Hypertension Research Guide to Authors

The instructions below are structured so you can quickly and easily answer the following questions:

1. Is my manuscript suitable for Hypertension Research? (see Aims and Scope)
2. How do I format my manuscript for Hypertension Research? (see Format of Papers)
3. How do I submit my manuscript to Hypertension Research? (see Submission of Papers)

Aims and Scope

Hypertension Research is the official publication of the Japanese Society of Hypertension. The journal publishes papers reporting original clinical and experimental research that contribute to the advancement of knowledge in the field of hypertension and related cardiovascular diseases. The journal publishes Review Articles, Articles, Correspondence and Comments. Manuscripts submitted to Hypertension Research will be accepted on the understanding that the author must not have previously submitted the paper to another journal or have published the material elsewhere.

Prior to Submission

Editorial policy

The editors reserve the right to reject manuscripts without review. Such rejections must be approved by the editor-in-chief, and are intended to alleviate unnecessary workload for the editorial board, as well as provide authors the opportunity to seek other publishing options as soon as possible. Articles that are selected for peer review will be reviewed by two or more referees.

To avoid unnecessary delays in the review process, please consider the following policies carefully before you submit your manuscript. Manuscripts that are not concise or do not conform to the conventions and standards of Hypertension Research will be returned to the authors for revision.

Authorship

It is the responsibility of every person listed as an author of an article published in Hypertension Research to have contributed in a meaningful and identifiable way to the design, performance, analysis, and reporting of the work. A manuscript will be considered for publication on the understanding that all named authors have agreed to its submission and that if accepted it will not be later published in the same or similar form in any language without the consent of the publishers.

All contributors who do not meet the criteria for authorship as defined above should be listed in an acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

The corresponding (submitting) author is responsible for having ensured that this agreement has been reached, and for managing all communication between the journal and all co-authors, before and after publication. Any changes to the author list after submission, such as a change in the order of the authors, or the deletion or addition of authors, needs to be approved by a letter signed by every author.

Basic researches

If the study includes gene manipulation procedures, the description is required in the text as to the conformity to the Cartagena Protocol (http://bch.cbd.int/protocol/). If the study includes handling of experimental animals, the descriptions are required in the text as to the approval of
Institutional Review Board or Animal Care and Use Committee and the conformity to the International Guiding Principles for Biomedical Research Involving Animals (http://grants.nih.gov/grants/olaw/olaw.htm) or equivalent guidelines for animal care.

Clinical trials and epidemiological studies

As defined by the International Committee of Medical Journal Editors (ICMJE), a clinical trial is any research project that prospectively assigns human subjects to intervention and comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. A medical intervention is any intervention used to modify a health outcome and includes but is not limited to drugs, surgical procedures, devices, behavioral treatments, and process-of-care changes. A trial must have at least one prospectively assigned concurrent control or comparison group in order to trigger the requirement for registration. Nonrandomized trials are not exempt from the registration requirement if they meet the above criteria.

When reporting experiments on human subjects, indicate whether the procedures were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the 1964 Declaration of Helsinki and its later amendments). Include the approval of Institutional Review Board or Ethical Committee.

All clinical trials must be registered in a public registry prior to submission. Hypertension Research follows the trials registration policy of the ICMJE and considers only trials that have been appropriately registered before submission, regardless of when the trial closed to enrollment. Acceptable registries must meet the following ICMJE requirements:

- be publicly available, searchable, and open to all prospective registrants
- have a validation mechanism for registration data
- be managed by a not-for-profit organization:

Examples of registries that meet these criteria include (1) the registry sponsored by the United States National Library of Medicine; (2) the International Standard Randomised Controlled Trial Number Registry; (3) International Clinical Trials Registry Platform (ICTRP) (4) The National Research Register (NRR) Archive; (5) The European Clinical Trials Database and (6) University Hospital Medical Information network Clinical Trials Registry (UMIN-CTR).

Clinical studies are recommended to conform with the corresponding guidelines of EQUATOR (Enhancing the QUAlity and Transparency Of health Research) network (http://www.equator-network.org/) or equivalent guidelines according to the type of study such as observational study, interventional trial, parallel group randomized trial, study of diagnostic accuracy, case report, systematic review and meta-analysis, etc..

Statistical analyses

In performing the statistical analyses of the data, it is recommended to follow the SAMPL (Statistical Analyses and Methods in the Published Literature) Guidelines (http://www.equator-network.org/reporting-guidelines/sampl/) or equivalent principles.

Conflicts of interest

In the interests of transparency and to help reviewers assess any potential bias, Hypertension Research requires all authors of all submitted papers to declare any conflict of interest (COI) that could be considered broadly relevant to the submitted work, following the guideline and detailed regulations set by the Japanese Society of Hypertension (JSH) in 2015. Authors submitting their manuscripts using the journal’s online manuscript tracking system are required to make their declaration as part of this process and to specify the competing interests in cases where they exist.
Criteria for COI disclosure

<table>
<thead>
<tr>
<th>1. Employment/Leadership position/ Advisory role (1,000,000 yen*/year or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Stock ownership or options (Profit of 1,000,000 yen/year or more/ownership of 5% or more of total shares)</td>
</tr>
<tr>
<td>3. Patent royalties/licensing fees (1,000,000 yen/year or more)</td>
</tr>
<tr>
<td>4. Honoraria (e.g. lecture fees) and Fees for promotional materials (e.g. manuscript fee) (500,000 yen/year or more)</td>
</tr>
<tr>
<td>5. Research funding (5,000,000 yen/yr or more)</td>
</tr>
<tr>
<td>6. Scholarship or donation (1,000,000 yen/yr or more)</td>
</tr>
<tr>
<td>7. Endowed departments by commercial entities</td>
</tr>
<tr>
<td>8. Others (e.g. trips, travel, or gifts, which are not related to research) (50,000 yen/year or more)</td>
</tr>
</tbody>
</table>

Corresponding author is requested to collect above listed COI from all authors using "Hypertension Research: Self-reported Potential Conflict of Interest Disclosure Statement Form" or "ICMJE (International Committee of Medical Journal Editors) Form for Disclosure of Potential Conflicts of Interest" and enter them on electronic submission according to the following styles:

[category of interest]:[initials of author name](entity name); .....  
e.g.) Employment: AB (C Pharmaceutical); Stock: DE's spouse (F Co. Ltd.); Honoraria: GH (I Pharma Inc., J Holdings); Research fund: KL, MN (O Corporation, P Laboratories).

Also, authors should add COI statement to the end of the manuscript main text, and before the acknowledgement or the list of references as described later in this Guide to Authors at "Conflict of Interest" under "Article Section". Please note that the disclosure is required only for the relationship that the author had within three years before the date of submission.

Referees are also asked to indicate any potential conflict they might have reviewing a particular paper.

For detailed information in Japanese, please refer to JSH Guideline for managing COI and its detailed regulations.

Electronic manipulation of images

Digital image enhancement is acceptable practice, although it can result in the presentation of unrepresentative data as well as in the loss of meaningful signals. During manipulation of images a positive relationship between the original data and the resulting electronic image must be maintained. If a figure has been subjected to significant electronic manipulation, the specific nature of the enhancements must be noted in the figure legend or in the 'Methods' section. The editors reserve the right to request original versions of figures from the authors of a paper under consideration.

Plagiarism and fabrication

Plagiarism is when an author attempts to pass off someone else's work as his or her own. Duplicate publication, sometimes called self-plagiarism, occurs when an author reuses substantial parts of his or her own published work without providing the appropriate references. Such manuscripts would not be considered for publication. But minor plagiarism without dishonest intent is relatively frequent, for example, when an author reuses parts of an introduction from an earlier paper. The editors judge any case of which they become aware
(either by their own knowledge of and reading about the literature, or when alerted by referees) on its own merits.

Nature Publishing Group is part of CrossCheck, an initiative to help editors verify the originality of submitted manuscripts. As part of this process, selected submitted manuscripts are scanned and compared with the CrossCheck database.

If a case of plagiarism comes to light after a paper is published in Hypertension Research, the journal will conduct a preliminary investigation. If plagiarism is found, the journal will contact the author's institute and funding agencies. A determination of misconduct will lead Hypertension Research to run a statement, bidirectionally linked online to and from the original paper, to note the plagiarism and to provide a reference to the plagiarized material. The paper containing the plagiarism will also be obviously marked on each page of the PDF. Depending on the extent of the plagiarism, the paper may also be formally retracted.

**Supplementary information for the editors and the reviewers**

Any manuscripts under review or accepted for publication elsewhere should accompany the submission if they are relevant to its scientific assessment. Authors should also provide upon submission any kind of supplementary material that will aid the review process.

**Content types and format of papers**

The content types accepted by Hypertension Research are:

- Review Article
- Article
- Correspondence
- Comment

**Preparation of manuscripts**

All papers should be written in concise English but should contain sufficient detail to illustrate how the results were obtained. Manuscripts should be double-spaced with wide margins.

Manuscripts are considered with the understanding that they have not been published previously in print or electronic format and are not under consideration by another publication or electronic medium. Copies of possibly duplicative materials that have been previously published or are being considered elsewhere must be provided at the time of manuscript submission.

Manuscripts should contain a statement to the effect that all human studies have been reviewed by the appropriate ethics committee or it should be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted. Authors should also draw attention to the Code of Ethics of the World Medical Association (1964 Declaration of Helsinki and its later amendments).

When reporting the results from experiments on animals indicate whether the experiments were conducted according to the National Research Council’s guidelines.

**Cover Letter**

The uploaded covering letter must state that the material has not been submitted for publication elsewhere while under consideration for Hypertension Research. Identify the name, full postal address and fax number of the corresponding author. The authors are free to offer suggestions of suitable expert reviewers.
Review Article

Review Articles normally have a word limit of 5000 words including abstract but excluding references, tables and figures. A number of Review Articles will be solicited by the editors; however, we also welcome timely, unsolicited Review Articles. Authors with proposals for Review Articles should present information concerning the proposed content and authors of their Review Articles to the editors prior to submission. Unless otherwise informed, all changes for colour images will be the authors’ responsibility.

Article

Studies that are of high scientific quality and that are of interest to the diverse readership of the journal. Manuscripts should include an abstract and appropriate experimental details to support the conclusions. Articles should be no more than 5000 words including abstract but excluding references, and should not normally include more than six display items (tables and/or figures). Manuscripts should include the following sections, each starting a new page: title, abstract and keywords, text (introduction, methods, results and discussion), conflict of interest, references, tables and figure captions.

Correspondence

Letters discussing a recently published articles, or preliminary reports of unusual urgency, significance and interest, whose subjects may be republished in expanded form, may be submitted as Correspondence. They should contain no more than 1000 words of text, one or two display items (figures or tables) and a maximum of 10 references. Correspondence does not contain an abstract, and apart from keywords there is no obligation to divide the text into sections. In all other respects, the directions for full papers should be followed.

Comment

Articles that describe issues and questions from papers that have appeared in Hypertension Research, or articles describing topics of particular interest to the hypertension research community. Comments on published articles are normally solicited by invitation. The suggested length for a comment is 1500 words with a maximum of 10 references. Comments do not contain an abstract section, and apart from keywords there is no obligation to divide the text into sections. The use of up to two figures to illustrate key discussion points is encouraged.

Article sections

Please make spelling consistent with current editions of either Webster’s Dictionary or Oxford English Dictionary. In general, manuscripts should be divided in to the following sections:

- Title page
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Acknowledgments
- Conflict of Interest
- References
- Figure legends
- Tables
- Figures
- Supplementary Information

Title page
The title page should give a concise but informative title, the first and last names and other initials of all authors, as well as their affiliations (but not degrees). Names of grants covering the research described should also be included on this page. The order in which the contributors are listed should be agreed amongst the investigators, and should indicate that the
first listed made the greatest contribution to the paper. Full contact details should be provided for the corresponding author. No more than 20 co-authors can be added in the ScholarOne Manuscripts. However, additional authors who cannot be entered will be included in the publication if their names are indicated on the title page as co-authors.

**Abstract**

An abstract of not more than 250 words. The abstract should be comprehensible to readers before they have read the paper, and abbreviations and reference citations within the abstract should be avoided. It should outline the purpose of the study, the basic procedures and the most important conclusions.

Three to five keywords, which may or may not appear in the title, should be given in alphabetical order below the abstract, each separated by a comma (,). Whenever possible, the terms should be from the Medical Subject Headings list of Index Medicus.

**Introduction**

This should give a short, clear account of the background and reasons for undertaking the study. It should not be a review of the literature.

**Methods**

This section should contain sufficient detail so that all experimental procedures can be repeated by others in conjunction with cited references. This section may be divided into subheadings to assist the reader. Names of products and manufacturers should be included only if alternative sources are deemed unsatisfactory, giving both the company name and city. Generic names of drugs should be used.

Novel experimental procedures should be described in detail, but published procedures should be referred to by literature citation of the original article and published modifications. Use of standard abbreviations and SI units of measurement (according to the Systeme International d’Unites) is encouraged. Measurements that are not currently converted to SI units in biomedical applications are blood and oxygen pressures, enzyme activity, H+ concentration, temperature, and volume. Abbreviations, if used, should be defined on their first appearance in the text.

**Results**

The description of results should not simply reiterate data that appear in tables and figures and, likewise, the same data should not be displayed in both tables and figures. The results section should be concise and follow a logical sequence. If the paper describes a complex series of experiments, it is permissible to explain the protocol/experimental design before presenting the results. Do not discuss the results or draw any conclusions in this section. This section may be divided into subheadings to assist the reader. Large datasets or other cumbersome data pertinent to the manuscript may be submitted as supplementary information.

**Discussion**

Do not recapitulate the results, but discuss their significance against the background of existing knowledge, and identify clearly those aspects that are novel. The final paragraph should highlight the main conclusion(s), and provide some indication of the direction future research should take. This section may be divided into subheadings to assist the reader.

**Conflict of Interest**

All authors are required to disclose any financial relationship (within the past 36 months) with a biotechnology manufacturer, a pharmaceutical company, or other commercial entity that has an interest in the subject matter or materials discussed in the manuscript. The matters requiring disclosure are outlined in the JSH Conflict of Interest Policy (IV. Matters Requiring Disclosure).

The corresponding author needs to include a summary in the text of the manuscript in a separate section before the reference list.

For detailed information such as criteria of COI and style of description, see the Conflict of Interest section.

**Acknowledgments**

These should be brief, and should include sources of financial support, material (e.g. novel compounds, strains, etc.) not available commercially, personal assistance, advice from
colleagues and gifts. Acknowledgments should be made only to those who have made a significant contribution to the study.

References

Authors are responsible for the accuracy of the references. All authors should be quoted. In the text of the manuscript, references to the literature should be numbered consecutively and indicated by a superscript. Each reference should be numbered individually and listed at the end of the manuscript. Only articles that have been published or accepted and waiting for publication (listed as 'in press' following digital object identifier number) should be in the reference list. Reference to 'unpublished data' and 'personal communications' should not appear in the list but should be cited in the text parenthetically only (e.g. Smith A, 2007, unpublished data). Written proof for ‘personal communication’ and preprint for ‘in press’ may be requested for review.

Abstracts may be cited only if they are the sole sources, and must be identified in the reference list as '(Abstract). The names of journals cited should be abbreviated (without full stops) according to the 'International List of Periodical Title Word Abbreviations (Chemical Abstracts Service, Columbus, Ohio, USA, 1970)'.

Example of references:

**Journal article**


**Journal article - online only**

**Journal article - in press**

**Journal article - e-pub ahead of print**

**Book**

**Chapter in a Book**

**Electronic Material**

Tables

These should be labelled sequentially as Table 1, Table 2, etc. Each table should be saved in a separate file, numbered and titled, and cited in the text. Reference to table footnotes should
be made by means of Arabic numerals. Tables should not duplicate the content of the text. They should consist of at least two columns; columns should always have headings. Tables should have a brief footnote that identifies all abbreviations used. Authors should ensure that the data in the tables are consistent with those cited in the relevant places in the text, totals add up correctly, and percentages have been calculated correctly. Tables should be supplied as separate electronic files (as Word or Excel file formats).

Figures
These should be labelled sequentially as Figure 1, Figure 2, etc. Please note that when uploading Figure files, each figure should be saved in a separate file, numbered and titled and cited in the text. Figure legends should be submitted on a separate sheet with list of text captions to all figures after the reference list. Figures should be referred to specifically in the text of the paper but should not be embedded within the text. The use of three-dimensional histograms is strongly discouraged when the addition of the third dimension gives no extra information. If a table or figure has been published before, the authors must obtain written permission to reproduce the material in both print and electronic formats from the copyright owner and submit it with the manuscript. This follows for quotes, illustrations and other materials taken from previously published works not in the public domain. The original source should be cited in the figure caption or table footnote.

At submission, ALL figures should be of a high enough quality to be assessed in the peer review process. A minimum resolution of 300 dpi is required at the size the image is to appear in print. The minimum resolution for images containing text should be 400dpi and 1000dpi for images containing line art. Please refer to the Artwork Guidelines for details of artwork (Figures and Images) preparation.

Acceptable file formats for the figures are

- Adobe Illustrator (.ai, .eps)
- CorelDRAW version 8 or above (.cdr)
- Photoshop (.psd)
- TIFF (.tiff)
- MS Word documents (.doc)
- PowerPoint (.ppt)
- MS Excel spreadsheet documents (.xls)
- JPEG image files (.jpg)
- Acrobat files (.pdf)
- TeX, LaTeX

Colour figures
Colour figures are free of charge. Authors who wish their articles to have colour figures must supply files in colour in the following format.

For Single Images:

<table>
<thead>
<tr>
<th>Width</th>
<th>500 pixels (authors should select &quot;constrain proportions&quot;, or equivalent instructions, to allow the application to set the correct height automatically.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>125 dpi (dots per inch) or &quot;Save for Web&quot; if using Photoshop</td>
</tr>
</tbody>
</table>
| Format      | JPEG for photographs  
                GIF for line drawings or charts                                                                                               |
| Filenaming  | Please save image with .jpg or .gif extension to ensure it can be read by all platforms and graphics packages.                  |

For Multi-part Images:
Supplementary information is peer-reviewed material directly relevant to the conclusion of an article that cannot be included in the printed version owing to space or format constraints. It is posted on the journal's website and linked to the article when the article is published and may consist of data files, graphics, movies or extensive tables.

The printed article must be complete and self-explanatory without the supplementary information. Supplementary information enhances a reader's understanding of the paper but is not essential to that understanding.

Supplementary information must be supplied to the editorial office in its final form for peer review. On acceptance the final version of the peer-reviewed supplementary information should be submitted with the accepted paper.

To ensure that the contents of the supplementary information files can be viewed by the editor(s), referees and readers, please also submit a 'read-me' file containing brief instructions on how to use the file.

The supplementary information may not be altered, nor new supplementary information added, after the paper has been accepted for publication. Material in the 'Supplementary Materials' must be directly relevant and critical to the manuscript's interpretation and should only be included if these conditions are met. The Editors reserve the right not to publish and will consult the authors in such a case.

Supplying supplementary information files

Authors should ensure that supplementary information is supplied in its FINAL format because it is not subedited and will appear online exactly as originally submitted. It cannot be altered, nor new supplementary information added, after the paper has been accepted for publication.

Please supply the supplementary information via ScholarOne Manuscripts, the electronic manuscript submission and tracking system, in an acceptable file format (see below).

Authors should:

- Include a text summary (no more than 50 words) to describe the contents of each file.
- Identify the types of files (file formats) submitted.
- Include the text 'Supplementary information is available at [the journal's name]'s website' at the end of the article and before the references.

Acceptable file formats for the figures are

- Quick Time files (.mov)
- Graphical image files (.gif)
- HTML files (.html)
- MPEG movie files (.mpg)
- JPEG image files (.jpg)
- Sound files (.wav)
File sizes must be as small as possible, so that they can be downloaded quickly. Images should not exceed 640 x 480 pixels (9 x 6.8 inches at 72 pixels per inch) but we would recommend 480 x 360 pixels as the maximum frame size for movies. We would also recommend a frame rate of 15 frames per second. If applicable to the presentation of the supplementary information, use a 256-colour palette. Please consider the use of lower specification for all of these points if the supplementary information can still be represented clearly. Our recommended maximum data rate is 150 KB/s.

The number of files should be limited to eight, and the total file size should not exceed 8 MB. Individual files should not exceed 1 MB. Please seek advice from the editorial office before sending files larger than our maximum size to avoid delays in publication.

Further questions about the submission or preparation of supplementary information should be directed to the editorial office.

**House style**

As the electronic submission will provide the basic material for typesetting, it is important that papers are prepared in the general editorial style of the journal.

1. See the Artwork Guidelines for information on labelling of figures
2. Do not make lines thinner than 1 pt (0.36 mm)
3. Use a coarse hatching pattern rather than shading for tints in graphs
4. Colour should be distinct when being used as an identifying tool
5. Use SI units throughout
6. Spaces, not commas, should be used to separate thousands
7. Abbreviations should be preceded by the words for which they stand in the first instance of use
8. Text should be double spaced with a wide margin

**Abbreviations**

The following abbreviations or acronyms may be used without explanation; others should be defined at first use in the text.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>°</td>
<td>degree, angle</td>
<td>mg</td>
</tr>
<tr>
<td>AM</td>
<td>before noon</td>
<td>min</td>
</tr>
<tr>
<td>°C</td>
<td>Celsius</td>
<td>mL</td>
</tr>
<tr>
<td>c</td>
<td>centi</td>
<td>mL/min</td>
</tr>
<tr>
<td>cal</td>
<td>calorie</td>
<td>mm, mm², mm³</td>
</tr>
<tr>
<td>cm, cm², cm³</td>
<td>centimeters</td>
<td>mmHg</td>
</tr>
<tr>
<td>cpm</td>
<td>counts per minute</td>
<td>mol</td>
</tr>
<tr>
<td>cRNA</td>
<td>complementary RNA</td>
<td>mRNA</td>
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<tr>
<td>CT</td>
<td>computed tomography</td>
<td>MRI</td>
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<td>d</td>
<td>deci-</td>
<td>μ</td>
</tr>
<tr>
<td>DNA</td>
<td>deoxyribonucleic acid</td>
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<td>DNase</td>
<td>deoxyribonuclease</td>
<td>μmol</td>
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<tr>
<td>cDNA</td>
<td>complementary DNA</td>
<td>n</td>
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<tr>
<td>ECG</td>
<td>electrocardiogram</td>
<td>nm</td>
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<tr>
<td>Eq</td>
<td>equivalent</td>
<td>osmol</td>
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<td>f</td>
<td>femto-</td>
<td>P</td>
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<tr>
<td>g</td>
<td>gram</td>
<td>p</td>
</tr>
<tr>
<td>g</td>
<td>gravitational constant</td>
<td>%</td>
</tr>
</tbody>
</table>
**English Language Support**

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should consider:

- Asking a colleague who is a native English speaker to review your manuscript for clarity.
- Using a professional language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review. Two such services are provided by our affiliates Nature Research Editing Service and American Journal Experts.

Please note that the use of a language editing service is not a requirement for publication in this journal and does not imply or guarantee that the article will be selected for peer review or accepted.

**Submission of papers**

Please visit the online submission page (http://mc.manuscriptcentral.com/htr) to submit a manuscript.

**Step 1: Log In**

The login page gives you three options:

1. Log in with your known User ID and Password
2. Check to see if you have an existing account
3. Create a new account

**Step 2: Enter your Author Center**

To begin a new submission, check a previous submission, continue a submission begun earlier, or submit a revised manuscript, choose Author Center.

**Step 3: Inside Your Author Center**

Existing manuscripts are found in one of three areas:

- Manuscripts to be Revised
- Partially Submitted Manuscripts
• Submitted Manuscripts

To start a NEW manuscript submission, choose 'Submit First Draft of New Manuscript' link.

Step 4: Entering Data

The following screens ask you to enter each piece of data associated with your manuscript. Most of these data will also be included in the text of your manuscript, but need to be entered in this format in order to make the system searchable by these fields. It is used for screen display and e-mail notifications only. You cannot enter text into the Manuscript Data Summary table: scroll down each screen to enter the required information.

Press ‘Save and Continue’ at the bottom of each screen in order to save all of your work. If you press the ‘Back’ or ‘Forward’ button on your browser your work will not be saved.

Step 5: Upload Your Manuscript

The File Manager is the area where you upload your files. Click on the ‘Save and Continue’ button to get to the upload page.

Click on the ‘Browse’ button in step 1. Locate your file and click on the name of the file to place it in the box. Select a file designation that corresponds with the file name in step 2. Select whether the file is for review or not – the file in the first position must be made available for review in step 3. Click the blue upload button in step 4.

Please refer to the ‘Author Instructions’ to determine the journal preferences of format and always view your proof carefully prior to submitting. You will not be able to change it once it is submitted.

Your original file will be stored and will be located under ‘Original Files/Files not for review’ on the right side of the screen. ScholarOne Manuscripts will create files and place them under ‘Files for review’. You can make changes in step 5 before going to the next page. You cannot make changes to your uploaded files. Click on ‘Save and Continue’.

Step 6: Submit Your Manuscript

Click on ‘View uploaded files’ – always view your proof carefully prior to submitting. You will not be able to change it once it is submitted. Then close the file, close the ‘View uploaded files’ window and click on ‘Submit your manuscript’. After you choose to submit, you will see a confirmation screen. You will also receive an e-mail confirmation that you can save for future reference.

Getting Help

If you need additional help, please refer to Training or go to Author Support Portal by clicking the ‘Get help now’ link shown on the top right of the screen.

License to Publish

The corresponding author must complete and sign the License to Publish form upon acceptance of the manuscript and return it to the editorial office. Failure to do so will result in delays to the publication of your paper. A copy of the License to Publish form can be downloaded here or from the URL provided in the manuscript acceptance letter.

Hypertension Research does not require authors of original research papers to assign copyright of their published contributions. Authors grant Hypertension Research an exclusive license to publish, in return for which they can re-use their papers in their future printed work. NPG's author license page provides details of the policy and a sample form. Authors are encouraged to submit their version of the accepted, peer-reviewed manuscript to their funding body's archive, for public release six months after publication. In addition, authors are encouraged to archive their version of the manuscript in their institution's repositories (as well as on their personal websites), also six months after the original publication. Authors should cite the publication reference and doi number on any deposited version, and provide a link from it to
the published article on the NPG website. This policy complements the policies of the US National Institutes of Health, the Wellcome Trust and other research funding bodies around the world. NPG recognizes the efforts of funding bodies to increase access of the research they fund, and strongly encourages authors to participate in such efforts.

**Open Access**

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