



## 5th World Congress of Clinical Safety 2015 in Boston, USA

### INSTRUCTIONS FOR AUTHORS OF FULL PAPER

An acceptance letter of submitted abstract will be released on 15th May 2016 to a presenter who needs US visa, and on 15th June 2016 to a presenter who doesn't need US visa.

After your abstract is accepted, you can submit your full paper for publication in the IARMM official journal 'Journal of Medical Safety', **if you want to publish**.

When your abstract is accepted, you can **submit your electronic manuscript to [jms@iarmm.org](mailto:jms@iarmm.org) from 1<sup>st</sup> August 2016 to 31<sup>st</sup> August 2016**.

1. Authors will be sent more information about how and where to send their papers after they are accepted. The entire manuscript should be contained in one file. Tables and figures may be excluded from the electronic file and presented only in the accompanying hard copies. The following word processing programs and format files are accepted: Microsoft Word and WordPerfect for Windows version, Text files, RTF form files, and PDF form files. An electronic file by other languages than English are not be accepted.
2. Manuscripts previously published are not acceptable. Submission of a manuscript to the journal implies that it has not been published elsewhere, that it does not duplicate material already published in any languages elsewhere.
3. Human studies should not be conducted in accordance with the recommendations outlined in the Declaration of Helsinki (1964, revised 1975 and 1983).
4. The following types of contributions will be published:
  - 1) articles reporting original research; 2) short communications; 3) other articles. Review articles will be published to IARMM official journal, "Journal of medical Safety (JMS)", which consists of leading review articles and several original manuscripts. While, thus, all review articles should be submitted to JMS at first, any review article can be published by JMS till the journal, JMS will launch the publication in Spring of 2004. All submissions are peer-reviewed and subject to final decision of the Editorial Board.
5. If the manuscript is accepted for publication, copyright of the article shall be assigned to the International Association of Risk Management in Medicine (IARMM).
6. Manuscript should be prepared in the following manner:
  - (1) Manuscript should be written in English. One original and two copies should be submitted.
  - (2) The English abstract (250 words) should be attached to manuscripts.
  - (3) The title page of the manuscript should include name(s) of author(s), affiliated organization(s), address of representative author, type of contribution, running title (not more than 60 letters including spaces) and number of tables and figures.
  - (3) Manuscript should be typed in double-spacing on A4 (ca. 22x28 cm) paper. The font size is 10.5 point.
  - (5) Original article should be limited to 8 printed pages including tables and figures. This would be equivalent to 20 pages of double-spaced text. Exceeded print page will be charged by 100 USD per page.
  - (6) Short communications and case studies should be limited to 2 printed pages including tables and figures. This would be equivalent to 5 pages of double-spaced text.
  - (7) Key words up to 10 words will be placed after the abstract for reviews, originals, and field studies, but only after the title of the title page for short communications and case studies.
  - (8) Tables and figures should be of adequate quality to withstand reduction in size. Each table and figure should be submitted on a separate A4 sheet. Their location in the text should be indicated in the margin of the text.
  - (9) The following units and symbols should be used for quantities and measurements: km, m, cm, mm,  $\mu\text{m}$ , nm, kg, g, mg,  $\mu\text{g}$ ;  $\ell$ , mL,  $\mu\text{L}$ ; yr (year), wk(week), d(day), h(hour), min(minute), s(sec) .
  - (10) References should be numbered according to the order in which they appear in the text and should be listed at the end of the text according to the following format. The in-text reference numbers be in superscript (small above the words). The number of the references should be indicated in the text as follows.  
Examples of references
    - i)Papers published in Journals  
Adamson J, Hunt K, Ebrahim S. Socioeconomic position, occupational exposures, and gender: the relation with locomotor disability in early old age. *J Epidemiol. Community JMS* 2003;57: 453-455.
    - ii) Books and other monographs  
Detels R, McEwen J, Beaglehole R, Tanaka H. *Oxford Textbook of Public JMS. The Scope of Public JMS*. Fourth Edition. Oxford: Oxford University Press, 2002.
    - iii)Contributions in Books  
Detels R, Breslow. Current scope and concerns in public JMS. In: Detels R, McEwen J, Beaglehole R, Tanaka H. *Oxford Textbook of Public JMS. The Scope of Public JMS*. Fourth Edition. Oxford: Oxford University Press, 2002: 3-20