

Instructions to the Authors

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The Editorial Process



A manuscript will be double-blind reviewed for possible publication with the understanding that it is being submitted to Chinese Journal of Physiology alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere.

All manuscripts received are duly acknowledged. When a manuscript is submitted to Chinese Journal of Physiology, it is evaluated for suitability and minimum criteria of submission by the editorial board within one to two weeks. If it falls outside the scope, it will be returned to the authors without being peer reviewed. If it does not meet the minimum criteria of submission, it may be returned to the authors for modifications. If it meets both, it will be assigned to two or more potential reviewers familiar with the field by the editor in a time frame of two weeks for review process. Recommendation and comments from the reviewers helps editors on the determination of a manuscript. In general, we hope to reach a decision based on peer review results within ten weeks or shorter.

When we receive ethical issue in a manuscript identified by the reviewers during reviewing, the peer review process will be halted for priority of ethical investigation.

Accepted manuscripts will be under production procedure including copy-editing, typesetting, pagination, author proof and editorial approval. The corresponding author will be informed of author proof when the galley proof PDF file is available. The corresponding author is requested to complete the proofreading within one week. It may not be possible to incorporate further corrections after author's proofreading. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' on acceptance.

Clinical trial registry



Chinese Journal of Physiology favors registration of clinical trials. Chinese Journal of Physiology would publish clinical trials that have been registered with a clinical trial registry that allows free online access to public. Registration in the following trial registers is acceptable: <http://www.ctri.nic.in/>; <https://www.anzctr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>, and <http://www.umin.ac.jp/ctr>. This is applicable to clinical trials that have begun enrollment of subjects in or after June 2008. Clinical trials that have commenced enrollment of subjects prior to June 2008 would be considered for publication in Chinese Journal of Physiology only if they have been registered retrospectively with clinical trial registry that allows unhindered online access to public without charging any fees.

Authorship Criteria



Authorship should meet only on all the four criteria below:

1. Substantial contributions: concept and design of study, or acquisition of data, or analysis, or interpretation of data; and
2. Drafting the manuscript or revising it critically for important intellectual content; and
3. Final approval of the version to be published; and
4. Accountable for all aspects of the study, ensuring that questions concerning the integrity or accuracy to any part of the study are properly investigated and solved.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. Those who do not meet all the four criteria should not be listed as authors, but should be acknowledged. The order of author list is decided by the author group. On submission the order cannot be changed without an explanation, and written consent of all the contributors. Authorship change, including the order, addition or removal, is strongly discouraged especially after the Acceptance of a manuscript.

Contribution Details



Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. One or more author should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'.

Conflicts of Interest/Competing Interests

All authors of must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

Submission of Manuscripts

All manuscripts must be submitted on-line through the website <https://review.jow.medknow.com/cjp>. First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their user name and password.

There is NO submission fee in Chinese Journal of Physiology. Charges for article processing applied in the journal are listed below:

- Page Charge: per galley proof page charge is US\$50 or NT\$1,500.
- Color Page Charge: per galley proof color layout in print is US\$300 or NT\$8,400.

Invited reviews are not subject to an article processing fee. If there are colored pages (e.g. figures in color) in a manuscript, authors should decide during the first submission whether printing them in colored plates, which are at the expense of the authors.

Please suggest two reviewers for your manuscript in submission process. However, the selection of these reviewers is at the sole discretion of the editor.

The submitted manuscripts that are not as per the "Instructions to Authors" would be returned to the authors for technical correction, before they undergo editorial/peer-review. The manuscript should be submitted in the form of two separate files:

[1] **First Page File + Cover Letter:**

This file should provide

1. The type of manuscript, the title, running title, names of all authors/contributors (with current affiliations) and name(s) of department(s) and/or institution(s) to which the work should be credited. All information which can reveal your identity should be here. Use doc/docx files. Do not zip the files.
2. Source(s) of support in the form of grants
3. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship; 2) acknowledgments of technical help; and 3) acknowledgments of material support, which should specify the nature of the support.
4. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
5. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)
6. Conflicts of Interest of each author/contributor. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself
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9. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.

[2] **Blinded Article file:** The main text of the article, beginning from Abstract with title till References (including Tables) should be in this file. Manuscripts not in compliance with the Journal's blinding policy will be returned to the corresponding author. Use doc/docx files. Do not zip the files. **Limit the file size to 4 MB. Do not incorporate figures in the file.** The pages

should be numbered consecutively, beginning with the abstract page with the title.

[3] **Figures:** Submit good quality images. Accepted file size for each is **10 MB at maximum**. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1600 x 1200 pixels or 5-6 inches). Do not zip the files. Legends for the figures should be included at the end of the article file.

[4] **The contributors' / copyright transfer form** (template provided below), the statement of conflict of interest, the statement of human and animal rights, and statement of informed consent have to be submitted in original with the signatures of all the contributors with the submitted manuscript.

Contributors' form / copyright transfer form, the statement of conflict of interest, the statement of human and animal rights, and statement of Informed consent can be submitted online from the authors' area on <https://review.jow.medknow.com/cjp>.

Preparation of Manuscripts



Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October 2008). The uniform requirements and specific requirement of Chinese Journal of Physiology are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (<https://www.cjphysiology.org>) and from the manuscript submission site (<https://review.jow.medknow.com/cjp>).

Chinese Journal of Physiology accepts manuscripts written in American English.

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Types of Manuscripts



Original articles:

It is a substantial novel research study, with a complex story often involving several techniques or approaches. The text of original articles amounting to up to 5000 words (excluding abstract, methods, references list and tables), and should be divided into sections: Abstract, Key words, Introduction, Materials and Methods, Results, Discussion, References, Tables and Figure legends.

Abstract: Length: 400 words or fewer (The Abstract must be unstructured).

Key words: 3 to 6 keywords. Terminology should follow Medical Subject Headings (MeSH) list of [Index Medicus](#).

Introduction: Provide a succinct overview of the scope and relevance of the study, and state the purpose and summarize the rationale for the study.

Materials and Methods: It should include the following aspects:

Ethics: When reporting studies on human beings, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>). For prospective studies involving human participants, authors are expected to mention about approval of (regional/ national/ institutional or independent Ethics Committee or Review Board, obtaining informed consent from adult research participants and obtaining assent for children aged over 7 years participating in the trial. The age beyond which assent would be required could vary as per regional and/ or national guidelines. Ensure confidentiality of subjects by desisting from mentioning participants' names, initials or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institution's or a national research council's guide for, or any national law on the care and use of laboratory animals was followed.

Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors on demand. Animal experimental procedures should be as humane as possible and the details of anesthetics and analgesics used should be clearly stated. The ethical standards of experiments must be in accordance with the guidelines provided by the CPCSEA and World Medical Association Declaration of Helsinki on Ethical Principles for Medical Research Involving Humans for studies involving experimental animals and human

beings, respectively). The journal will not consider any paper which is ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles under the 'Materials and Methods' section.

Study design: Describe the experimental subjects (patients, laboratory animals or cell lines, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. Technical information: Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient details to be reproducible and replicable. Give references and brief description to established or previously published methods; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic names, doses, and routes of administration.

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement (<http://www.consort-statement.org>).

Reporting Guidelines for Specific Study Designs

Guideline	Type of Study	Source
STROBE	Observational studies including cohort, case-control, and cross-sectional studies	https://www.strobe-statement.org/index.php?id=available-checklists
CONSORT	Randomized controlled trials	http://www.consort-statement.org
SQUIRE	Quality improvement projects	http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&PageID=471
PRISMA	Systematic reviews and meta-analyses	http://prisma-statement.org/PRISMAStatement/Checklist.aspx
STARD	Studies of diagnostic accuracy	https://pubs.rsna.org/doi/full/10.1148/radiol.2015151516
CARE	Case Reports	https://www.care-statement.org/checklist
AGREE	Clinical Practice Guidelines	https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf

The reporting guidelines for other type of studies can be found at <https://www.equator-network.org/reporting-guidelines/>.

Statistics: Whenever possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Authors should report losses to observation (such as dropouts from a clinical trial). When data are summarized in the Results section, specify the statistical methods used to analyze them. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. Specify the computer software used. Use upper italics (e.g. $P = 0.048$). For all P values include the exact value and not less than 0.05 or 0.001. Mean differences in continuous variables, proportions in categorical variables and relative risks including odds ratios and hazard ratios should be accompanied by their confidence intervals.

Results: describe the experimental data and results of the study. Supplementary materials can be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal.

When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated. Use graphs as an alternative to tables with many entries. Where scientifically appropriate, analyses of the data by variables such as age and sex should be included.

Discussion: the section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and a conclusion based on the study results. Results should only be briefly summarized; Strengths and limitations of the study; Interpretation and implications of the results; Controversies raised by this study; Future research directions (for this particular research collaboration, underlying mechanisms, clinical research).

In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. New hypotheses may be stated if needed, however they should be clearly labeled as such.

Review Articles:

First, it is published usually upon invitation to outstanding scientists on special topics. Second, it is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in the field. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript.

The prescribed word count is up to 8000 words excluding tables, references and abstract. The manuscript should have an unstructured Abstract (less than 400 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed. Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to editor, as and when major development occurs in the field.

These should aim to provide the reader with a balanced overview of an important and topical subject related to ultrasonography. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated.

Short Communications:

It is a concise study and contains short technical notes, or preliminary experimental results. They should not exceed a total of five printed pages and not include more than three illustrations.

These should clearly and concisely describe clinical or technical notes, preliminary experimental results or instrumentation and analytic techniques. Sections should be: Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments (if any), References.

References

References should be numbered consecutively by order of appearance. Identify references in main text by Arabic numerals in superscript with square bracket after the punctuation marks. Use the style of the examples below, which are based on the formats used by the NLM in Index Medicus. The titles should be abbreviated according to the style used in Index Medicus. Use complete name of the journal for non-indexed journals. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text.

The commonly cited types of references are shown here, for other types of references such as newspaper items, please refer to ICMJE Guidelines (<http://www.icmje.org> or https://www.nlm.nih.gov/bsd/uniform_requirements.html).

Articles in Journals

1. Standard journal article (for less than six authors): Parija S C, Ravinder PT, Shariff M. Detection of hydatid antigen in the fluid samples from hydatid cysts by co-agglutination. *Trans. R. Soc. Trop. Med. Hyg.* 1996;90:255-6.
2. Standard journal article (for more than six authors): List the first six authors followed by *et al.*
Roddy P, Goiri J, Flevaud L, Palma PP, Morote S, Lima N, *et al.* Field evaluation of a rapid immunochromatographic assay for detection of *Trypanosoma cruzi* infection by use of whole blood. *J. Clin. Microbiol.* 2008;46:2022-7.
1. Volume with supplement: Otranto D, Capelli G, Genchi C: Changing distribution patterns of canine vector borne diseases in Italy: leishmaniosis vs. dirofilariosis. *Parasites & Vectors* 2009;Suppl 1:S2.

Books and Other Monographs

1. Personal author(s): Parija SC. Textbook of Medical Parasitology. 3rd ed. All India Publishers and Distributors. 2008.
2. Editor(s), compiler(s) as author: Garcia LS, Filarial Nematodes In: Garcia LS (editor) Diagnostic Medical Parasitology ASM Press Washington DC 2007: pp 319-356.
3. Chapter in a book: Nesheim M C. Ascariasis and human nutrition. *In* Ascariasis and its prevention and control, D. W. T. Crompton, M. C. Nesbemi, and Z. S. Pawlowski (eds.). Taylor and Francis, London, U.K.1989, pp. 87–100.

Abstract

An abstract properly identified (Abstract) may be cited only when it is the sole source.

1. Turkenkopf, I., Olsen, J. and Johnson, P.R. Hepatic lipogenic enzyme activity in the preobese Zucker rat (fafa) (Abstract) Federation Proc. 38: 547, 1979.
2. Chang, J.P., Morgan, R.O. and Catt, K.J. Inositol phosphates, diacylglycerol, and arachidonic acid in GnRH action (Abstract 48). The 1st International Congress of Neuroendocrinology, San Francisco, USA, 1986, p. 35.

Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Tables with more than 10 columns and 25 rows are not acceptable.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes.
- Explain in footnotes all non-standard abbreviations that are used in each table.
- Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.
- For footnotes use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡
- Tables with their legends should be provided at the end of the text after the references section. The tables along with their number should be cited at the relevant place in the text

Figures

- Upload the figures in image format. The file size should be within 10 MB in size while uploading.
- Figures should be numbered consecutively according to the order of appearance in the text.
- Labels, numbers, and symbols should be clear and of uniform size. The font size in figures should be large enough to be legible.
- Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly.
- Titles and detailed description belong in the legends for figures not on the figures themselves.
- The figures should be trimmed to remove all the unwanted areas.
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- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

Protection of Patients' Rights to Privacy



Identity information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives written informed consent for publication. Authors should remove patients' names from figures unless they have obtained written informed consent from the patients. When informed consent has been obtained, it should be indicated in the article and copy of the consent should be attached with the covering letter.

For research articles with human subjects, the patients have a right to privacy that should not be infringed without informed consent. Identity information, including patients' names, initials,

or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or legal guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify Individuals who provide writing assistance and disclose the funding source for this assistance.

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The revised version of a manuscript should be submitted online. There is no need to submit the “First Page” or “Cover Letter” file again while submitting a revised version. When submitting a revised manuscript, authors are requested to upload a 'comment file' of point-to-point clarification to reviewers' comments. In addition, mark the changes as underlined or colored text in the article.

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Checklist



Covering letter

- Previous publication/presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Full names provided along with middle name initials (where applicable)
- Author for correspondence, with e-mail address provided
- Identity not revealed in the main text file except first page file

Presentation and format

- Page numbers included at bottom
- Title page contains all the desired information
- Running title provided (no more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (unstructured abstracts of about 400 words for original articles and review articles, and 250 words for short communication)
- Key words provided (three or more)
- Introduction of 75-100 words (cover letter)

- The references cited in the text should be after punctuation marks, in superscript with square brackets.
- Send the article file without 'Track Changes'
- Abbreviations and symbols for units of measurement should conform to international recommendation.

Language and grammar

- Uniformly American English
- Write the full term for each abbreviation at its first use in the title, abstract, and text separately unless it is a standard unit of measure.
- Numerals at the beginning of the sentence spelt out
- If a brand name is cited, supply the manufacturer's name and address (city, (state), country).
- Species names should be in italics

Tables and figures

- No repetition of data in tables and graphs and in text
- Figures of good quality for reproduction (output resolution at least 300 dpi)
- Table and figure numbers in Arabic numbers
- Figure legends should be typed separately
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- Write the full term for each abbreviation used in the table at table footnote

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