

Instructions for Authors

Journal of Echocardiography

General information

The *Journal of Echocardiography* publishes articles on topics pertaining to echocardiography and vascular ultrasonic examination. All communications regarding the editorial management of the journal should be electronically sent to the editorial office. The *Journal of Echocardiography* is the official publication of the Japanese Society of Echocardiography. All articles are reviewed by two or more referees, and acceptance is based on significance, originality, and validity of the material presented.

Categories of articles. Six categories of articles will be considered for publication in the journal: Original investigations, Review articles, Case reports, Images in cardiovascular ultrasound, Letters to the editor, and Editorials.

Original investigations. Articles should have the following format: 1) title page, 2) abstract (maximum 250 words), presenting essential data in four paragraphs introduced by the following headings in this order: Background, Methods, Results, Conclusions, 3) four to six keywords 4) text, 5) references, 6) tables, 7) figure captions (legends), and 8) figures.

Review articles. Concise, comprehensive articles reviewing a particular area. Articles should have the following format: 1) title page, 2) abstract (maximum 250 words), 3) four to six keywords, 4) text, 5) references, 6) tables, 7) figure captions, and 8) figures.

Case reports. Patient reports of special interest that contribute to the field of cardiovascular ultrasound. Articles should have the following format: 1) title page, 2) abstract (maximum 100 words), 3) four to six keywords, 4) text (maximum 500 words), 5) references (maximum six), 6) figure caption(s), and 7) figures (maximum two).

Images in cardiovascular ultrasound. Ultrasound images that illustrate important findings of special interest on a particular subject. Articles should have the following format: 1) title page, 2) text (maximum 500 words), 3) references, 4) figure caption(s), and 5) figures (maximum two).

Letters to the editor. Brief letters or notes to the editor regarding published material.

Editorials. Brief, substantiated commentary on special subjects.

Manuscript submission

The manuscripts should be accompanied by a cover letter stating: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where this work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation. The certification form must be

submitted to the journal's editorial office by uploading it as a PDF file or by fax (+81-6-4305-7087) at the same time you submit your manuscript via Editorial Manager.

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

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) 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.

Online submission

Authors should submit their manuscripts online. Connect directly to the site and upload all of your manuscript files following the instructions given on the screen.

<http://www.editorialmanager.com/jech>

Title page

The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

Text formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Do not use double-byte characters.
- Use the automatic page-numbering function to number the pages in the bottom margin (footer).
- 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 the Microsoft equation editor or MathType instead.

- Save your file in doc format. Do not submit docx files.

Headings

Use no more than three levels of displayed headings.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

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.

Terminology

- Always use internationally accepted signs and symbols for units (SI units).
- Use generic names of drugs and pesticides.
- Use the standard mathematical notation for formulae, symbols etc.: Italic for single letters that denote mathematical constants, variables, and unknown quantities. Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative). Bold for vectors, tensors, and matrices.

Citation

Reference citations in the text should be identified by numbers in square brackets.

Examples:

1. Negotiation research spans many disciplines [3].
2. This effect has been widely studied [1-3, 7].

Reference list

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

The entries in the list should be numbered consecutively. For each entry, list up to six authors and then use "et al."

•Journal article

Smith JJ. The world of science. *Am J Sci.* 1999;36:234–5.

•Article by DOI

Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *J Mol Med.* 2000. doi:10.1007/s001090000086.

•Book

Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.

•Book chapter

Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. *International review of cytology.* London: Academic; 1980. p. 251–306.

- Online document

Doe J. Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. 1999. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 1999.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, supply a table title that explains the components clearly and concisely.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table title.
- Footnotes to tables should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data) and included beneath the table body.
- All abbreviations used in tables should be explained in footnotes.

Figures

Figures must clearly support the content of the article.

- Supply all figures in one of the following formats: TIFF, JPEG, EPS, PDF, Word, Excel, PowerPoint. For detailed instructions in preparing figures electronically, follow the link (<http://www.springer.com/12574>) to the specific instructions for artwork.
- Do not include titles or captions in your figures (they should be included at the end of the main text).
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Color art

- Use of color art is free of charge for online publication.
- The corresponding author is responsible for charges for color art in the print version.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

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 illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure captions and citations.
- If an appendix appears in your article 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."

Figure captions

- Each figure should have a concise caption describing accurately what the figure depicts.
- 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 previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Electronic supplementary material

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, etc.
- information that is more convenient in electronic form: sequences, spectral data, etc.
- large amounts of original data, additional tables, illustrations, etc.

The text must make specific mention of any ESM in a citation, similar to that for figures and tables (e.g., "as shown in Animation 3."). For details on formats and other information, follow the link (<http://www.springer.com/12574>) to the specific instructions for electronic supplementary material.

Ethical standards

Manuscripts submitted for publication must contain a statement to the effect that all human studies have been approved by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in the 1964 Declaration of Helsinki. It should also be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted. The editors reserve the right to reject manuscripts that do not comply with the above-mentioned requirements. The author will be held responsible for false statements or failure to fulfill the above-mentioned requirements.

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.

Animal experiments

Author should indicate whether institutional or national guidelines for the care and use of laboratory animals were followed.

After acceptance

During the production phase the following issues need to be clarified at the time you receive the article's proofs.

Open Choice

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. We regret that Springer Open Choice cannot be ordered for published articles. Springer Open Choice [<http://springer.com/openchoice>]

Copyright transfer

Authors will be asked to transfer copyright of the article to the Japanese Society of Echocardiography (or grant the publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws. Open Choice articles do not require transfer of copyright as the copyright remains with the author. In opting for open access, authors agree to the Springer Open Choice License.

Offprints

Offprints can be ordered by the corresponding author.

Proofreading

The purpose of the proof is to check for typesetting or conversion 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. After online publication, further changes can only be made in the form of an erratum, which will be hyperlinked to the article.

Online First

The 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 paper can also be cited by issue and page numbers.