

■ Editorial Policy

1. Aim of this journal

Journal of Transcatheter Valve Therapies (JTVT) aims to provide and share the latest information regarding transcatheter valve therapies and related fields.

2. Qualification for submission

Anyone can submit manuscripts to this journal regardless of whether he/she is a member of the society.

3. Manuscript types

We welcome articles full of originalities which will contribute to the development of transcatheter valve therapies. The types for paper submissions are Original Article, Review Article, Case Report, and How to Do it.

4. Languages

We accept only articles written in English.

5. Peer-Review

This journal uses single-blind peer-review, where two reviewers know the identity of the authors but the authors do not. Manuscript decisions are based on editorial discretion.

6. Copyright

Manuscripts should be original, which have not been submitted to other journals. Note that each author of a manuscript should receive a submission confirmation mail sent from the system when submission is completed. After publication, the copyright of the article shall accrue to Japan Transcatheter Valve Therapy. All manuscripts are published subject to Creative Commons license CC-BY-NC-ND (Attribution-NonCommercial-NoDerivatives).

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7. Ethical Policy

If the work involves the use of human subjects, the author should ensure that the work has been carried out in accordance with Declaration of Helsinki for experiments involving humans, and that the work has been approved by the appropriate ethics institutional review board (IRB). If the work describes on live animals, it must indicate that the research has been approved by the appropriate institutional review board (IRB). Any information about patients must be carefully taken care of. Authors should

obtain their informed consent and submit the approval in writing to the editorial board. Clinical trials should be registered in a publicly accessible database, such as UMIN-CTR, JMACCT, JapicCIT, etc. Manuscripts must include the registration number at the end of abstract.

8. Conflict of Interest

1) Disclosure Requirements

All authors must disclose any financial and personal relationships with other individuals or organizations in the three years preceding the submission of the manuscript.

2) How to disclose

COI should be disclosed by both i) disclosure statement in the manuscript and ii) submission of COI form.

i) COI should be stated at the end of the paper immediately before the references.

e.g.) A received research fund from X company.
B is an employee of X company.
C received honoraria from X company.

All remaining authors have declared no conflicts of interest.

ii) Download the COI form at the journal HP. The first author or the corresponding author collects the COI of all authors, put them together in a COI form, and submits it along with the manuscript files.

9. Authorship

Authors have to meet all the criteria below, which are defined by ICMJE (International Committee of Medical Journal Editors). Anyone who meets all the criteria below must be listed as an author. Those who do not meet the four criteria should be acknowledged.

1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work

2) Drafting the work or revising it critically for important intellectual content

3) Final approval of the version to be published

4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

10. Use of Other Materials

If any materials are used for submission, authors should give proper credit regardless of indirect or direct citation. For direct citation, authors should make sure that the amount of use is necessary, that they are used without alteration, that the original parts are distinguished from borrowed parts by using indent or double quotation. If needed, it is the author's responsibility to obtain permission from the copyright holder prior to submission.

11. Misconduct

This journal strictly prohibits citation without proper credit, data, or figure manipulation, double submission, redundant publication, and plagiarism. If misconduct is detected in a submitted paper, the editors reserve the right to stop peer-review and reject it.

■ Manuscript Style

13. Submission

All manuscripts should be submitted by email to the editorial office below. The manuscript files should be prepared separately for text, tables, figures, and conflict of disclosure form.

Submit to:
JTVT Editorial Office
c/o International Academic Publishing Co. Ltd.,
332-6 Yamabuki-cho, Shinjuku-ku, Tokyo, 162-0801, JAPAN
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FAX: +81-3-5206-5331
Email: jtv-tedit@bunken.co.jp

On revision, authors should respond to each review comment one by one, and indicate the modified parts with page and line numbers. The modified parts in the text should be highlighted by underline or color font.

14. File formats

Manuscript files should be saved separately in the formats below.

- 1) Title page and Text (Abstract ~ Legends) : Word
- 2) Table : Excel, Word (Image data and collecting text boxes are unacceptable.)
- 4) Figure : JPEG, TIFF, PowerPoint
- 5) Movie : MPEG, AVI
- 6) COI form : Word, PDF

12. Secondary Publication

Secondary publication is to publish an article in another language for other readership. As long as the manuscript meets all criteria below, the submission will be considered justifiable and can be put under peer-review as a secondary publication.

- 1) Both journals approve the secondary publication.
- 2) There are more than two weeks between the publish date of both journals.
- 3) The second version is for another readership with a different language from the first version.
- 4) The second version must indicate that its first version is already published in another language.
- 5) The second version is basically the same with the first version in its content.

15. Documentary form

Submission in English : A4 format, font style of Arial or Times New Roman, font size of 10 or 11 points, 24 lines in a page, margins of 30 mm. Text should be double-spaced. To number the pages, use the automatic page numbering function.

16. English

Authors whose native language is not English should have their manuscripts checked by a native English speaker before submission.

17. Numerals and units

Use Arabic numerals and CGS units like m, cm², mL, dL, g.

18. Abbreviation

Abbreviations should be spelled out in the first appearance in each part of the title, key words, abstract, and text, and use the abbreviations thereafter. In legends of tables and figures, abbreviations should be defined for each table and figure.

19. Devices

On referring to devices like catheters and coil for the first time, selling companies should be stated. There is no need to append "TM" or "®". e.g.) GDC Ultrasoft (Stryker, Kalamazoo, MI, USA) → company, city, state, country

■ Manuscript Format

20. Title page

The title page should include the information below.

- 1) Manuscript type (Review Article, Original Article, Case Report, How to Do It)
- 2) Manuscript Title
- 3) The names of all authors (first name, middle initial[s], and surname) are spelled out.
- 4) All authors' institutional affiliations (where the manuscript have been created)
- 5) Contact details of the corresponding author (mailing address, telephone number, and email address)
- 6) Key words (up to 5)

21. Basic structure of manuscripts

Arrange the manuscript in the order of Abstract, Text, (Acknowledgement), Author Contribution, Disclosure Statement, References, and Legends.

22. Format of each manuscript type

Manuscripts should conform to the length specified in the below table. The word limit or the printed pages includes references and tables/figures. One table or figure is about 200 words, which should be subtracted from the total word count. In case the number of pages exceeds the below limitation, authors have to pay extra page charge.

Review	Editorial Committee may invite review articles.
Words	Up to 9,600 words (8 printed pages including tables/figures)
Abstract	Up to 400 words. Free form.
Structure	Free style, followed by (Acknowledgment), Author Contribution, Disclosure Statement, References, and Legends
References	Up to 50.
Table/Figure	Up to 8 in total.
Original Article	An article full of originalities with clear purpose and conclusion
Words	Up to 7,200 words (6 printed pages including tables/figures)
Abstract	Up to 400 words. Structured with the subheads of Objective, Methods, Results, Conclusion.
Structure	Abstract, Introduction, Material and Methods, Results, Discussion, Conclusion, (Acknowledgment), Author Contribution, Disclosure Statement, References, and Legends
References	Up to 30
Table/Figure	Up to 6 in total
Case Report	A brief description of one or two cases of interest, in which transcatheter valve therapies played an important role. Articles which focus on technique should be submitted as How to Do It.
Words	Up to 6,000 words (5 printed pages including tables/figures)
Abstract	Up to 250 words. Structured with the subheads of Objective, Case Presentations, Conclusion.
Structure	Abstract, Introduction, Case Presentation, Discussion, Conclusion, (Acknowledgment), Author Contribution, Disclosure Statement, References, and Legends
References	Up to 20
Table/Figure	Up to 3 in total

How to Do It	A brief report on a new technique or procedure, modification of a certain technique, or new equipment in the field of transcatheter valve therapies.
Words	Up to 6,000 words (5 printed pages including tables/figures)
Abstract	Up to 250 words. Structured with the subheads of Objective, Case Presentations, Conclusion.
Structure	Abstract, Introduction, Case Presentation, Discussion, Conclusion, (Acknowledgment), Author Contribution, Disclosure Statement, References, and Legends
References	Up to 20
Table/Figure	Up to 3 in total

23. Acknowledgment

Please acknowledge anyone who has made important contributions to the manuscript and obtain their consent to publish before submitting the paper. Recognition of grant support should be included here.

24. Author Contributions

Each author's contribution to the work should be stated before Disclosure Statement. The last two should be conducted by all authors.

Example:

The conception and design of the work: A
 The acquisition and analysis of data for the work: B
 Drafting the work: A and B
 The interpretation of data for the work, revising the work critically for important intellectual content: C
 Final approval of the version to be published: all authors
 Accountability for all aspects of the work: all authors

25. Disclosure of Conflict of Interest

Disclose the conflict of interest before References section.
 e.g. A (author name) received a research grant from X (entity name).; B is an employee of X.; C received lecture fees from X.; All authors have no conflict of interest.

26. References

References should be listed consecutively in the order cited in the text. References cited in the text should be superscript. Please see "22. Format of each manuscript type" in this guideline for references limit.
 References to journal articles should include (1) surnames and initials (without periods) of the first three authors and "et al." for all others, (2)

article titles, (3) abbreviated journal names (as per the Index Medicus), (4) year of publication (5) volume numbers, and (6) inclusive page numbers.

(Journals) Miyata H, Nakahara I, Ishii A, et al. Predictors and stroke risk of restenosis after carotid artery stenting. JNET J Neuroendovasc Ther 2015; 9: 245-253.

(Books) Osborn AG: Diagnostic Neuroradiology. Mosby. St. Louis, 1994, 15-36.

(Online) The Japan Stroke Society, The Japan Neurosurgical Society, The Japanese Society for Neuroendovascular Therapy. Guidelines for the Proper Use of Percutaneous Transluminal Cerebral Thrombus Retrieval Devices, Edition 2. http://jsnet.website/sozai/info-shonin/150402noukessenn_shishin.pdf (Accessed : December 10, 2016)

27. Captions

Legends of figures should be brief and specific, and should appear on a separate manuscript page after the references. Legends must be numbered consecutively. Indicate figure numbers. Any symbols or abbreviations appearing in an illustration must be defined by a corresponding description in the legend.

28. Tables

All tables should be cited in the text in consecutive order.

Tables should be prepared with MS Excel or MS Word, and separated from the text. All tables are to be numbered in the order in which they are cited in the text, and are to include a brief title at the top, as well as a footnote explaining any abbreviations used in the body of the table. Each table must be a separate file. Tables of image data or collecting text boxes are not acceptable.

29. Figures

All figures should be cited in the text in consecutive order.

Figures or images should be saved in JPEG or TIFF or PowerPoint format. Each image should be a separate file with the figure number indicated in the file name. Images already imbedded in MS Word, PowerPoint or other documents containing a low-resolution image are unsuitable for printing. These digital data should use such software as Adobe Photoshop.

CT, MRI and angiography images etc. must be acquired using a grey scale with a minimum resolution of 300 dpi. Line art or figures requires a resolution of at least 1,200 dpi with the size of bigger or 127mm x 178 mm. Color images must be acquired using the CMYK method only (RGB is not accepted).

■ Proof and Publication Charge

30. Proof

The proofreading is the author's responsibility. Authors may check the proof only once. Publication charges and order of offprint should be confirmed on the proof galley check stage.

31. Offprint

Order reprints at the time of proof galley correction stage. The minimum order of offprint is thirty. An order form and price list for offprints will be sent to the corresponding author with the proof galley.

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