

Instructions for Authors, the Japanese Society of Health Education and Promotion

(This is for authors who would like to submit a manuscript in English. For those who submit a manuscript in Japanese, read the Japanese-version of the 'Instructions for Authors'.)

The Journal of the Japanese Society of Health Education and Promotion is a journal that will consider any original contribution that advances health education and promotion.

1. Eligibility:

The first and corresponding author(s) should be the member(s) of the Japanese Society of Health Education and Promotion. Other authors may be non-members of the Japanese Society of Health Education and Promotion. However, the attendants of the First Asia Pacific Conference on Health Promotion and Education (APCHPE) in 2009 are also eligible as the first and corresponding author(s), if they can submit the paper by 20 December, 2009.

2. Deadline for submission:

There is no deadline for manuscript submission. Manuscripts may be submitted at any time. (For the 2009 APCHPE Conference attendants, the deadline is 20 December, 2009).

3. Types of Articles:

- 1) The Japanese Society of Health Education and Promotion welcome manuscripts that might contribute to health education and promotion. The Editorial Board does not accept manuscripts that have been published elsewhere.
- 2) As shown in Table 1, seven types of articles are considered for publication. Authors may choose the most suitable manuscript.

Table 1 Type of Articles

Type	Contents	Word Count in the Main Text
Perspective	Suggestions or opinions regarding theory and practice related to health education and promotion	(1500 words)
Review Articles	Review of articles related to health education and promotion with analysis and comments of authors	(3000 words)
Original Articles	Original research or scientific observation related to health education and promotion	(3000 words)
Field Reports	Reports that describe field research in health education and promotion	(1500 words)
Short Communications	Concise of original research or articles related to the improvement of methods or techniques	(1500 words)
Original Reports	Useful data, information, world reports related to health education and promotion	(3000 words)
Others	Review of academic books or comments from members	(500 words)

3) In addition to the articles above, the journal may publish information of academic conferences, financial reports, and reports from the committee of Japanese Society of Health Education and Promotion.

4) Manuscripts should be written in English or in Japanese.

5) All research involving either human participants or materials of human origins should be undertaken in accordance with the principals in the Declaration of Helsinki and other related ethical guidelines.

4. Structure of Articles:

Guideline for necessary documents for manuscript submission is

summarized in Table 2. 'Perspective', 'Review Articles', and 'Others' do not need to follow the structure.

Table 2 Structure and Subdivision of Articles

Subdivision	Contents
Application Card	(a) Date of submission, (b) type of article , (c) title, (d) the total number of pages (including cover letter, text, abstract, figures, tables, and illustrations), (e) the number of tables, figures and illustrations included in the manuscript, (h) the number of off-prints you need*; and (i) name, address, telephone number, fax number, and e-mail address of the corresponding author. All of the contents should be included in one page(standard A4 paper).
Cover Letter (a) Type of Article (b) Title (c) Author(s) (d) Abstract (e) Key Words (f) Affiliation (g) Corresponding Author (h) Running head	Make sure that the title is short and summarizes main idea of the manuscript. Name(s) of author(s) Not exceeding 250 words, using the following headings: (a) Objective, (b) Methods, (c) Results, and (d) Conclusion. Three to five keywords should be selected from MeSH in general. Place of employment or organization, which authors belong to. Use superscripts (ex. * ¹ , * ²) to collate affiliations to each author. Name and address of the corresponding author. You may include the phone number/e-mail address if you prefer. In case the title is more than 1 line, indicate running head with no more than 1 line.
Text (a) Introduction (b) Methods (c) Results	Background and objective. Participants, methods and ethical issues. Indicate results as simple as possible using tables and

(d) Discussion (e) Conclusion Acknowledgement References	figures. (Tables and figures should be placed at the bottom of the article.) Write your idea logically based on the results. Write your conclusion based on the discussion. You may omit. (Not compulsory) Refer "6. Formats of Articles"
Table, Figures, illustrations	Tables, figures, and illustrations should be presented on a separate page. Figures should be clear, as it will be printed just as submitted. Titles should appear at the top of tables, and the bottom of figures and illustrations.

*Reprint costs: 1 to 50 copies, 15,000 yen; 51 to 100 copies, 18,000 yen; 101 to 200 copies, 20,000 yen. The payment method will be informed after the paper is accepted for publication.

5. Formats of Articles:

(1) Text and abstract should be double-spaced, 12-point Times New Roman font printed on A4 paper, leaving margins of 20mm at the top and bottom and 60mm at the right and left.

(2) Number pages consecutively through cover letter to references.

(3) Authors for whom English is a second language should have their manuscript professionally edited before submission.

(4) Use half-size font characters for numbers and alphabets. For numbers, use Arabic numerals.

(5) Number tables, figures or illustrations consecutively and cite in numeric order. Indicate in the margin of the text where each table, figure or illustration should appear in the published article.

(6) Authors must obtain permission from the original publisher to include previously published tables, figures or illustrations. Each previously published table, figure, and illustration must carry a credit line stating the

original source.

(7) References must be numbered sequentially as they appear in the text. Reference numbers in the text must be given in superscripts – for example, ¹⁾ or ^{1,2)} or ¹⁻³⁾.

(8) In the reference list, indicate each reference as below.

1) Surname AB, Surname CD. Article title. Journal abbreviation. Year; Vol: Start page-End page.

Please Note: List the names and initials of all authors if there are three or fewer; otherwise, list the first three and add et al. Check journal abbreviations using the Medline or 'igakuchuozasshi shurokuzasshi ryakumeihyo' for Japanese journal. If the journal is not listed in the Medline nor in 'igakuchuozasshi shurokuzasshi ryakumeihyo', then it should be spelled out. Do not space after a colon or semi-colon. Use half-size font for a hyphen.

Sample references:

Journal article

1) Aikawa R, Jimba M, Nguen KC, et al. Prenatal iron supplementation in rural Vietnam. Eur J Clin Nutr. 2008; 62: 946-952.

Chapter in Book

2) O'Neill M, Stirling A. The promotion of health or health promotion? In: O'Neill M, Pederson A, Dupere S, et al. eds. Health Promotion in Canada: Critical Perspectives. Second Edition. Toronto: 2007: 32-45.

Book

3) Laverack G. Health Promotion Practice: Power and Empowerment. London: Sage Publications 2004: 1-5.

Materials not written in English

4) Miyasaka T. Kenkokyouiku no hensenn genjyo konngo no kadai. Hokenn No Kagaku. 2000;42:508-513. [in Japanese]

Electronic citations

Websites should be cited with their URL and access date. See the 10th edition of the AMA Manual of Style.

5) Smith R: The polypill is about demedicalisation not medicalisation.
(<http://blogs.bmj.com/bmj/2009/05/01/richard-smith-the-polypill-is-about-demmedicalisation-not-medicalisation/> (accessed 17 July, 2009))

(6) For describing the statistical results, please follow the guideline of the following book. Gardner MJ and Altman DG: *Statistics with Confidence*. BMJ Publishing Group.

6. Manuscript Submission:

Although a manuscript could be sent by post, electronic submission is recommended.

(1) Electronic submission

- (a) Manuscripts should be organized as shown in Table 2. All the documents should be in PDF or Word Doc.
- (b) Manuscript submission is free. However, you have to pay for offprints you request. Prices are listed in homepage of the Japanese Society of Health Education and Promotion.
- (c) Print out 'Submission Checklist with Copyright Transfer' (Annex 1.). Fill out all the contents and submit it with your manuscript by e-mail or fax.

(2) Submission by post

Send (a) and (c) above by registered mail to the Editorial Board.

Address:

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7. Decision, Copyright and Publication Fees:

- (1) The Editorial Board discusses and decides on the acceptance of manuscripts after peer review process. When accepted, authors are expected to submit the final revised version of the manuscript electronically. The Editorial Board may ask you to change your article type or to make specific changes to your manuscript. In case you need to revise more than three times, the Editorial Board may ask you to submit it as a new manuscript. If the editors have asked you to make some revision, please send the revised manuscript back to the Editorial Board within a month. In case you do not reply to the request for more than three months, the Editorial Board considers that you withdrew your submission.
- (2) Authors can proofread once. You may correct typos or misprints, however, please note that you cannot improve or revise your manuscript at this stage. In case you find any discrepancies between published version and authors' proof, and you may request the Editor for correction, which will be shown in the next issue.
- (3) Accepted manuscripts become the property of the Japanese Society of Health Education and Promotion.
- (4) When the word counts exceed, printing fee may be charged to the authors. Extra printing fee will be 5,000 yen per page. The method of payment will be informed after the paper is accepted for publication.
- (5) Manuscripts once submitted will not be returned to you.
- (6) If you have any questions regarding manuscript submission, contact the Secretariat of the Japanese Society of Health Education and Promotion, which address is shown above.

Annex 1.

Submission Checklist with Copyright Transfer

Please make sure that your manuscript is formatted as per the instructions for authors, and that the following issues are cleared.

The manuscript is not published previously, and not under consideration by another publication.()

The first author and the corresponding author are members of the Japanese Society of Health Education and Promotion.()

Text and abstract are double-spaced, 12-point Times New Roman font on A4 paper, leaving margins of 20mm at the top and bottom and 60mm at the right and left of the text and abstract.()

The manuscript has been edited by English professional (Authors for whom English is a second language).()

References are listed following the instruction.()

Research was conducted in accordance with the principals in the Declaration of Helsinki and other related ethical guidelines, and it is clearly cited in the manuscript. (Research involving either human participants or materials of human origins)()

Statistical results are demonstrated based on the guideline.()

The copyright transfer (below) is filled by all authors.....()

To the Editorial Board of the Japanese Society of Health Education and Promotion

Title _____

We agree and sign for copyright transfer to the Japanese Society of Health Education and Promotion when our manuscript is published in the Journal of the Japanese Society of Health Education.

First author (Name) _____ date _____

Author (Name) _____ date _____

Author (Name) _____ date _____

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Author (Name) _____ date _____

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Author (Name) _____ date _____

You may use additional paper with title on it.