

Instructions for Authors

1. "Equilibrium Research" welcomes original, as yet unpublished papers on subjects pertinent to vertigo and equilibrium. All authors must be members of the Japanese Society for Equilibrium Research. Submissions shall be accompanied by a written pledge signed by all authors stating that the paper (in whole/in part) has not been published anywhere before.
2. Authors are invited to submit original papers, review papers, and short communications. A short communication shall be within one page of A4 paper, and include comments on published papers.
3. Conflicts of interest

Authors should disclose whether or not they have received research grants or other support (including provision of equipment and permission to utilize facilities), which have the potential to affect an article, after references.

In addition, corresponding author must complete and submit the journal's document, concerning the disclosure of potential conflicts of interest.

[Sample]

With conflicts of interest

"This study received a research grant from XX Co., Ltd. The author, XX, received payment as a consultant (including counselor and adviser) between 2006 and 2010".

Without conflicts of interest

"There are no matters falling under conflicts of interest".

4. Format of manuscripts

Manuscripts should be typed, double-spaced, on A4 paper (within 15 pages, including references, tables, and figures). Each page of the manuscript should be numbered. A table or figure will be counted as a 1/2 page. Manuscripts of more than 15 pages will require the approval of the editorial board. Submit a digital copy of the manuscript (including tables and figures) contained on a 3.5-inch CD, MD, FD, other widely used media by mail, or send the digital file of the manuscript to our office by e-mail. The cost of digitization shall be incurred by authors.

Authors should pay particular attention to the following items when writing an article:

- a. The names of authors, and affiliation should be written in both English and Japanese on the cover. A contact address, name, e-mail address, and sources of contributions in any form, including subsidies, equipment, or medication, should also be given.
- b. Abstract and keywords
An abstract of the paper (maximum of 300 words) including the objective, procedures, and conclusion of the research, as well as keywords (three to five) should be given. Terms from the medical subject headings (MeSH) list of Index Medicus are preferred.
- c. Introduction
- d. Methods should include technical information and statistical techniques concerning the selection of subjects, procedures, and equipment.
- e. Results
- f. Discussion
- g. References cited in the text should be superscripted and listed in the order of appearance. Enter author's name: title, journal name, volume, first page, last page, and year of publication (A.D.) in this order. List all authors up to three; otherwise list the first three followed by et al. The titles of journals should be abbreviated according to the style used in Index Medicus (<http://www.nlm.nih.gov>). References to digital literature should be noted in the main text in square brackets.

- 1) Eggermont JJ, Schmidt PH: Meniere's disease: A long-term follow-up study of hearing loss. *Ann Otol Rhinol Laryngol* 94: 1-9, 1985
 - 2) Coats AC: The physiology of the auditory and vestibular systems. In ed Ballenger JJ. *Diseases of the nose, throat, ear, head, and neck*. pp 924-1000, Lea & Febiger, Philadelphia, 1985
- h. Statement of conflicts of interest
 - i. Tables and Figures
Tables and figures should be provided in a clear and digitized form. Tables in Excel, PDF, or PowerPoint format and figures in JPEG, GIF, TIFF, or PICT format are acceptable. Each table and figure should be on a separate sheet, numbered consecutively, and have a legend and title. The position of each table and figure should be indicated in the right margin of the text.
5. The cost of proofreading the English manuscript shall be incurred by the author.
 6. Authors should consider the ethical issues relevant to their paper. All clinical research involving human subjects should be conducted in accordance with the Declaration of Helsinki and ethical guidelines for medical and health research involving human subjects established by a corresponding agency in the authors' country. Authors should obtain informed consent from each subject included in the study, and state such information should be stated in the text. Authors should also state in the *Methods* section of the manuscript that the protocol of the investigation has been approved by the institutional or regional review board. Authors should state that experiments on animal subjects were performed in accordance with the guidelines for the care and use of laboratory animals issued by the appropriate research facilities. The editorial board may require authors to provide a statement of study approval provided by an institutional or regional review board, if necessary.
 7. Privacy protection of patients and confidentiality
In principle, identifying information, including names of patients, initials, patient number, detailed date of consultation, and head-and-shoulders photographs, should not be published. However, when the information is essential for scientific purposes, a form saying that patients, or their parents or persons with parental authority, were provided with sufficient information and consented should be provided.
 8. Acceptance or rejection of the paper will be decided by the editorial board, taking into account the opinions of multiple referees.
 9. Authors of accepted papers will receive a PDF file of the published paper. Indicate the number of reprints required on the title page of the manuscript. The minimum quantity is 30 and in multiples of 30 thereafter. Reprints may be purchased. In the case of fast publication, the cost of printing and an extra charge, which is equivalent to 20% of the printing cost, shall be incurred by authors.
 10. Copyright
Copyright of published papers lies with the Japanese Society for Equilibrium Research. The first author and all co-authors must sign a copyright release and submit it.
Established by the Equilibrium Research on February 1, 2013
Partially revised on September 20, 2018

Japanese Society for Equilibrium Research

Address: 39 Kawabata-higashi, Marutamachi-dori, Sakyo-ku, Kyoto 606-8395, Japan

Tel./Fax: 81-75-751-0068

E-mail: office@memai.jp

Agreement (sample)

Date:

To the Editorial Board of the Japanese Society for Equilibrium Research:

I hereby pledge that the paper below has not been published or submitted for publication elsewhere.

I agree to transfer copyright of the paper to the Japanese Society for Equilibrium Research by submitting the manuscript in digitized format.

Title of the paper:

Signatures of all authors

Add signature if necessary.

[Address]

Japanese Society for Equilibrium Research

39 Kawabata-higashi, Marutamachi-dori, Sakyo-ku, Kyoto 606-8395, Japan

Tel./Fax: 81-75-751-0068

複写される方へ

本会は下記協会に複写に関する権利委託をしていますので、本誌に掲載された著作物を複写したい方は、同協会より許諾を受けて複写して下さい。但し（社）日本複写権センター（同協会より権利を再委託）と包括複写許諾契約を締結されている企業の社員による社内利用目的の複写はその必要はありません。（社外頒布用の複写は許諾が必要です。）

権利委託先：一般社団法人学術著作権協会

〒107-0052 東京都港区赤坂9-6-41 乃木坂ビル 3F

電話 (03) 3475-5618 FAX (03) 3475-5619 E-mail: info@jaacc.jp

なお、著作物の転載・翻訳のような、複写以外の許諾は、学術著作権協会では扱っていませんので、直接発行団体へご連絡下さい。

また、アメリカ合衆国において本書を複写したい場合は、次の団体に連絡して下さい。

Copyright Clearance Center, Inc.

222 Rosewood Drive, Danvers, MA 01923, USA

Phone 1-978-750-8400 FAX 1-978-646-8600

Notice for Photocopying

If you wish to photocopy any work of this publication, you have to get permission from the following organization to which licensing of copyright clearance is delegated by the copyright owner.

<All users except those in USA>

Japan Academic Association for Copyright Clearance, Inc. (JAACC)

6-41 Akasaka 9-chome, Minato-ku, Tokyo 107-0052, Japan

Phone 81-3-3475-5618 FAX 81-3-3475-5619 E-mail: info@jaacc.jp

<Users in USA>

Copyright Clearance Center, Inc.

222 Rosewood Drive, Danvers, MA 01923, USA

Phone 1-978-750-8400 FAX 1-978-646-8600