AURIS NASUS LARYNX
The Official Journal of
The Oto-Rhino-Laryngological Society of Japan, Inc.

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

- Description p.1
- Audience p.1
- Impact Factor p.1
- Abstracting and Indexing p.2
- Editorial Board p.2
- Guide for Authors p.4

DESCRIPTION

The international journal *Auris Nasus Larynx* provides the opportunity for rapid, carefully reviewed publications concerning the fundamental and clinical aspects of otorhinolaryngology and related fields. This includes otology, neurotology, bronchoesophagology, laryngology, rhinology, allergology, head and neck medicine and oncologic surgery, maxillofacial and plastic surgery, audiology, speech science.

Original papers, short communications and original case reports can be submitted. Reviews on recent developments are invited regularly and Letters to the Editor commenting on papers or any aspect of *Auris Nasus Larynx* are welcomed.

Founded in 1973 and previously published by the Society for Promotion of International Otorhinolaryngology, the journal is now the official English-language journal of the Oto-Rhino-Laryngological Society of Japan, Inc. The aim of its new international Editorial Board is to make *Auris Nasus Larynx* an international forum for high quality research and clinical sciences.

AUDIENCE

Otorhinolaryngologists, Head & neck surgeons, Speech & hearing specialists, Body equilibrium & locomotor specialists, Oncologists, Plastic surgeons, Neurologists & neuro-scientists, Immunologists & allergologists, Rehabilitation specialists, Clinical physiologists & psychologists, Researchers in aerospace medicine

IMPACT FACTOR

2018: 1.444 © Clarivate Analytics Journal Citation Reports 2019
ABSTRACTING AND INDEXING

PubMed/Medline
Current Contents - Clinical Medicine
BIOSIS Citation Index
Embase
NCI Cancerlit Database
OCLC Contents Alert
ENT News
Scopus
Web of Science
Science Citation Index Expanded

EDITORIAL BOARD

Editor-in-Chief
T. Nakagawa, Fukuoka, Japan

Deputy Editor
A. Homma, Sapporo, Japan

Executive Board Member (Editorial)
H. Kawauchi, Shimane, Japan

Editorial Board
K. Doi, Osaka, Japan
S. Fujieda, Fukui, Japan
O. Fujioka, Kawasaki, Japan
K. Fukuyo, Fukuoka, Japan
S. Haruna, Tochigi, Japan
M. Hyodo, Kochi, Japan
H. Inohara, Osaka, Japan
Y. Katori, Sendai, Japan
H. Kawauchi, Shimane, Japan
H. Moriyama, Tokyo, Japan
S. Murakami, Nagoya, Japan
T. Nakagawa, Fukuoka, Japan
K. Nibu, Kobe, Japan
K. Nishizaki, Okayama, Japan
T. Okuno, Tokyo, Japan
A. Shiotani, Tokorozawa, Japan
H. Takahashi, Nagasaki, Japan
T. Yamasoba, Tokyo, Japan
T. Yoshizaki, Kanazawa, Japan

International Editorial Board
K.W. Altman, Houston, NY, USA
C.H. Baek, Gangnam-gu, Korea
T. Baer, Cambridge, United Kingdom
B. Canlon, Stockholm, Sweden
J.E. Carey, Ann Arbor, MI, USA
P. Caye Thomasen, Hellerup, Denmark
C.-Y. Chien, Taoyuan, Taiwan
J.G. Colebatch, Sydney, Australia
D.W. Eisele, Baltimore, CA, USA
W.E. Fee, Jr., Stanford, CA, USA
A. Ferlito, Udine, Italy
D.M. Fliss, Tel Aviv, Israel
B. Givi, Minneapolis, NY, USA
R. Goode, Stanford, CA, USA
N. Guinand, Geneva, Switzerland
P. Gullane, Toronto, Canada
J.P. Harris, San Diego, CA, USA
E. Holbrook, Boston, MA, USA
Y.J. Jang, Songpa-gu, Korea
H.R. Jin, Seoul, Korea
C.H. Kim, Seoul, Korea
J.W. Koo, Seongnam, Korea
H.C. Lin, Taoyuan, Taiwan
V. Manchaiah, Beaumont, TX, USA
H. Marres, Nijmegen, Netherlands
S. Maune, Witten, Germany
R.T. Miyamoto, Indianapolis, IN, USA
N.B. Muluk, Kirikkale, Turkey
E.N. Myers, Pittsburgh, PA, USA
S.H. Oh, Seoul, Korea
E. Ozer, Columbus, OH, USA
O.N. Ozgirgin, Ankara, Turkey
C.-S. Rhee, Seoul, Korea
D.H. Rice, Los Angeles, CA, USA
A. Rinaldo, Udine, Italy
N.G. Robertson, Baton Rouge, MA, USA
D.A. Ross, Bridgeport, CT, USA
L.P. Rybak, Decatur, IL, USA
C.T. Sasaki, New Haven, CT, USA
S.H. Selesnick, Mount Vernon, NY, USA
J.P. Shah, New York, NY, USA
A.R. Shaha, New York, NY, USA
P.F. Smith, Dunedin, New Zealand
H. Sudhoff, Munster, Germany
P.A. Wackym, New Brunswick, NJ, USA
D.Y. Wang, Singapore, Singapore
R.S. Weber, Houston, TX, USA
G.S. Weinstein, Philadelphia, PA, USA
P.J. Wormald, Adelaide, Australia

Associate Editors
S. Iwasaki, Tokyo, Japan
T. Kitahara, Nara, Japan
M. Kobayashi, Tsu, Japan
T. Matsunaga, Tokyo, Japan
S. Nakata, Toyoake, Japan
M. Ogawa, Osaka, Japan
K. Okami, Isehara, Japan
Y. Orita, Kumamoto, Japan
T. Oshima, Chiyoda-Ku, Japan
C. Sano, Matsue, Japan
Y. Tanaka, Shimotsuga-Gun, Japan
T. Terada, Takatsuki, Japan
T. Yamada, Akita, Japan
GUIDE FOR AUTHORS

Scope
Auris Nasus Larynx provides the opportunity for rapid, carefully reviewed publications concerning the fundamental and clinical aspects of otorhinolaryngology and related fields. This includes otology, neurotology, bronchoesophagology, laryngology, rhinology, allergology, head and neck medicine and oncologic surgery, maxillofacial and plastic surgery, audiology, speech science and communication disorders.

Types of paper
Original papers and original case reports can be submitted. Thorough and detailed reviews on recent developments and Letters to the Editor commenting on papers or any aspect of the Journal are welcomed.

Original papers should report the results of original research, and the material should not have been previously published elsewhere, except in preliminary form. Manuscripts should be as concise and to the point as possible. Please condense your manuscript as much as possible. It is recommended that papers should in general not exceed 10 printed pages. Manuscript reporting randomized controlled trials should be submitted with CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template of flow diagram can be found on http://www.consort-statement.org/.

Case reports should describe truly unique and/or educationally valuable cases, which provide benefits for future patients. Text should be limited to 1800 words (6 double-spaced typewritten pages) with no more than 15 references and a maximum of 4 figures/tables. An abstract for case reports should not exceed 200 words and should not have a structured format.


Submission and peer review of all papers is now conducted entirely online using this dedicated site.

Authors are required to register upon using the system for the first time. Authors are guided stepwise through the entire process, and are kept abreast of the progress of their paper at each stage.

The system creates a PDF version of the submitted manuscript for peer review, revision and proofing. All correspondence, including the Editor's decision and request for revisions, is conducted by e-mail.

Further Information and Support
Authors requesting further information on online submission are strongly encouraged to view an online tutorial, at https://www.editorialmanager.com/anl/default.aspx or visit our customer support site at https://service.elsevier.com

Submission of Manuscripts: Originality and Copyright
Submission of an article is understood to imply that the article is original and is not being considered for publication elsewhere. Upon acceptance of the article by the journal, the author(s) will be asked to transfer the copyright of the article to the publisher. This transfer will ensure the widest possible dissemination of information.

Multiple Authorship
On submission, all authors of the paper listed should sign a letter in which they state that they all have participated sufficiently in the conception and design of the work, in the analysis of the data and in writing the manuscript to take public responsibility for it.

Clinical trial
Any clinical trial must be registered in a publicly accessible database. Auris Nasus Larynx requires that authors provide the name of the trial's registry and their clinical trial registration number at the end of the abstract. This is valid for submission on or after February 21, 2014. Auris Nasus Larynx follows recommendations of the International Committee of Medical Journal Editors (ICMJE) (http://www.icmje.org/). Purely observational studies will not require registration.

**BEFORE YOU BEGIN**

**Ethical Standards**

Any investigation on human subjects must be in accordance with the Code of Ethics of the World Medical Association (Helsinki Declaration). Auris Nasus Larynx requires authors to state in the Method section that the protocol of the investigation has been approved by the Institutional Review Board, and that the investigators have obtained written informed consent from each participant or each participant's guardian. A patient's anonymity needs to be preserved. An eye bar should be used for photographs. For experiments involving animals, authors must state in the Method section that the protocol has been approved by the Institutional Review Board, and that the animals were handled in accordance with the guidelines prepared by the Animal Use Committee of the institution.

**Submission declaration**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder.

**Preprints**

Please note that preprints can be shared anywhere at any time, in line with Elsevier's sharing policy. Sharing your preprints e.g. on a preprint server will not count as prior publication (see 'Multiple, redundant or concurrent publication' for more information).

**Use of inclusive language**

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

**Article transfer service**

Auris Nasus Larynx has most recently launched an article transfer service to other Elsevier publishing journal. If the Editor feels that submitted article as a case report can not be accepted for publication in ANL, but instead still important to be published in another open access journal "Otolaryngology Case Reports", you might be requested to consider transferring your article to it. If you agree with this proposal, your article will be automatically transferred on your behalf as it stands. The Article Transfer Service actually speeds up the publication of promising papers. In order to help this process, any comments from editor and reviewers are also transferred with your manuscript. Please let us remind you that your article will be reviewed further by the new journal and that your agreement of a transfer offer never guarantees upcoming publication of your paper in "Otolaryngology Case Reports". An article transfer service is valid for limited 30 days after the notification.

"Otolaryngology Case Reports" is an open access journal. To provide open access, this journal has open access fee (also known as an article publishing charge APC), which needs payment by the authors or on their behalf e.g. by their research funder or institution. Permitted third party (re)use is defined by the following Creative Commons user licenses: Please check "Guide for Authors" of Otolaryngology Case Reports.

To learn more about the Article Transfer Service, please visit www.elsevier.com/authors/article-transfer-service.
PREPARATION

Peer review
This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor’s decision is final. More information on types of peer review.

Double-blind review
This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

Blinded manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Preparation of Manuscripts
Authors are asked to bear in mind the following additional points before entering the submission process. Ensure that the letter "l" and digit "1" (also letter "O" and digit "0") have been used properly, and structure your article (tabs, indents, etc.) consistently. Manuscripts should be written in English. Authors whose native language is not English are strongly advised to have their manuscripts checked by an Englishspeaking colleague prior to submission.

Format and Structure
Most text formats can be accommodated, but Microsoft Word is preferable. Manuscripts should in general be divided into the following components: title, authors' names and affiliations, abstract, keywords, text (introduction, materials and methods, results, discussion, conclusion, acknowledgments, conflict of interest), references, tables, figure legends, figures. Number pages consecutively.

The title page should include (1) a concise but informative title, (2) authors' names, affiliations and full postal addresses, (3) name, telephone number and e-mail address of the author handling correspondence and proofs.

The manuscript pages should include (1) a title, (2) an abstract, and (3) 3-6 keywords.

Abstract
An abstract of your manuscript summarizing the content, at a maximum of 400 words, should be provided as a separate submission item. It should be informative, not merely descriptive, and it must be composed by four divisions: (1) Objective should concisely describe the hypothesis, problem and/or purpose of the study; (2) Methods should include basic procedures and materials, and observational and analytical methods; (3) Results should describe major findings and statistical significance, if possible by all means; and (4) Conclusion must very clearly and concisely state the principal conclusion(s) of the study. Reviews and Case reports need not follow these instructions. Abstracts for Case reports should not exceed 200 words.

Keywords
3-6 keywords (indexing terms) should be supplied. Full instructions are provided when submitting your article online.

Conflict of Interest
All authors are required to declare any financial support or relationship that may pose a conflict of interest as a "Disclosure Statement" between the Acknowledgements and References sections.
**Figures**
Figures of good quality should be submitted online as a separate file. For preparing figure files, please refer to instructions at [https://www.elsevier.com/artworkinstructions](https://www.elsevier.com/artworkinstructions). Minimum resolutions for line drawings should be 600 dpi and photographs 300 dpi.

Illustrations should be numbered with Arabic numerals according to their sequence in the text. References should be made in the text to each illustration.

Illustrations should be designed with the format of the page of the journal in mind. Illustrations and lettering should be of such a size as to allow a photographic reduction of 50% without becoming illegible. Explanations should preferably be given in the typewritten legend. Drawn text in the illustrations should be kept to a minimum.

If scales are required, use bar scales on the illustration itself instead of numerical magnification factors.

Each illustration should have a legend. The legends to all illustrations should be typed together on a separate sheet at the end of the manuscript.

Colour illustrations can only be included, if the cost of reproduction is paid for by the author or a sponsor.

Permission to reproduce illustrations should always be obtained before submission and details included with the captions.

For detailed instructions on the preparation of electronic artwork, consult Elsevier's Author Gateway at [http://authors.elsevier.com](http://authors.elsevier.com)

**Tables**
Tables should be submitted online as a separate file, bear a concise title, and be numbered with Arabic numerals. Tables should be cited in the text. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses. Vertical lines should not be used to separate columns.

**Data references**
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

**References**
1. All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spellings of authors' names are exactly the same in the text and in the list of references. Authors are responsible for the accuracy and completeness of their references and for correct text citation.

2. References should be numbered consecutively in the order in which they are first mentioned. In the text they should be cited with Arabic numerals between square brackets. For listing references, follow the Vancouver style, abbreviating names of journals according to the list in Medline ([http://www.nlm.nih.gov/tsd/serials/lji.html](http://www.nlm.nih.gov/tsd/serials/lji.html)). List all authors/editors but if there are more than six, list the first six plus et al.

**Examples:**


3. This journal should be cited as Auris Nasus Larynx.

4. Manuscripts accepted for publication not yet published should be referred to as "in press." Manuscripts submitted but not yet accepted should be referred to as "unpublished observation.

**Supplementary and Multimedia Data**

Elsevier accepts electronic supplementary and multimedia data to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, movies, animation sequences, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier Web products, including ScienceDirect: http://www.sciencedirect.com. In order to ensure that your submitted material is directly usable, please ensure that data are provided in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. Video files: please supply 'stills' with your files: you can choose any frame from the video or make a separate image. These will be used instead of standard icons and will personalize the link to your supplementary information. For more detailed instructions please visit our artwork instruction pages at https://www.elsevier.com/artworkinstructions.

**Research data**

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

**Data linking**

If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

**Mendeley Data**

This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.
Data statement
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

Online proof correction
Corresponding authors will receive an e-mail with a link to our Proof Central system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors. If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF. We will do everything possible to get your article published quickly and accurately - please upload all of your corrections within 48 hours. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that Elsevier may proceed with the publication of your article if no response is received.

Offprints
The corresponding author, at no cost, will be provided with a personalized link providing 50 days free access to the final published version of the article on ScienceDirect. This link can also be used for sharing via email and social networks. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier’s WebShop (http://webshop.elsevier.com/myarticleservices/offprints). Authors requiring printed copies of multiple articles may use Elsevier WebShop’s ‘Create Your Own Book’ service to collate multiple articles within a single cover (http://webshop.elsevier.com/myarticleservices/booklets).

Author Rights
As an author you (or your employer or institution) retain certain rights; for details you are referred to: https://www.elsevier.com/authorsrights.

© Copyright 2018 Elsevier | https://www.elsevier.com