AIMS AND SCOPE

- *Annals of Clinical Epidemiology (ACE)* is a peer-reviewed journal published by the Society for Clinical Epidemiology (SCE).
- *ACE’s aim* is to contribute to the mission of the SCE though publishing scientific papers. Manuscripts that match *ACE’s aim* can be submitted by healthcare professionals in any clinical field who have a clinical and research mindset.

GENERAL PRINCIPLES FOR SUBMISSION

- Manuscripts should be written in English.
- Manuscripts are accepted on the condition that they have not already been published and are not under consideration for publication or in press elsewhere. Secondary publication of material published in any language in another journal or online is not allowed.
- Authorship credit should be in accordance with this “Guide for Authors,” as well as the International Committee of Medical Journal Editors (ICMJE) “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (http://www.icmje.org/icmje-recommendations.pdf).
- Manuscripts should be prepared in accordance with this “Guide for Authors” and the ICMJE “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (http://www.icmje.org/icmje-recommendations.pdf).
- All investigators should ensure that the planning and reporting of human research are in accordance with the Helsinki Declaration as revised in 2013 (https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/).
- All authors should seek approval to conduct research from an independent local, regional, or national review body (e.g., an ethics committee or institutional review board).
- When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were...
followed.

- Authors must follow the suitable guidelines for their specific study design; examples include CONSORT for randomized trials (www.consort-statement.org), STROBE for observational studies (http://strobe-statement.org/), PRISMA for systematic reviews and meta-analyses (http://prisma-statement.org/), and STARD for studies of diagnostic accuracy (https://www.equator-network.org/reporting-guidelines/stard/).

- All authors are required to report potential conflicts of interest, including specific financial interests, relevant to the subject of their manuscript in the text. After manuscript acceptance, the authors will be requested to submit the ICMJE Form for Disclosure of Potential Conflicts of Interest.

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ACE will publish original articles with non-significant results when their objectives and methodology are appropriate, the results are explicitly described, and the discussion is based on the results.

Many journals tend to reject articles with “negative results” (i.e., statistically non-significant results for the primary outcome). Most articles with “negative results” are unpublished, potentially resulting in publication bias. We believe that avoiding such a situation and preventing publication bias will ultimately contribute to the development of academic research.

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- The types of manuscript published in ACE are as follows: Original Article, Review Article (invited or submitted), Study Protocol, Short Report, and Letter to the Editor. Case reports are not accepted.

- Short Reports cover small-scale research or research that is in early stages of development. Short Reports may include preliminary studies with a simple research design or a small sample size that have produced limited pilot data and initial findings that indicate the need for further investigation.
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Word counts and numbers of figures, tables, and references:

<table>
<thead>
<tr>
<th>Type of manuscript</th>
<th>Maximum word limit (main text)</th>
<th>Figures and tables</th>
<th>References</th>
<th>Abstract</th>
<th>Keywords</th>
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</thead>
<tbody>
<tr>
<td>Review Article</td>
<td>4,000 words</td>
<td>No limit</td>
<td>No limit</td>
<td>250 words</td>
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<td>Original Article</td>
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<tr>
<td>Study Protocol</td>
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<tr>
<td>Short Report</td>
<td>1,500 words</td>
<td>Up to 3</td>
<td>Up to 20</td>
<td>None</td>
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<tr>
<td>Letter to the Editor</td>
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<td>Up to 1</td>
<td>Up to 5</td>
<td>150 words</td>
<td>3–5</td>
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</tbody>
</table>

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For Original Articles and Review Articles, the area of the article should be specified at the time of submission. When there are multiple relevant areas, two or more areas may be specified. Select the areas from the following list, and provide the corresponding number(s) in the cover letter:


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1. **General recommendations**
   ● Manuscripts should be submitted in Microsoft Word, and the files should be saved in “docx” (Word 2007 or higher) or “doc” (older Word versions) format.
   ● The manuscript text should be in 12 pt typeface and double-spaced.
Use a standard font such as Times New Roman or Arial.
Top, bottom, and side margins should be set at 1 inch (25.4 mm).
All pages in each file should be numbered at the top right corner.
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Describe medicines using their generic names.
Use only standard abbreviations and acronyms. These must not be used in the title.
Abbreviations and acronyms should appear in parentheses immediately after the first use of the full phrase, which must be written out in full at first use in the abstract and again at first use in the main text. Abbreviations should only be used if they appear five or more times in the manuscript.
Use Arabic numerals for numbers, and separate sequences of three digits with a comma (,).
Measurements should be reported in metric units (e.g., meter, kilogram, liter) or their decimal multiples.
For units used in hematology, clinical chemistry, and other fields, authors should report laboratory information using units of measurement following internationally accepted rules and conventions or the International System of Units (SI). The abbreviation for liter should be capitalized (“L”) in the text and in tables/figures (e.g., g/dL, mg/dL, IU/L, mg/dL, mEq/L).

2. Cover letter
Cover letters should include the following:
- Type of manuscript
- Area of the article
- Brief explanation of the article
- Declaration that the article is not a duplicate publication
- Information on conflicts of interest
- Information on grants and research expenses
- Information on each author’s role

3. Manuscript
Manuscripts should be arranged in the following order: (i) Title page; (ii) Abstract; (iii) Main text; (iv) References; (v) Figure legends; (vi) Figures; and (vii) Tables.

3-1. Title page
The title page should include the following:

- A concise and informative title, which should contain no more than a total of 200 characters (including letters and spaces)
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- Name(s), academic degree(s), and affiliation(s) of the author(s)
- The corresponding author’s name, affiliation, address, telephone number, and e-mail address
- Three to five keywords that can be used for indexing purposes

3-2. Abstract

- The abstract should be structured, divided into four paragraphs with the following subheadings: Background, Methods, Results, and Conclusions.

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- For Original Articles and Short Reports, the main body of the article should be divided into the following sections: Background, Methods, Results, Discussion, Conclusions, Conflicts of interest, Acknowledgments, and References.
- For Review Articles and Letters to the Editor, any format is acceptable.
- For Study Protocols, the format should be based on the organizational structure of Introduction, Methods, and Discussion. Other headings may be added as appropriate.
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3-4. References

References should be listed in the order cited in the text and numbered accordingly using Arabic numbers. In the text, citations should refer to the appropriate reference numbers in square brackets (e.g., [2, 13] [6-8, 22]). The citations should appear outside the punctuation.

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accordance with the *AMA Manual of Style* ([https://www.amamanualofstyle.com/](https://www.amamanualofstyle.com/)).


References to books should be written as follows: authors, title, page numbers cited, year of publication, publisher, and place of publication.


References to online documents should be written as follows: authors, title, Internet address, date of access.


List all authors/editors up to six; if there are more than six authors/editors, list the first six followed by “et al.”

The titles of journals should be abbreviated according to the style used in Index Medicus (NLM Catalog: journals referenced in the NCBI Databases).

If the reference is not written in English, “(in language)” should be appended at the end of the reference, and the original name of the journal should be provided.

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Figures/tables should be numbered using Arabic numbers in order of appearance in the text. When sub-classification is required, use the lowercase alphabet following Arabic numerals (e.g., Figure 1a, Table 3c).

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Vertical lines should not be used in tables. Authors should provide footnotes for each table, as necessary, including an explanation of any abbreviations used in the table. Tables should present new information rather than duplicating information that is in the text. Tables should be used only when they can present the information more efficiently than could be accomplished in the running text. Readers should be able to interpret the tables without reference to the text.

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If the authors are non-native speakers of English, English editing by a native speaker is necessary before submission of the manuscript. It is also necessary to submit a certificate of English editing of the final version of the manuscript, as a separate file.

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- Articles must be submitted to the editorial office of ACE by e-mail in English (clinepi_adm@www.heer.m.u-tokyo.ac.jp).
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The following points should be noted:

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✓ Deletions of words and sentences from the manuscript should be noted in the response letter and can be removed from the revised manuscript.
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All authors are required to report potential conflicts of interest, including specific financial interests, relevant to the subject of their manuscript. The ICMJE Form for Disclosure of Potential Conflicts of Interest will be requested after manuscript acceptance.

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**REVISION HISTORY**
First edition: April 1, 2019
First revision: October 6, 2020
Second revision: April 20, 2021