

Submission Guidelines

The Japanese Society of Health Education and Promotion

Revised on June 1st, 2025 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.

0. Aim and scope

The Japanese Journal of Health Education and Promotion is an open-access journal published by the Japan Society for Health Education and Promotion (JSHEP) in both English and Japanese. It is issued four times a year, both online and in print. The journal publishes significant and original research articles and field reports that contribute to the advancement of health education and health promotion research and practice.

The journal publishes ten types of articles: editorials, reviews, systematic reviews, original articles, short reports, field reports, editorials, special reports, commentaries, and others. Original articles and short reports report original, unpublished research, while field reports describe health education activities. Systematic reviews employ rigorous methods to search, select, and critically appraise the literature, followed by data extraction and analysis. Other article types may summarize previous research but are expected to provide meaningful insights or novel perspectives.

All submissions undergo a double-blind peer-review process. Publication follows a workflow consistent with the guidelines of the Committee on Publication Ethics (COPE). The journal's readership includes researchers in health education and health promotion, practitioners and staff in schools, medical institutions, government agencies, and companies, as well as students and members of the general public interested in these fields.

1. Eligibility:

- 1) 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. This does not apply to manuscripts requested by the Editorial Board.
- 2) There is no limit to the number of authors. If a manuscript is submitted by a group consisting of several authors, it may be submitted under the name of the group. However, there must be an individual corresponding author.
- 3) Authorship of any manuscript submitted to the journal is subject to the authorship standards of the International Committee of Medical Journal Editors (ICMJE). Please refer to the ICMJE website for details.

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	Page Limit (Main text word count)
Perspectives	Suggestions or opinions regarding the theory and practices related to health education and promotion.	4 (2000 words)
Review Articles	Review of articles related to health education and promotion, including the authors' analysis and comments on the reviewed literature.	7 (4000 words)
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.	14 (8000 words)
Original Article	Original research or scientific observationrelated to health education and promotion.	7 (4000 words)
Short Communication	Concise summary of original research or articles related to the improvement of methods or techniques.	5 (2500 words)
Field Reports	Reports that describe activities in health education and promotion, including the authors' analysis and discussion of the content.	7 (4000 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.	6 (3500 words)
Editorial	Discussions on a specific theme, general meaning on a special issue project, etc. Editorials are written in response to a direct request from the editorial board.	2 (1500 words)
Commentary	Comments on articles written in response to a direct request from the editorial board.	2 (1500 words)
Others	Reviews of academic books, comments from members, or letters to the editor (rapid responses to published articles).	2 (1500 words)

3) Submissions of reports on activities and seminars of committees and study groups of the Japan Society of Health Education are accepted as "Special Reports" only for single topics at any time. The Editorial Committee will decide the volume and number of the journal. Please refer to "A Guide for Preparation of the Manuscript" in the Instructions for Authors when preparing your manuscript.

4) 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.

5) 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.

6) If a manuscript includes material for which the author does not hold the copyright, the author must obtain permission to reproduce it from the copyright holder. If a manuscript includes material that has already been published, the author must obtain permission to reproduce it from both the copyright holder and the publisher. When submitting a manuscript, copies of all such permissions must be attached.

7) Authors must disclose the source (e.g., public repository or commercial database) of any publicly available data or materials, including registration numbers and company details where applicable. Authors are encouraged to make their data and

materials accessible by publishing them as supplementary material (electronic appendix) or in widely recognized public databases or repositories, and linking them to their paper. All datasets must be fully available to editorial board members and reviewers during the peer-review process, and should be considered for public release by the publication date of the paper. Authors should preserve datasets for at least three years after the journal's publication date. Authors are encouraged to respond reasonably to requests to share data, materials, and experimental protocols described in their papers.

8) In principle, biomedical research involving human subjects must be approved by an institutional review board. This requirement does not apply to field reports; however, such reports must strictly adhere to research ethics guidelines, including the Declaration of Helsinki and the Ethical Guidelines for Life Science and Medical Research Involving Human Subjects. They must also comply with the journal's Guidelines for Ethical Considerations Regarding Field Reports, and a Checklist for Ethical Considerations When Submitting a Field Report must be submitted with the manuscript. Furthermore, for manuscripts describing experiments using animals or animal-derived materials, authors must indicate that the research was conducted in accordance with guidelines approved by their affiliated institution.

9) When submitting the results of intervention research, it is necessary to register the research protocol in a public trials registry that is recognized by the International Committee of Medical Journal Editors (ICMJE). For details, please refer to the following website: <http://www.icmje.org>

10) When reporting the results of randomized controlled trials, authors are encouraged to follow the CONSORT 2010 Statement (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). When submitting a paper on action research, authors should follow the guidelines established by the Japan Society for Health Education and Promotion. When submitting a systematic review, authors should include a 27-item checklist and a flowchart in accordance with the PRISMA Statement (Preferred Reporting Items for Systematic Reviews and Meta-Analyses, <http://www.prisma-statement.org>). It is also recommended to register the review protocol in PROSPERO (International Prospective Register of Systematic Reviews, <http://www.crd.york.ac.uk/prospero/>) prior to conducting the review.

11) If any of the authors, including the corresponding author, has a conflict of interest related to the content of the manuscript, the corresponding author should

complete the attached form, Japan Journal of Health Education and Promotion: Self-Disclosure of Conflict of Interest at the Time of Submission (downloadable from the Society's website), on behalf of all authors and submit it as a PDF via the journal's submission site. Submitted disclosure forms will be managed in accordance with the Society's COI Guidelines.

A "Conflict of Interest" section must be included in the main text, disclosing any conflicts of interest related to the content of the manuscript for all authors.

"Related" refers to any relationship that could affect the interests of a third party, commercial or non-commercial, as a result of the manuscript's content. Note that disclosing a conflict of interest does not necessarily indicate the presence of bias. If authors are uncertain whether a relationship should be disclosed, it is recommended to do so. If no conflict of interest exists, please explicitly state this (e.g., "There are no matters that constitute a conflict of interest").

12) Authors may deposit their articles in online repositories through self-archiving (green open access). We encourage authors to deposit the publisher's version of their article (downloadable from J-STAGE) in an institutional or public repository immediately after publication.

13) The Journal ensures long-term preservation of all published articles through J-STAGE and its associated preservation services.

J-STAGE, which contains the Journal of the Japanese Society for Health Education and Research, stores digital content, including the Journal, in Portico, a dark archive service (see <https://www.portico.org/publishers/jstage/>). In the event that J-STAGE is unable to provide content for a certain period of time due to a natural disaster or other reason, the journal's content will be made available on Portico.

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:

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

(1) Electronic submission

(i) 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.

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

(iii) Please submit your manuscript via our online submission system.
<https://www.editorialmanager.com/kenkyoiku/default.aspx>

(iv) Please fill out the "Copyright Transfer Agreement" when submitting the manuscript, convert it to PDF, and submit it on our online submission system.

(v) Fill in the "COI self-report at the time of submission to the Journal of the Japan Society for Health Education", convert it to PDF, and submit it on our online submission system. This only applies if there is a conflict of interest among all authors related to the contents of the manuscript. The submitted declaration will be managed in accordance with the COI guidelines of the Society.

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

6. Decision, handling of submitted manuscripts:

(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) If your manuscript was once rejected and you wish to revise it based on the reviewers'

comments and then submit it again, please prepare a document organizing the reviewers' comments and your responses to them and submit it at the time of initial submission.

(4) 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.

(5) If corrections become necessary to the content of an article after publication, they may be published as an "erratum" after discussion with the Editorial Board. However, for corrections made through the author's own fault, the author will be responsible for the actual printing costs.

(6) A published paper will be retracted if it contains invalid or unreliable results or conclusions, has been published elsewhere, or violates our standards of conduct (research ethics or publication ethics). Individuals requesting a paper be retracted are encouraged to contact the journal's editorial staff with details of their concerns. The Editor-in-Chief will investigate and contact the authors of the paper for a response. If co-authors disagree on retraction, the Editor-in-Chief may seek advice from the editorial board or external peer reviewers. If a paper is retracted, any dissenting authors will be notified in the text.

(7) The journal maintains the confidentiality of unpublished manuscripts. By submitting a manuscript to the journal, authors guarantee that all communications regarding the manuscript (from the editorial staff, editorial board members, and peer reviewers) will be kept strictly confidential.

(8) Authors can deposit their articles in online repositories as self-archives (green open access). We encourage authors to deposit the publisher's version of their article (available for download from J Stage) in an institutional or public repository immediately after publication.

(9) As a general rule, submitted manuscripts will not be returned.

(10) For inquiries regarding submissions to the journal or its editing, please contact the editorial office.

7. Copyright, Open Access, and Publishing Costs

As of July 1, 2025, the journal will operate as a fully open-access publication, and articles will be published under the Creative Commons Attribution 4.0 International (CC BY 4.0) license. This license allows users to freely share, reuse, and adapt articles without obtaining permission from the authors or publishers, provided that appropriate credit is given to the

authors and sources.

(1) Copyright and Licensing

In principle, the copyright of papers accepted for publication is transferred to the Society.

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(3) Article Processing Charges and Publication Fees

This journal does not charge article processing charges (APCs). Authors are not required to pay any fees for manuscript submission, peer review, or publication.

Publication costs up to the standard page limit, including typesetting and printing, are covered by the Society. If the number of pages exceeds the standard limit, authors will be charged 11,000 yen per additional page. Optional charges also apply for printed reprints.

Details of page limits and fees are provided in Table1. Reprints fees are as shown in the Table2.

Table 2. Reprints 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				

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.

Note. Editorial office for Japanese Journal of Health Education and Promotion:

Publishing Center in International Academic Publishing Co. Ltd. 332-6, Yamabukicho, Shinjuku, 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 Mar. 25th, 2024
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.

Please include a section entitled "Conflicts of Interest" in the body of the manuscript and request that all authors disclose any conflicts of interest related to the content of the manuscript. "Relevant" means any relationship that may affect the interests of commercial or non-commercial third parties due to the content of the manuscript. Disclosure of a conflict of interest does not necessarily indicate the existence of a bias. If you are in doubt about whether you should disclose a conflict of interest, you are encouraged to do so.

Table 1. Structure and subdivision of articles and accompanying materials

<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
<hr/>	
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.
<hr/>	

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.
Supplementary materials (Electronic Appendix)	Supplementary materials are provided as ancillary resources that, while not essential for comprehension of the main article, offer additional supporting information. These materials may consist of data files, text documents, audio recordings, or video files, and will be published online alongside the accepted article. As supplementary materials are subject to peer review, authors must submit the final version at the time of the initial manuscript submission. Following acceptance of the manuscript, authors are not permitted to revise or replace any supplementary materials.

Table 2. Structure of the main text for field reports

(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 25 mm at the top and bottom and 25 mm at the right- and left-hand sides.

(2) Number pages and lines 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.

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.

(9) 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).

(10) 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-demedicalisation-not-medicalisation>. Accessed 17 July, 2009.

(11) 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.

(12) When writing a report on JSHEP activities, including society-sponsored

seminars, etc., please include a title or subtitle such as "Report on the activities of XX research group in XX fiscal year" to make it clear that it is a report on academic society activities. In addition, please provide a "Postscript" section before the "Conflict of Interest" section and explain that "This is a report on the activities of the Japanese Society of Health Education's XX Research Group in the XX academic year.