

Japanese Journal of Pharmaceutical Education
Manuscript Submission Checklist

Check and confirm the manuscript before submitting it using the checklist below, and then attach it to your manuscript. Failure to follow the items below will result in rejection of the manuscript.

- 1. The first author is a member of Japan Society for Pharmaceutical Education.
- 2. The content of the submitted manuscript has not been published (or be under consideration) elsewhere inside or outside Japan.
- 3. The research in the submitted manuscript has been conducted in compliance with relevant laws, regulations, and guidelines.
- 3.1. Research involving human subjects was conducted with ethical consideration for the research subjects, and an explanation of these considerations was included in the "Method" section of the paper, clearly outlining the details.
- 3.2. Research subject to ethical regulation (those that fall under the *Ethical Guidelines for Life Science and Medical Research Involving Human Subjects* and the *Clinical Research Act*) was approved by the ethics review committee of the affiliated institution. The details of the ethics review committee approval are clearly stated in the "Method" section of the manuscript.
- 3.3. For non-regulated research (those that do not fall under the *Ethical Guidelines for Life Science and Medical Research Involving Human Subjects* or the *Clinical Research Act*), refer to the "Checklist of ethical review requirements for non-regulated research"* below. If items 1 and 2 are checked for any of the items, an application should have been submitted to the ethics review committee of the affiliated institution for approval prior to the start of the research. If the ethical review committee determined that the research was not subject to review, a clear statement should be included in the paper to that effect.

Checklist of ethical review requirements for non-regulated research

Items	1	2	3
Psychological burden on research subjects	<input type="checkbox"/> yes	<input type="checkbox"/> somewhat	<input type="checkbox"/> no
Physical burden on research subjects	<input type="checkbox"/> yes	<input type="checkbox"/> somewhat	<input type="checkbox"/> no
Handling of personal information	<input type="checkbox"/> yes		<input type="checkbox"/> no
Involves psychological dynamics with subjects	<input type="checkbox"/> yes		<input type="checkbox"/> no

If items 1 or 2 have been checked off, consult with the ethics review committee of your affiliated facility before submitting the manuscript.

*Ujihara, A. Ethical review system for unregulated research in the hospital research ethics committee; Fig. 4. Checklist of ethical review requirements for non-regulated research. *Japanese Journal of Pharmaceutical Education*, Vol.7 (2023). doi: 10.24489/jjphe.2023-019

- 4. The manuscript was created using the submission template with numbers and script in half-width characters.
- 5. The title page includes the following information:
 - 1) Article title, author names, affiliations in both English and Japanese
 - 2) Corresponding author's name, address, telephone number and email address
 - 3) The publication category (Original Article, Short Communication, Review Article, Practical Article)

- 6. A Japanese abstract is within 400 characters and an English abstract is within 250 words.
- 7. Up to 5 keywords in Japanese and English respectively are included.
- 8. The English abstract was reviewed before submission by a native English speaker in case the author is a non-native English speaker.

Reviewer Name (Company):

- 9. Figures and tables are clear with one per page.
- 10. The length of the manuscript is within the limited number of pages, including the text, reference list, figures and tables.
- 11. Terms and names are used according to the author instructions.
- 12. Disclosure of conflicts of interest is made at the end of the main text in accordance with the author instructions.
- 13. Citations and references in the text are followed with superscript numbers that correspond to the reference list.
- 14. The reference list follows the Vancouver style as outlined in the author instructions.

Date:

Article title:

First author's full name:
