

## **Instructions to authors : ADC Letter for Infectious Diseases**

### **Scope and Policy**

ADC Letter for Infectious Diseases (ADC Lett.) is the official journal of Asia International Institute of Infectious Disease Control, Teikyo University, and publishes original articles on a broad range of infectious diseases topics.

Five types of manuscripts are acceptable to be published in ADC Lett.: Review Article, Regular paper, Short Communication, various Report and Information.

### **Ethics**

Investigations on human subjects should conform to accepted ethical standards. Fully informed consent should be obtained and noted in the manuscript. Patient anonymity should be preserved. Conflict of interest must be described.

### **Submission of Manuscripts**

Manuscripts can be written in either Japanese or English. The manuscript should be submitted by e-mail as attached files. The files should be made as follows:

- (1) Text: author.doc
- (2) Figure: Fig 1.tiff or .Fig 1.jpg
- (3) Table: Table1.xls
- (4) Cover letter : AuthorName-Cover.doc

### **Structure of Manuscripts for original articles**

- ① Title page

The title page should include the following:

Category of manuscript, Title, Author's name, Institutions, Abstract [limited to 300 words (Short communication; limited to 150 words)], Running Titles (not to exceed 50 characters) and Key words (5 or less).

- ② Main text
- ③ References
- ④ Figure legends
- ⑤ Tables
- ⑥ Figures

### **Text**

- (1) Use only standard 12-point font size. Paginate the texts.
- (2) Headlines should be avoided numbering. Crossheads, if any, should be written as follows:  
1, 1), (1), i, i), (i)

- (3) Use SI unit
- (4) Abbreviations should be kept to an absolute minimum, but if necessary, they must be spelled out at first mention.

**Figures and tables**

- (1) A title should be given to each table and be typed with capital letters.
- (2) Figure legends should be typed on separate pages from the text. They start with a short title of the figure, followed by explanations concise but sufficient to make the figures intelligible.

**References**

References should be arranged in numerical order according to their first mention in the text. In the text references should be cited by numbers. Include all authors' names (do not use "et al."), year, complete article titles, and supply inclusive page numbers.

Examples of the references are as follows:

- 1) Kawachi S, Luong ST, Shigematsu M, Furuya H, Phung TT, Phan PH, Nunoi H, Nguyen LT, Suzuki K. Risk parameters of fulminant acute respiratory distress syndrome followed by avian influenza (H5N1) infection in Vietnamese children. *J Infectious Dis* 2009; **200**: 510-515.
- 2) Ellen F. Carney. VASCULITIS: Potential role of an antimoesin autoantibody in AAV *Nature Reviews Nephrology* 2014; **10**:3.

**Agreement of copyright transfer**

A completed Copyright Transfer Agreement form should be signed by all authors and send to the editorial office immediately after acceptance of the manuscript to ADC Lett.

**Standard pages for publication**

	Printed Pages	Figure and Table	Words
Review and Article	4	1	2,100
Report	2	1	2,100
Information	2	2	2,100

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Decisions of acceptance or rejection for publication of the submitted manuscript are the responsibility of the Editorial Committee of ADC Lett.

**Proof of articles**

To correct mistakes caused by careless preparation of the manuscripts, proofs of articles will be sent to the authors and should be returned promptly to the editorial board of ADC Lett. Major alterations of the proof should be avoided.

**Publication charge, figures, and reprints**

Listed in other information

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**Files of the manuscript should be sent to:**

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E-mail: office-adc@med.teikyo-u.ac.jp

**Effective date**

This regulation will come into force as from August 1, 2015.

**Revision**

Partial revision on January 31, 2017.

Partial revision on April 01, 2018.

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