

Surveillance

Surveillance articles should focus on epidemiological trends regarding a specific disease or a group of diseases with data from a regional, national or international surveillance system, but could also be an analysis of a surveillance system or a description of a new surveillance system. Longer reports on regional, national or international outbreaks should be submitted once the outbreak has been fully investigated and focus on new and unexpected aspects and on lessons learned. The length of these articles is usually 3500 words, with up to 30 references and six illustrations (graphs or tables).

Guidelines

Guidelines for medical practice, clinical examinations, or experiments in the fields of infection and chemotherapy will be considered for publication.

Preparation of manuscript

Review of manuscripts may be suspended for lack of conformity to the instructions described herein as well as on the basis of poor English, resulting in significant delays in publication.

Title page

The title page must provide the following information: (1) title of the article; (2) full name of each author; (3) the departments and institutions to which the work is to be attributed; and (4) the full name, complete address, telephone and fax numbers, and e-mail address of the corresponding author to whom all correspondence will be addressed.

Abstract

The abstract must not exceed 250 words and should consist of very brief statements about each of the main sections, without including extensive experimental details and without using abbreviations. The abstract is to be complete in itself and comprehensible without reference to the text proper.

Key words

Three to six key words should be listed below the abstract for indexing purposes.

Text formatting

For submission in Word

- Use a standard, plain font (e.g., 12-point Times Roman) for text.
- Use italics for emphasis.
- 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 (.docx) or later versions, do not create the equations with the default equation editor but use the Microsoft equation editor or MathType instead and re-save your file in a Word 2003 (doc.) format.

Heading levels

Please use no more than three levels of displayed headings.

Nomenclature

Authors are referred to: Chemical Abstracts (Chemical Abstracts Service, Ohio State University) and The Merck Index (Merck & Co., Inc.) for chemical and biological names; the International Code of Nomenclature of Bacteria and the Approved Lists of Bacterial Names (amended edition, American Society for Microbiology, Washington D.C.); The Yeasts: a Taxonomic Study (NJW Kregervan Riji, Elsevier Science Publishers B.V., Amsterdam), and Ainsworth and Bisby's Dictionary of the Fungi, Including the Lichens (Commonwealth Mycological Institute, Kew, Surrey, England) for fungal names, although the classification of fungi is not complete; and to recommendations from The International Committee on Nomenclature of Viruses for viral names and their classification.

Abbreviations

A limited number of abbreviations, listed at the end of these instructions, can be used without definition. For other terms, define at first mention in the abstract and in the main body of the text, and use consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

Conflict of interest

Authors must disclose any financial or personal relationships that may pose conflict of interest. All disclosures should be inserted by the author in the "Conflict of interest", which should be placed in a separate section before the reference list. If no conflict of interest is declared, then "None" should be inserted in this section.

Reference

The author is responsible for the accuracy of the references. References must be numbered consecutively in order of appearance in the text (citation-sequence system) and cited in the text using numbers in square brackets on the line, e.g., Ames et al. [1] reported.... Only the first six authors are to be listed in a reference, followed by “et al” if there are other co-authors; the complete title; the abbreviated journal name according to Index Medicus; the year of publication; the volume number; and inclusive page numbers. Unpublished observations and personal communications may not be added to the reference list, although written communications may be mentioned by inserting the author and date in the text in parentheses. Information from manuscripts submitted but not yet accepted should be cited in the text as unpublished data. Manuscripts accepted but not yet published can be included in the reference list; the journal should be designated and “in press” added in parentheses. Examples of references are given below.

Journal

Tojo M, Yamashita N, Goldmann DA, Pier GB. Isolation and characterization of a capsular polysaccharide adhesin from *Staphylococcus epidermidis*. *J Infect Dis*. 1988;157:713–22.

Journal article by DOI

Mitchell AJ, Vaze A, Rao S. Clinical diagnosis of depression in primary care: a meta-analysis. *Lancet*. 2009. doi: 10.1016/S0140-6736(09)60879-5.

Book

Labischinski H, Maidhof H, Franz M, Krüger D, Sidow T, Giesbrecht P. Biochemical and biophysical investigations into the cause of penicillin-induced lytic death of staphylococci: checking predictions of the murosome model. In: Actor P, Daneo-Moore L, Higgins ML, Salton MRJ, Shockman GD, editors. *Antibiotic inhibition of bacterial surface assembly and function*. Washington, DC: American Society for Microbiology; 1988. p. 181–257.

Tables

Tables should be kept to a minimum and laid out as simply as possible. Tables should always be cited in text in consecutive numerical order. Each table should be typed on a separate sheet, numbered in Arabic numerals, and not duplicate information in the text. For each table, please supply a table title explaining the components of the table. Identify any previously published material by giving the original source in the form of a reference at the end of the table title. Footnotes for tables are to be indicated by superscript lowercase letters or by asterisks for significance values and other statistical data.

Figures

Supply all figures electronically. Figures should be cited in the text and numbered sequentially with Arabic numerals. Lowercase roman letters are to be used to identify figure parts. (a, b, etc.). A brief descriptive legend should be provided for each figure; legends are part of the text and should be appended to it on a separate page. The magnification of photomicrographs as well as the details of staining techniques involved (e.g. H & E; × 100) are to be included. Identify any previously published material by giving the original source in the form of a reference at the end of the legend. Color illustrations will be accepted. The publisher reserves the right to reduce or enlarge illustrations. For more information about preparing illustrations, please refer to the artwork guidelines available at the end of these instructions.

Electronic supplementary material

Electronic supplementary material will be published in the online version only.

It 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.

Submission

Supply all supplementary material in standard file formats.

Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.

To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

Audio, video, and animations

Always use MPEG-1 (.mpg) or MPEG-2 (.mpg) format.

Text and presentations

Submit your material in the form of Word file.

A collection of figures may also be combined in a PDF file.

Spreadsheets

Spreadsheets should be converted to PDF if no interaction with the data is intended.

If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xls or .xlsx files (MS Excel).

Specialized formats

Specialized formats such as .pdb (chemical), .vrl (VRML), .nb (Mathematica notebook) are acceptable as embedded in a Word file. Also, EES can support a submission in TeX.

Collecting multiple files

It is possible to collect multiple files in a .zip or .gz file.

Numbering

If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.

Refer to the supplementary files as "Online Resource", e.g., "... as shown in the animation (Online Resource 3)", "... additional data are given in Online Resource 4". Name the files consecutively, e.g. "ESM_3.mpg", "ESM_4.pdf".

Captions

For each supplementary material, please supply a concise caption describing the content of the file.

Processing of supplementary files

Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

After acceptance

Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright see <http://www.elsevier.com/journal-authors/home>). Acceptance of the agreement will ensure the widest possible dissemination of information. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement. Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions.

Proofreading

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs

which can be annotated; for this you will need to download Adobe Reader version 7 (or higher) available free from <http://get.adobe.com/reader>. Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site: <http://www.adobe.com/products/reader/tech-specs.html>. If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and return by fax, or scan the pages and e-mail, or by post. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately; please let us have all your corrections within 48 hours. It is important to ensure that all corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that Elsevier may proceed with the publication of your article if no response is received.

E-offprint

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail (the PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use). For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's WebShop (<http://webshop.elsevier.com/myarticleservices/offprints>). Authors requiring printed copies of multiple articles may use Elsevier WebShop's 'Create Your Own Book' service to collate multiple articles within a single cover (<http://webshop.elsevier.com/myarticleservices/offprints/myarticlesservices/booklets>).

Color illustrations

Color illustrations are free of charge for both the print and online format.

Open access option

This journal does not ordinarily have publication charges; however, authors can now opt to make their articles available to all (including non-subscribers) via the ScienceDirect platform, for which a fee of US \$3,000 applies (for further information on open access see <http://www.elsevier.com/about/open-access/open-access-options>). Please note that you can only make this choice after receiving notification that your article has been accepted for publication, to avoid any perception of conflict of interest. The fee excludes taxes and other potential costs such as page charges. In some cases, institutions and funding bodies have entered into agreement with Elsevier to meet these fees on behalf of their authors. Details of these agreements are available at <http://www.elsevier.com/fundingbodies>. Authors of accepted articles, who wish to take advantage of this option, should complete and submit the order form (available at <http://www.elsevier.com/locate/openaccessform.pdf>). Whatever access option you choose, you retain many rights as an author, including the right to post a revised personal version of your article on your own website.

Copyright transfer

Authors will be asked to transfer copyright of their articles to the Japanese Society of Chemotherapy and the Japanese Association for Infectious Diseases. This will ensure the widest possible protection and dissemination of information under copyright laws.

Page charges

For original papers, authors are expected to pay a charge, currently JPY 10 000 per page, for all pages exceeding four printed pages. For case reports, notes, committee reports, surveillance, guidelines, and papers on clinical trials, the same charges apply for all pages exceeding two printed pages. The payments are required after acceptance. Articles are not published in both the online and print format until the required page charges are fully paid. Invited articles are exempt from these charges.

Authors are responsible for the costs of a corrigendum (JPY 10 000 per page).

Articles in press

An article will be published online after receipt of the corrected proofs.

This is the official publication citable with the Digital Object Identifier (DOI), which may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. Example of a correctly given DOI (in URL format; here an article in the journal *Physics Letters B*): <http://dx.doi.org/10.1016/j.physletb.2010.09.059>. When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

After release of the printed version, the article can also be cited by issue and page numbers.

Address

Address all editorial communications, including books for review, to the Editor-in-Chief, Journal of Infection and Chemotherapy Editorial Office, c/o Elsevier Japan KK, 1-9-15 Higashi-Azabu, Minato-ku, Tokyo 106-0044, Japan. Tel.: +81-3-3589-5037, Fax: 81-3-3589-6364. e-mail: jic@elsevier.com

Artwork guidelines

Electronic figure submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line art

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.

Halftone art

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination art

- Definition: A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

Color artwork

- Color artwork is free of charge for both the print and online format.
- Color illustration should be submitted as RGB (8 bits per channel).

Figure lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions into your illustrations.
- Any figure lettering has a contrast ratio of at least 4.5:1.

Figure numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic supplementary Material) should, however, be numbered separately.

Figure captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure placement and size

- When preparing your figures, size figures to fit in the column width.
- Figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.
- The publisher reserves the right to reduce or enlarge figures.

Accessibility

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware).
- Patterns are used instead or in addition to colors for conveying information (color-blind users would then be able to distinguish the visual elements).
- Any figure lettering has a contract ratio of at least 4.5:1.
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk)