## **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 "Equilibrium Research" welcomes original, as yet unpublished papers on subjects pertinent to vertigo and equilibrium.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 including case reports, review papers, and short communications. A short communication shall be within one page of A4 paper, and include comments on published papers.
- 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 digital files of the manuscript (including tables and figures) to the Editorial 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). Regarding references in digital literature, those with digital object identifiers (DOIs) and web pages (of public institutions, such as government offices, research institutions, such as universities, academic societies, or their equivalents) are eligible to be listed as references in the References section. References in digital literature without DOIs or links to webpages should be cited in the main text in square brackets. Authors are responsible for following the correct reference format as Author(s): Title. Journal name Volume number: Indicate the article number, DOI, or page(s), Year of issue. The web pages, as listed, must include the name of the author(s), the title, and the name of the publishing organization (can be omitted if it is the same as the author's name(s)), URL. and the date of publication or, if the date of publication is unknown, the date of reference (date of access). The final decision on the adequacy of the citations will rest with the Editorial Board.

- 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
- 3) Yamanaka T, Fukuda T, Shirota S, et al: The Prevalence and Characteristics of Metabolic Syndrome in Patients with Vertigo. PLoS One 8: e80176, 2013, doi: 10.1371/journal.pone.0080176
- 4) Ministry of Health, Labour and Welfare: An Overview of the Medical Care System for Older Senior Citizens. http://www.mhlw.go.jp/bunya/shakaihosho/iryouseido01/info02d–35.html (Published on September 20, 2017)
- h. Statement of conflicts of interest
- i. Tables and Figures

Tables and figures should be provided in a clear and digitized form. Tables in Word, Excel, or PowerPoint format and figures in JPEG, TIFF, PDF, or PowerPoint 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. According to the announcement by Japan Medical Publishers Association, what would be considered "quotation" by the editorial committee, does not require authorization by the publisher (owner of copyright). "Reproduction" requires authorization by the publisher (owner of copyright) and the source should be specified in the writing. "Modification" needs to be authorized by both the publisher and the author. Translation from English to Japanese will be considered by the publisher accordingly.

- 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. The Use of Generative AI

Generative AI cannot become an author or coco-author.

In the process of research and paper writing, if Generative AI is utilized, it is essential to provide a separate section titled "The Use of Generative AI" following the disclosure of any potential conflicts of interest. This section should detail the nature and extent of the use of Generative AI in the research and writing process.

This declaration does not apply to the use of basic tools for checking grammar, spelling etc. If there is nothing to disclose, there is no need to add a statement.

- 9. Acceptance or rejection of the paper will be decided by the editorial board, taking into account the opinions of multiple referees.
- 10. Authors of accepted papers will receive a PDF file of the published paper. Authors can place reprint orders at the page proof stage. The minimum order quantity is 50 copies. 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.
- 11. 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.

## 12. J-STAGE Data available

Authors can disclose data concerning their manuscripts on J-STAGE Data, an open access mode repository system driven by JST (Creative Commons license is added automatically).

- a. The copyright of the disclosed file on J-STAGE Data is held by the Japan Society for Equilibrium Research. CC license should be "Creative Commons BY-NC 4.0".
- b. J-STAGE Data accepts any kinds of files, including datasets, pictures, movies, etc., without any limit on the size.
- c. Shading of the iris pattern for movies of eye movements is not required.
- d. DOI is added to each file separately and disclosed in connection with the original article.
- e. An independent review process from that for the original article is required. If the original article is rejected, related materials on J-STAGE Data are also rejected.
- f. Authors can obtain the URL and PW from our office (contact details below) for uploading the files to J-STAGE Data.
- g. Application of the data requires independent approval from the ethical review board for disclosure of files from J-STAGE Data.
- h. Files pertaining to previously published articles can be accepted.
- 13. Articles disclosed on the preprint server "Jxiv" can be submitted. Jxiv does not accept revised articles according to peer review, nor accepted articles by a certain journal. After acceptance by the ER, authors should attach the link to the preprint.

Established by the Equilibrium Research on February 1, 2013 Partially revised on September 14, 2023 Changed the Editorial office on January 1, 2024 Partially revised on May 28, 2025

Equilibrium Research Editorial office

E-mail: er-editorial@nacos.com

TEL: +81-3-3816-0738, FAX: +81-3-3816-0766

Address: 5th Floor, Daigaku Tsushin Kyoiku Building, 2-27-16 Hongo, Bunkyoku, Tokyo, 113-0033, Japan

## 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]

Equilibrium Research Editorial office E-mail: er-editorial@nacos.com

TEL: +81-3-3816-0738, FAX: +81-3-3816-0766

Address: 5th Floor, Daigaku Tsushin Kyoiku Building, 2-27-16 Hongo, Bunkyo-ku, Tokyo, 113-0033, Japan