

INSTRUCTIONS TO CONTRIBUTORS

When authors are submitting manuscripts for the first time, they must send the complete camera ready manuscript, which should be close to final publication with all the figures and tables with captions in the proper location of the manuscript, by **both an electronic copy in Microsoft Word format** (via e-mail to acupsubmit@yahoo.com) **and a hard paper copy** via express mail to: (Yoshiaki Omura, M.D., Sc.D, Editor-in-Chief; 800 Riverside Dr. (Apt. 8-I), New York, NY 10032 USA).

The paper should have the following sections:

1. **Title of Article**
2. **Names of authors with academic degrees followed by institutional affiliation**
3. **Contact information of person to contact (name, academic degree, address, telephone #, fax #, and email)**
4. **Tentative date of manuscript received by editor's office and tentative date of acceptance in parentheses**
5. **Abstract (preferably less than 250 words)**
6. **Keywords (6 pertinent keywords)**
7. **Introduction**
8. **Materials & Methods**
9. **Results**
10. **Discussion**
11. **Conclusion**
12. **Acknowledgment**
13. **References**

Every paper must have this basic format. Any paper without experimental or clinical research setup shown by good schematic diagrams or actual photographs with captions that are easy to understand and that provide information about how the research was carried out will not be accepted. Materials & Methods should have enough information to reproduce the research by other scientists. For these materials and methods, if electrical or electromagnetic field stimulation is used, they should provide electrical parameters as well as electromagnetic field parameters and wave forms of the stimulating electrical pulses or electromagnetic field pulses.

After suggested revisions for improvement, once the paper is going to be officially accepted for publication, please adhere to the guidelines below:

Submission Requirements: Authors are requested to submit the original manuscript (and revised manuscript if needed) electronically via email to acupsubmit@yahoo.com. The manuscript, including text, figures, tables and figure legends, should be prepared in Microsoft Word format.

Include a cover letter, and insert "Acupuncture & Electro-Therapeutics Research Submission" in the subject line of the email. The cover letter should contain the name, address, telephone #, fax # and email address of the author responsible for correspondence. **Follow the General Manuscript Form guidelines below to prepare the manuscript, figures, and tables.**

When the manuscript is accepted for publication, the author(s) will be required to provide **2 hard copies of the final manuscript and a high-resolution PDF file**. Manuscripts are accepted for consideration with the understanding that they have not been published elsewhere except in abstract form and are not concurrently under review elsewhere. Material accepted for publication will not be released publicly prior to its appearance in the journal.

General Manuscript Form: Papers should be typed in English with at least 3-cm (1 1/8 in.) margins on paper approximately 22 × 28 cm (8 1/2 × 11 in.) in size. Please consult the most recent issue of the journal for style and format. Number all pages consecutively, beginning with the title page. Use metric units of measure; other units may be given in parentheses. Typically, only three levels of headings are recognized. The paper should be organized as follows:

Title Page: First, before the title of the article leave a 2-inch margin from the top of the page (for publisher reference information). The title should be brief and specific. The title page should contain in the following

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Abstract: The subtitle "ABSTRACT:" should be bold and written starting in the left margin. An abstract of 300 words or less should follow below (as a separate line) and be lined up with the colon from "ABSTRACT:". It should contain a concise summary of the methods, results, conclusions, and other significant points. Any unfamiliar abbreviated word should not be used without giving corresponding original word in parenthesis.

Key Words: For the purpose of proper covering of indexing periodicals, provide 6-8 key words immediately following the abstract, with a space in between, and margins lined up with the text of the abstract. Use a semi-colon in between the key words and the first letter of each key word should be capitalized.

Text: Arrange the text with main headings of Introduction, Materials and Methods, Results, Discussion, list of Conclusions, Acknowledgments (and source of funding), References, Tables, and Figures. Pages should always reach full margins. Place figures/tables as close to the text reference as possible, however they can be moved to the next page in order to avoid a page being too short. Use generic names of drugs. Give name, City, State, and Country of the manufacturer of any chemicals, equipment or software mentioned in the text. Define all nonstandard abbreviations the first time they appear in the text.

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Journal Article:

1. Omura, Y., Pathophysiology of acupuncture treatment: Effects of Acupuncture on Cardiovascular and Nervous systems. *Acupuncture & Electro-Therapeutics Research, The International Journal*. Vol 1, pp. 55-141, 1975.

Book:

1. Sambrook, J.; Fritsch, E. F.; Maniatis, T. Molecular cloning: A laboratory manual, 2nd ed. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory Press; 1989.

Chapter in Edited Book:

1. Den Otter, E.; Dullens Hub, F. J.; Van Govern, H.; Pels, E. Antitumor effects of macrophages injected into animals: A review. In: MacBride, J. K.; Stuart, A., eds. *The macrophage and cancer*. Edinburgh: Econoprint; 1987:119-141.

Tables: Tables should be numbered and cited sequentially in the text. Avoid very wide or long tables that would not fit a printed page. Each table should have a title, and each column in the table should have a brief heading. Define all abbreviations in the table footnote at the bottom of the table. (Text within tables and figures should be font size 12; font size smaller than 11 will not be accepted.)

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