

Instructions for Authors

The Japanese Society of Health Education and Promotion
Revised on Nov.13th, 2020 by the Editorial Board

(This document is intended for authors who would like to submit a manuscript in English. For those planning to submit a manuscript in Japanese, please refer to the Japanese version of the “Instructions for Authors”.)

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

1. Eligibility:

The first and corresponding author(s) should be registered member(s) of the Japanese Society of Health Education and Promotion. Other authors may be non-members.

2. Deadline for submission:

There is no deadline for manuscript submission. Manuscripts may be submitted at any time throughout the year.

3. Types of articles considered:

1) The Japanese Society of Health Education and Promotion welcomes original manuscripts that may contribute to health education and promotion. The Editorial Board does not accept manuscripts that have been published elsewhere.

2) As shown in Table 1, nine types of articles are considered for publication. Authors may choose the most suitable classification for their individual manuscripts.

Table 1. Article types

	Description of content	Main text word count
Perspectives	Suggestions or opinions regarding the theory and practices related to health education and promotion.	(1500 words)
Review Articles	Review of articles related to health education and	(3000 words)

	promotion, including the authors' analysis and comments on the reviewed literature.	
Systematic Reviews	A review of well-formulated content that was searched, selected, and critically examined using a systematic method, and data were extracted and analyzed for the selected reports.	(6000 words)
Original Article	Original research or scientific observation related to health education and promotion.	(3000 words)
Short Communication	Concise summary of original research or articles related to the improvement of methods or techniques.	(2000 words)
Field Reports	Reports that describe activities in health education and promotion, including the authors' analysis and discussion of the content.	(3000 words)
Special Reports	Summary of invited lectures presented at academic conferences. Special reports are written in response to a direct request from the editorial board.	(2500 words)
Commentary	Comments on articles written in response to a	(1000 words)

	direct request from the editorial board.	
Others	Reviews of academic books, comments from members, or letters to the editor (rapid responses to published articles).	(500 words)

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

4) Manuscripts should be written in English or Japanese. Along with the manuscript, authors should submit an “Application Card”, “Submission Checklist”, “Copyright Transfer Agreement”, and “Disclosure of Potential Conflicts of Interest”. For those conversant in Japanese, please prepare such documents in the Japanese formats.

5) All research involving either human participants or materials of human origin should be carried out in accordance with the principles set forth in the Declaration of Helsinki and other related ethical guidelines.

6) When submitting the results of intervention research, it is necessary to register the research plan in the public trials registry that is acceptable for the International Committee of Medical Journal Editors (ICMJE).

Please refer to the following website for details: <http://www.icmje.org>

7) When you report results of randomized controlled trials, we encourage you to follow the CONSORT Statement 2010 (Schulz KF, Altman DG, Moher D, for the CONSORT Group. CONSORT 2010 Statement: updated guidelines for reporting parallel group randomized trials. *BMJ* 2010; 340: c332.).

8) When submitting a systematic review, include a 27-item checklist and flowchart in the paper in accordance with the PRISMA Statement (Preferred Reporting Items for Systematic Reviews and Meta-Analyses, <http://www.prisma-statement.org/>). We also recommend that you register the protocol in PROSPERO (International prospective register of systematic reviews, <http://www.crd.york.ac.uk/prospero/>) before conducting the review.

4. Peer review:

The Journal of the Japanese Society of Health Education and Promotion is a peer-reviewed journal. All submitted manuscripts are reviewed by the editorial board and two referees; if the manuscript is accepted, it will be published. Referees are blinded to the authorship and affiliations of submitted manuscripts.

5. Manuscript submission:

[Manuscript format is available here](#)

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

(1) Electronic submission

1) Prepare two types of manuscripts, "manuscript" and "anonymized manuscript".

"Normal manuscript" is in the order of "cover page (including abstract), main text, and figures/tables/photos". The "Anonymized manuscript" is in the order of "title page, anonymized main text, and figures/tables/photos". Both manuscripts should be created and organized into one file using MS Word software according to "A Guide for Preparation of the Manuscript". If you use different software and multiple files are created, please submit the original multiple files and PDF.

Please ensure that your manuscript has been 'spell checked' and 'grammar checked'. If not, we recommend doing so.

2) Manuscript submission is free. However, authors must pay for any offprints they wish to order. Reprint costs are as listed on the table.

3) Please submit your manuscript via our online submission system.

<https://www.editorialmanager.com/kenkokyoiku/default.aspx>

4) Please fill out the "Copyright Transfer Agreement" ([downloadable from here](#)) when submitting the manuscript, convert it to PDF, and submit it on our online submission system.

5) Fill in the "COI self-report at the time of submission to the Journal of the Japan Society for Health Education" ([downloadable from here](#)), convert it to PDF, and submit it on our online submission system.

The submitted declaration will be managed in accordance with the COI guidelines of the Society.

6) When sending by e-mail or mail, please send it in a separate note.

Table 2. Offprint fee

Number of pages in the main text	50 copies	100 copies	150 copies	200 copies	More than 200 copies
1 to 4 pages	4,400 yen	6,600 yen	8,800 yen	11,000 yen	3,300 yen per additional 50 copies
5 to 8 pages	4,900 yen	7,700 yen	9,900 yen	12,100 yen	3,300 yen per additional 50 copies
9 to 12 pages	5,500 yen	8,800 yen	11,000 yen	14,300 yen	3,300 yen per additional 50 copies
13 pages and above	1,100 yen per additional 4 pages	1,100 yen per additional 4 pages	1,100 yen per additional 4 pages	1,100 yen per additional 4 pages	

Additional notes:

1. Shipping fees and consumption tax must be paid in addition to the reprint costs listed above.
2. A supplementary fee of 20 yen per copy must be paid for the cover page.
3. If you wish to order more than 500 offprints, please consult directly with the secretariat of the Japanese Society of Health Education and Promotion regarding costs.

6. Decision, copyright, and publication fees:

- (1) The Editorial Board discusses and decides on the acceptance of manuscripts following a peer review process. Once a manuscript is accepted, authors are expected to submit the final revised version electronically. The Editorial Board may recommend changes in the designated article type or request specific changes to the manuscript content and/or format. In cases where the number of requested revisions exceeds three rounds, the Editorial Board may ask that the piece be submitted as a new manuscript.
- (2) Following the editors' request for revision, please send the revised manuscript back to the Editorial Board within a month. Failure to respond to a request within three

months will be considered as a withdrawal of the submission. Should authors prefer not to follow one or more of the comments from the referees or the Editorial Board, please include an appropriate justification at the time the manuscript is re-submitted to the Editorial Board.

(3) Authors will be given one final opportunity to proofread their submitted manuscripts prior to publication. This is the time to correct typos or misprints; however, please note that substantial improvements or revisions to the manuscript will not be permitted at this stage. If any discrepancies are found between the published version and the authors' proof, the Editor may be contacted with a request for correction, which will be printed in the subsequent journal issue.

(4) Accepted manuscripts become the property of the Japanese Society of Health Education and Promotion.

(5) When the designated word count is exceeded, a printing fee of 11,000 yen per extra page will be charged to the authors. The total amount to be levied will be specified after the paper is accepted for publication. Please transfer the printing fee and reprint cost (if any) to the bank account below.

Japan Post Bank (Yu-cho Ginkou), Account Number: 00500-9-44161, Account Holder: Head Office of the Japanese Society of Health Education and Promotion (Nihon Kenkou Kyouiku Gakkai Jimukyoku)

(6) Reprinting of published papers, such as registration in institutional repositories, is permitted; (1) reprinting on the website of the institution to which the author belongs (registration in the institutional repository), and (2) reprinting on the author's website. If you wish to reprint, please submit the designated permission request ([downloadable here](#)) to the editorial office. The electronic data that can be reprinted is limited to the PDF of the paper published in the journal (downloadable from J-Stage).

(7) Submitted manuscripts will not be returned.

(8) Any further questions regarding manuscript submission may be directed to the Secretariat of the Japanese Society of Health Education and Promotion, the address for which is shown at the end of the preceding section above.

Note. Editorial office for Japanese Journal of Health Education and Promotion:
Publishing Center in International Academic Publishing Co. Ltd. 332-6, Yamabukicho,
Shinjukuku, Tokyo, Japan. 162-0801

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A Guide for Preparation of the Manuscript

The Japanese Society of Health Education and Promotion Revised on Nov. 13th, 2020
by the Editorial Board

1. Structure of articles and accompanying materials

Guidelines regarding necessary documents for manuscript submission are summarized in Table 1. Regarding the main text, submissions of the “Perspectives”, “Review Article”, “Field Report”, “Special Report”, “Commentary”, and “Other” types need not follow the structure presented in Table 1. The main text of “Field Reports” should follow the structure presented in Table 2.

Please make the abstract within 250 words. Please summarize the contents of the abstracts of "Systematic Review", "Original", and "Short Report" in the items of objective, method, result, and conclusion. However, "Review", "Field reports", and "Special reports" do not have to follow this. "Field reports" may be summarized as objective, program, or field activity, assessments, and future implications according to the text. No abstract is required for "Perspective", "Commentary", or "Others". In addition, the number of citations of “Commentary” and "Others" is limited to five.

Table 1. Structure and subdivision of articles and accompanying materials

	Description of content
<i>Cover letter</i>	
(a) Type of article	
(b) Title	Make sure that the title is short and encapsulates the main idea of the manuscript. Only the first word of the sentence is capitalized.
(c) Author(s)	Name(s) of author(s).
(d) Affiliation(s)	Place of employment or organization to which each author belongs. Use superscripts (e.g. * 1 , * 2) to collate affiliations to each author.
(e) Abstract	Not exceeding 250 words, structure the abstract under the following headings:

	(a) Objective, (b) Methods, (c) Results, and (d) Conclusion. For “Field Reports”, the headings can be as follows: (a) Objective, (b) Program or Field Activity, (c) Assessment, and (d) Future Implications
(f) Key words	Three to five keywords should be supplied, preferably using terms from the medical subject headings (MeSH) list of Index Medicus. Use lowercase letters in principle
(g) Corresponding author	The name and address of the corresponding author should be indicated here. The phone and fax number/e-mail address may also be included as desired.
(h) Running head	In case the title occupies more than one line, a running head of no more than one line should be indicated.
(i) Number of pages	Number of pages from cover letter to bibliography
(j) Number of figures/ tables/ photos	Each number of figures/ tables/ photos
Title page	A page with the title, abstract, keywords, number of pages, figures, tables, and photos
Main text	
(a) Introduction	Background and objective.
(b) Methods	Participants, methods, and ethical issues.
(c) Results	Present results as simply as possible using tables and figures. (Tables and figures should be placed at the end of the article.)
(d) Discussion	Logical explication of ideas based on the results.
(e) Conclusion	Should be written based on the discussion. (Not compulsory.)

(f) Acknowledgement	This section is optional and may be omitted. (Not compulsory.)
(g) Conflicts of interest	If nothing to declare, please state as, “The authors have no conflicts of interest to declare.”
(h) References	Refer to “2. Formatting guidelines” below.
Anonymized text	Information that may identify the author(s), such as acknowledgments, grant information, ethics committee names, and other information, should be blacked out or replaced with a symbol such as ●.
Table, Figures, Illustrations	Each table, figure, and illustration should be presented on a separate page. Figures should be clear, as they will be printed exactly as submitted. Titles should appear at the tops of tables, and at the bottoms of figures and illustrations. Please do not use vertical lines in tables.

Table 2. Structure of the main text for field reports

	Description of Content
(a) Objective	Objective of the program or field activity.
(b) Program or field activity	Description of the program or field activity and any associated ethical issues.
(c) Assessments	Authors’ observations and assessments.
(d) Future implications	Authors’ comment on potential future implications, based logically on their assessment of the program or field activities.
(e) Acknowledgement	This section is optional and may be omitted. (Not compulsory.)
(f) Conflicts of interest	If nothing to declare, please state as,

	“The authors have no conflicts of interest to declare.”
(g) References	Refer to “2. Formatting guidelines” below.

2. Formatting guidelines

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

(2) Number pages consecutively from the cover letter through the 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 numeric and alphabetic characters. Arabic numerals should be used for all numbers 10 and above.

(5) The notation of N and n indicating the number of subjects follows the "American Medical Association Manual of Style". Use N to represent the entire sample size of your study and n to represent the size of the subgroup. Example: Patients who were urgently hospitalized in the past month were analyzed (N = 127), and the number of patients with angina was the highest (n = 38).

(6) The symbol indicating the p-value follows the "American Medical Association Manual of Style". Mark it as "*P*" in italics, and leave a half-width space before and after it. In addition, in the title part of the table, please indicate only "*P*" instead of "*P*-value" or "*P*value".

(7) Number tables, figures, and 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.

(8) Use images and photos with a resolution of 300 dpi or higher.

(9) Authors must obtain permission from the original publisher to include previously

published tables, figures, or illustrations. Each previously published table, figure, or illustration must carry a credit line stating the original source.

(10) References must be numbered sequentially as they appear in the text. Reference numbers in the text should be given in superscript – for example, ¹) or 1, ²) or 1- ³).

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

1) List the names and initials of all authors if there are three or fewer; otherwise, list the first three authors and then add “et al”.

2) Verify journal abbreviations using MEDLINE. If a journal is listed in Medline, then it should be spelled out in full.

3) In the citation description, leave a half-width space after the colon or semicolon, and use a half-width hyphen.

4) For English references in the reference list, capitalize only the first word and proper noun, and leave the rest in lowercase.

e.g. Health behavior.

5) Include spaces after colons or semi-colons.

e.g. Effects of advocacy on healthy food eating: A cross-sectional study.

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 written in languages other than 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 11th 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.

(12) For describing statistical results, please follow the guidelines set forth in the following books:

- Gardner MJ and Altman DG. *Statistics with Confidence*. London: BMJ Publishing Group, 1990.
- American Medical Association. *AMA manual of style: a guide for authors and editors*, 11th edition. New York: Oxford University Press; 2020.