

NEW author guidelines for APJAI
(effective as of February 1, 2017)

Please submit your manuscript via on-line submission system at the following address: <http://www.apjai-journal.org>.

Mission Statement

The Asian Pacific Journal of Allergy and Immunology (APJAI) publishes original research articles, clinical observations, case reports and reviews on various aspects of allergy and immunology provided that they have not been, and will not be, published elsewhere in whole, or in part, without the Editor's permission. Papers accepted become the copyright of the Journal. Authors are responsible for all statements in articles submitted to the APJAI.

Journal Publication Policies and Procedures

The APJAI will consider for publication those papers directly related to allergy and immunology and has agreed to follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (the "Uniform Requirements") of the International Committee of Medical Journal Editors (ICMJE), the full text of which is available at <http://www.icmje.org>. The manuscript submission instructions for the APJAI submission are consistent with the 2009 version of the Uniform Requirements. The Editor assumes that upon submission of a manuscript, all listed authors have agreed with the APJAI policies. Manuscripts that do not meet these guidelines will be returned to the submitting author for revision prior to any further consideration for peer review.

Submissions will be considered for publication in APJAI only if they are submitted solely to APJAI. It must not have been previously published and must not be under consideration for publication elsewhere. All published manuscripts become the permanent property of the APJAI and may not be published elsewhere without written permission.

Ethical Approval of Studies and Informed Consent

For all research studies involving human subjects or research material derived from humans, a statement describing approval by the appropriate Institutional Review Board (IRB) is required in the Methods Section. Authors must declare how and if the informed consents were obtained from the study participants, if the study is conducted in humans, in the Methods Section. Studies exempted from IRB approval by their respective boards should be indicated in the Methods Section. Institutional Review Board approval and informed consent statements are not required for Case Reports. Studies involving experimental animals must include a statement in the Methods Section indicating that institutional or national guidelines were followed for the care and use of the animals. Failure to comply with this requirement will result in the manuscript being returned without review.

Clinical Trial Registration

APJAI requires investigators to preregister their clinical trials in a public trials registry approved by WHO (<http://www.who.int/ictrp/network/primary/en/>).

APJAI has adopted the WHO's definition of a clinical trial: "any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes." The clinical trial registration number and name of the registry should be clearly identified on the title page and in the Methods Section.

Manuscript Preparation and Submission Requirements (NEW!!)

The authors must submit the cover letter, title page, abstract, manuscript text, tables, figures, and/or supplement files. Please read the instruction in the online submission system carefully as many changes have been implemented. All manuscripts are subjected to open peer-review.

Before submitting a manuscript, please gather the following information:

- All Author
 - First and Last Names
 - Postal Addresses
 - Work Telephone Numbers (for Corresponding Author only)
 - E-mail addresses
- Title (you can copy and paste this from your manuscript)
- Abstract (you can copy and paste this from your manuscript)
- Manuscript files in Word (Please make sure the "Language" is "English (U.S.)" via Tools->Language->Set Language), WordPerfect, EPS, text, Postscript, PDF, or RTF format.
- Cover Letter, including job title and institution for EVERY Author listed on the manuscript.
- Figures/Images should be in TIFF, GIF, JPG, PDF, Postscript, or EPS format.

Submission Process

The four steps of the submission process are: Files, Manuscript Information, Validate, and Submit. The four steps each contain sub-steps that can be accessed by clicking on their respective tabs. Navigating through this "Tab View" will save any entered information each time a new tab is clicked (or the boxes "Save and Continue" and "Next" are clicked). Each step and sub-step is listed below:

1. Files

• **Upload Files**

A screen asking for the actual file locations (via an open file dialog) will appear. After completing this screen, your files will be sent to be converted to PDF for the peer review process.

• **Remove Files**

Allows the user to remove previously uploaded files.

• **Replace Files**

Allows the user to replace any previously submitted files with another file.

- **File Type**

This tab prompts the user to choose the "file type" that corresponds to the upload document. Though the file types can vary from journal to journal, the five basic types of files are, Author Cover Letter, Article File, Figure, Table, Supplemental Material.

- **File Description**

When uploading a file type labeled "Figure", "Table", or "Supplemental Material" it is required to give a brief description of the content that is included in the file.

- **File Order**

This tab allows the user to rearrange files to be displayed at the author's discretion. This tab also gives the option to merge PDF files into a single PDF file to display to the Editor and Reviewers. Upon completion the user must check the checkbox indicating completion of the ordering and selection process.

2. **Manuscript Information**

- **Title, Abstract**

It is required for the user to provide a Title for manuscript as well as a Running Title and an Abstract. The Title, Running Title, and Abstract all have word or character limits. (See details in Manuscript Format)

- **Authors**

This tab prompts the user to submit General Information about the author. The fields marked with an asterisk (*) are required, and need to be completed to continue the submission process.

- **Keywords & Subject Areas**

A screen where the author provides at subject areas of the manuscript from the list provided. If needed, the author can provide keywords for the manuscript by typing it in any boxes that might be provided.

- **Detailed Information**

This screen asks for more detailed information regarding the manuscript. Though the questions in this tab may vary from journal to journal, typical questions include "Conflict of Interest" and "Dual Publication".

- **Author Review Suggestions**

This screen allows the user to provide "suggested reviewers" to include for the revision process. The author can also provide reviewers to exclude from the revision process.

3. **Validate**

- **Approve Files**

The screen allows the user to verify that the manuscript has been uploaded and converted to the PDF format correctly.

- **Approve Manuscript**

This screen provides the user with all the information gathered from the submission process. It will provide a summary of all of the data entered so far, with the option to change any of those items.

4. **Submit**

This screen is the final step of the submission process. The system will check to make sure everything is completed before the manuscript is submitted. If the manuscript is ready for submission, then there will be text that reads: "Your manuscript is ready to be submitted. Click the link below to finalize your submission." Otherwise, it will ask that you modify your submission to fulfill all of the submission requirements.

5. **Submission Fee**

A nonrefundable processing fee of USD \$40 is due upon submission. No submission fee is required for invited review article. If a fee is required, you will be asked to pay it online using credit card at the time of submission. Please note that purchase orders and bank wire transfers cannot be accepted for the processing fee. Manuscript will not be processed further unless the submission fee is received by APJAI editorial office.

6. **Manuscript Format**

Manuscripts should be type-written in English with font style Times New Roman, font size 12. All pages should be numbered consecutively at the top right-hand corner, beginning with the title page. The manuscript must display continuous line numbers (1, 2, 3, and so forth) in the left margin, beginning with the title page. (Line numbering can be added from the Page Setup or Format menu of word processing programs.) All sections of the manuscript should be typed, double-spaced with margins of at least one inch on all sides and arranged in the following order:

6.1 The title page MUST have the following information

- Title of the manuscript
- first and last names of the authors; no initials allowed unless it is a middle name
- authors and their perspective highest academic degree(s)

example: Jane S Doe, MD, PhD¹, John K Watson, MSc², Katherine Gibson, BSc^{3,4}

- Authors' affiliation(s)
- Short running title
- Name of the corresponding author
- Address of the corresponding author including telephone, fax number and email address
- Clinical trial registration number (if applicable)
- word count for abstract
- word count for text

- Indicate total number of references
- Indicate total number of tables and figures (no more than a total of 2 figures and tables combined).

Example: 250 abstract; 3500 text; 35 references; 2 tables; 4 figures

6.2 Structured abstract with the following subheadings and not more than 250 words total (including the subheadings)

Abstract must be written in a structured format with the following headings: background; objective; methods; results; and conclusion. The major points of the article should be summarized in 150 (case reports) to 250 words (original research and review articles), in the order of their appearance in the manuscript. Abbreviations should be kept to an absolute minimum. References are not allowed in the abstract.

Keywords (at least 5 words or key phrases)

A minimum of 5 key words or brief phrases should be listed below the abstract for indexing purposes. The Medical Subject Headings (MeSH) used by the US National Library of Medicine's Index Medicus (MEDLINE) are preferred.

6.3 Main text

This section must have the following headings: Introduction, Methods, Results, Discussion, and Conclusion. In the text, cite references sequentially in superscript arabic numerals, e.g., ^{1,2,3}. Tables must be numbered sequentially in the text with Arabic numerals (1, 2, 3, 4, etc). Figures must be numbered sequentially in the text with Arabic numerals (1, 2, 3, 4, etc).

Introduction

This section should state the specific purpose, research objective, or hypothesis of the study and should provide a context or background information for the study. The aims of the manuscript should be clearly stated. Papers most closely related to the issue of the study may be mentioned. The introduction should not contain either findings or conclusions.

Methods

This section should be concise but provide sufficient detail to allow the work to be repeated by others. The source of material should be given in detail, where possible. Describe the design, subjects, setting, interventions, and main outcome measures. The explanation of the experimental methods provides technical information, apparatus details, and procedures. Describe statistical methods with sufficient detail to enable a reader with access to the original data to verify the reported results. For all research studies including human subjects (excluding Case Reports) the specific IRB that has approved the research must be indicated. Additionally a statement that informed consent was obtained from all research participants must be included. The clinical trial registration number and place of registry should be informed for clinical trial studies.

Results

Describe the experimental data and results as well as the particular statistical significance of the data. Results should be presented in a logical sequence in the text, tables and figures. Excessive repetition of the same data in different forms should be avoided. The Consolidated Standards of Reporting Trials (CONSORT) statement is a set of guidelines for reporting on the methods and results of randomized and nonrandomized medical research studies and is available at the following Website: <http://www.consort-statement.org>.

Discussion

Provide and quantify the main outcomes of the study. The data should be interpreted concisely, without repeating data already presented in the results section. Identify limitations of the presented data including plausible explanations for discrepancies between the data and the literature, any differences not expected from the initial hypothesis presented in the introduction and a measured description of the conclusions of the study with implications for future research, biological understanding and/or clinical applications.

6.4 Acknowledgements

Conflict of interest (in the past 3 years)

Source of funding with grant numbers (if applicable)

Author contributions

6.5 References

not more than total of 35 for original research papers

not more than 70 for review papers

Vancouver style (you can download the APJAI endnotes style here ([URL](http://www.apjai.org)))

Examples

1 Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935:40-6.

2 Corporate Author Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002;40:679-86.

Books and other monographs

1 Personal Author(s) Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.

2 Chapter in a Book Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* New York: McGraw-Hill; 2002. p. 93-113.

6.6 Figure legends

Figure legends should be typewritten, double-spaced, and listed on a separate page after the tables. They should not appear on the figures. List all of the figure titles in the figure legend. The legends should identify the data or subject being presented and its legend are understandable without reference to the text. Figures should be professionally drawn and photographed. Colored photographs may be published and additional expense will be paid by the authors. Titles and detailed explanations belong in the figure legends, not on the figures themselves. Photomicrographs must have internal scale markers. Symbols, arrows, or letters used in the photomicrographs should contrast with the background. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

6.7 Tables

Tables should be numbered in the order in which they are first cited in the text with Arabic numerals (1, 2, 3, 4, etc). They should be on separate pages, one table per page. Each table should have a concise heading that makes it comprehensible without reference to the text of the article. Use horizontal lines only at the top and bottom of the table and between column headings and the body of the table. Use no vertical lines. Explain any nonstandard abbreviations in the footnote of the table, e.g., Abbreviations: CT, computed tomography; MRI, magnetic resonance imaging; OR, odds ratio. Footnotes in captions should appear at the bottom of the table

Please use the program's page break function to begin each section on a new page.

6.8 Figure

Figures (graphs, charts, photographs, and illustrations) should be numbered in the order in which they are first cited in the text.

All figures must be numbered sequentially with Arabic numerals (1, 2, 3, 4, etc). Graphics should be saved in CMYK (cyan, magenta, yellow, black) rather than RGB (red, green, blue). The resolution specification for TIFF and EPS files is 800 dpi for monochrome, figures that are black and white only and line shots; 250-300 dpi for gray/ CMYK or color photographs, and 600 dpi for combinations, such as photographs labeled with letters or other markings.

One figure per page

Manuscripts should be written in proper and clear English so that they are understandable to any reader who is not a specialist in the field. Authors may be requested to have the English of the manuscript checked and improved by language editing services before submission. All measurements must be given in SI units as outlined in the latest edition of *Units, Symbols and Abbreviations: A Guide for Medical and Scientific Editors and Authors* (Royal Society of Medicine Press, London). However, liter and molar are permitted. Abbreviations should be used sparingly and only where they reduce repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation. All manuscripts must be submitted via online at the following address: <http://www.apjai-journal.org/>.

Article Types

The APJAI publishes original articles, review articles, and case reports. Topics of interest include all subjects that relate to the basic and clinical aspects of allergy and immunology.

- **Original Research Articles:** The text of original articles should be divided into sections with the following headings in this order: Introduction, Methods, Results, Discussion, and Conclusion. The total text should not exceed 3,500 words (excluding the Abstract, References, and Figure/Table Legends). These should describe fully, but as concisely as possible, the results of original clinical and/or laboratory research. Original articles should have a structured abstract with the following headings: Background, Objective, Methods, Results and Conclusions (maximum 250 words). A minimum of 5 keywords for indexing, and no more than 35 references are required. Text should not exceed 3,500 words. Advice on appropriate sectioning of original articles can be found in the ICMJE's Uniform Requirements. Each original article may be accompanied by a combination of no more than 6 figures and tables. Original article manuscripts that are determined to significantly exceed these limits may be returned to the authors for shortening prior to review. The manuscript should be organized in the following order: title page WITH the names of the authors and affiliations (please see title page requirement mentioned above); abstract and key words; main text; acknowledgements; references; figure legends; tables (each table complete with title and footnotes), and figures. Figures should look sharp and crisp when viewed at 100% magnification. Please note that should your manuscript be accepted, the journal may request for higher resolution TIFF or EPS files.
- **Review Articles:** Review articles are mostly invited by the Editors. Authors interested in submitting a review article should contact the Editor-in-Chief in advance to determine the appropriateness of any proposed review prior to submitting a full manuscript. Review articles address a specific question or issue that provide an evidence-based, review on a focused topic, either clinical or basic science. Review articles should have a structured abstract (250 words or less) with the following headings Objective, Data Sources, Study Selections, Results and Conclusion, a minimum of 5 keywords, and no more than 70 references. Text should not exceed 5,000 words and should be organized into the following sections: Introduction, Body, Discussion and Conclusions.
- **Case Reports:** Case Reports should have an unstructured abstract of no more than 150 words, a minimum of 5 keywords, a maximum of 2 tables or figures and 20 references. The main text should not exceed 1,500 words and should be organized into the following sections: Introduction, Report of Case and Discussion. A fully structured abstract is not necessary for a Case Report. For guidance on acceptable handling of photographs and other safeguards of patient confidentiality and anonymity, refer to section II.E.1 of the ICMJE's Uniform Requirements: Patients and Study Participants.
- **Short Communications:** Short communications are short research articles intended to present exciting finding. Short communications are limited to 1000 words for the body of the text, 8 references and may include no more than 1 figure or 1 table. Manuscripts should be organized as described for original research article and abstract.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party. Authors must omit from their manuscripts any identifying details regarding patients and study participants, including patient names, initials, social security numbers, and hospital numbers. Patient details may be included only if they are essential for scientific purposes and the authors have obtained written informed consent from the patient, parent, or guardian for publication purposes.

Publication Fees

A sum of US \$400.00 is charged to the corresponding author of each article published in the APJAI. A pdf file will be provided to the corresponding author. In case of English editing required by reviewers, US \$80.00 is charged additionally. If the manuscript has been checked by a certified institute, please submit the certificate. Additional fee for reprints and color illustrations are charged to the authors separately.

Page Proofs

APJAI will provide the corresponding author with galley proofs for review/correction. Corresponding authors will receive a PDF file of the typeset pages to check the copyediting before publication. Authors should make only necessary changes and return the corrected page proofs to the Editor within 3 business days.

Transfer of Copyright

All manuscripts accepted for publication become the property of APJAI. All authors must read, agree to the conditions outlined in the Authorship Form and Copyright Transfer Form. These forms must be filled out and signed as eForm. Articles cannot be published until an eForm of Authorship and Copyright Transfer Form has been received. Published articles may not be published elsewhere, in English or any other language, without the permission of the Editor-in-Chief of APJAI.

Cover letter

The author cover letter should include the following points.

- Summarize the impact or significant findings of the study
- Statements of the followings:
 - o All authors agreed with the submission of this manuscript.
 - o The work described in this manuscript has not been submitted for publication elsewhere, either completely or in part, or in another form or language.
 - o The manuscript has not been submitted to another journal and will not be published elsewhere within one year after its publication in this journal.
 - o The manuscript contain/does not contain experiments using human samples.
 - o The manuscript described experiments using or not using experimental animals. If applicable, please state the authority that approve the use of animals.

- o The authors declare no financial/commercial conflicts of interests.
- o If applicable, please state that the manuscript has been proof read by a native English speaker.