

Instructions for Authors

The Japanese Society of Health Education and Promotion

Revised on April 13, 2012 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 of the Japanese Society of Health Education and Promotion.

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 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, eight types of articles are considered for publication. Authors may choose the most suitable classification for their individual manuscripts.

Table 1. Article types

	<u>Description of content</u>	<u>Main text word count</u>
<i>Perspectives</i>	Suggestions or opinions regarding theory and practice related to health education and promotion.	(1500 words)
<i>Review articles</i>	Review of articles related to health education and promotion, including the authors' analysis and comment on the reviewed literature.	(3000 words)
<i>Original articles</i>	Original research or scientific observation related to health education and promotion.	(3000 words)
<i>Field reports</i>	Reports that describe activities in health education and promotion, including the authors' analysis and discussion of the content.	(3000 words)
<i>Special reports</i>	Summary of invited lectures presented at academic conferences. Special reports are written in response to a direct request from the editorial board.	(2500 words)
<i>Short communications</i>	Concise summary of original research or articles related to the improvement of methods or techniques.	(2000 words)
<i>Commentaries</i>	Comments on articles written in response to a direct request from the editorial board.	(1000 words)
<i>Other</i>	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 in 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 undertaken in accordance with the principles set forth in the Declaration of Helsinki and other related ethical guidelines.

4. Peer review:

The Journal of the Japanese Society of Health Education and Promotion is a peer-reviewed journal. All types of 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

- a. Manuscripts should be organized as shown in Table 1 of “A Guide for Preparation of the Manuscript”, appended to the end of this document. All files should be in PDF or MS Word format.
- b. Manuscript submission is free. However, authors must pay for any offprints they wish to order. Reprint costs are as listed below.

Number of pages in the main text	50 copies	100 copies	150 copies	200 copies	More than 200 copies
1 to 4	3,000 yen	5,000 yen	7,000 yen	9,000 yen	3,000 yen

pages					per additional 50 copies
5 to 8 pages	3,500 yen	6,000 yen	8,000 yen	10,000 yen	3,000 yen per additional 50 copies
9 to 12 pages	4,000 yen	7,000 yen	9,000 yen	12,000 yen	3,000 yen per additional 50 copies
13 pages and above	1,000 yen per additional 4 pages				

Additional notes:

1. Shipping fees 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.
- c. Print out, fill in and submit the submission checklist to the Editorial Board along with your manuscript by e-mail.
- d. Print out the “Copyright Transfer Agreement” and the “Disclosure of Potential Conflicts of Interest”. Fill in all contents and submit these forms to the Editorial Board along with your manuscript by e-mail or fax.

(2) Submission by post

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

Address of Editorial Board:

Ms. Fumi Tsuchiya

The Secretariat of the Japanese Society of Health Education and Promotion

Department of Nutrition Ecology, Kagawa Nutrition University

3-9-21 Chiyoda, Sakado, Saitama, JAPAN

Zip Code: 350-0288

Phone: (+81) 49-283-2310

Fax: (+81) 49-282-3721

E-mail: :j-nkkg@eiyo.ac.jp

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 substantive improvements or revisions to the manuscript will not be permitted at this stage. In case 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 10,000 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 post 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) Manuscripts once submitted will not be returned.
- (7) 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.

A Guide for Preparation of the Manuscript

The Japanese Society of Health Education and Promotion

Revised on April 13, 2012 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 “Perspective”, “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.

Table 1. Structure and subdivision of articles and accompanying materials

	<u>Description of content</u>
<i>Application card</i>	(a) Date of submission; (b) type of article; (c) title; (d) name(s) of the author(s); (e) total number of pages including cover letter and text; (f) number of tables, figures and illustrations included in the manuscript; and (g) name, address, telephone number, fax number, and e-mail address of the corresponding author. All of this content should be included within a single page (standard A4-size paper). Please download the format linked.
<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.
(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.
(d) Abstract	Not exceeding 250 words, structure the abstract under the following headings: (a) <i>Objective</i> , (b) <i>Methods</i> , (c) <i>Results</i> , and (d) <i>Conclusion</i> . For “Field

		Reports”, the headings can be as follows: (a) <i>Objective</i> , (b) <i>Program or Field Activity</i> , (c) <i>Assessment</i> , and (d) <i>Future Implications</i> .
(e) Key words		Three to five keywords should be supplied, preferably using terms from the medical subject headings (MeSH) list of Index Medicus.
(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>Text</i>		
(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. (<i>Not compulsory</i> .)
(f) Acknowledgement		This section is optional and may be omitted. (<i>Not compulsory</i> .)
(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.
<i>Table,</i>	<i>Figures,</i>	Each table, figure, and illustration should be presented on a separate page. Figures should be clear, as they will be printed precisely 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.
<i>Illustrations</i>		

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.
(f) Acknowledgement	This section is optional and may be omitted. (<i>Not compulsory.</i>)
(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.

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) 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.

(6) 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.

(7) 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)}.

(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 authors and then add “et al”. Verify journal abbreviations using Medline, or using “Igakuchuoazasshi Shurokuzasshi Ryakumeihyo” for Japanese journals. If a journal is listed in neither Medline nor in “Igakuchuoazasshi Shurokuzasshi Ryakumeihyo”, then it should be spelled out in full. Include spaces after colons or semi-colons. Hyphens should be written in half-size font.

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 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-demedicalisation-not-medicalisation>. Accessed 17 July, 2009.

(9) For describing statistical results, please follow the guidelines set forth in the following book: Gardner MJ and Altman DG. *Statistics with Confidence*. London: BMJ Publishing Group, 1990.

Application Card and Submission Check List

Date of submission (DD/MM/YYYY)		
Type of article (<i>Please indicate one type only.</i>)	Perspective/ Review article/ Original article/ Short communication/ Field report/ Special report/ Commentary/ Other (Please specify: _____)	
Title		
Name(s) of the author(s)		
Total number of pages including cover letter and text		
Number of tables, figures and illustrations included in the manuscript	Tables: () Figures: () Illustrations: ()	
Contact address of the corresponding author		Permission to disclose upon publication of submission?
Address		Yes/No
Name		Yes/No
Telephone number		Yes/No
Fax number		Yes/No
E-mail address		Yes/No

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

- The manuscript has not been published previously, and is not under consideration by any another publication.
- The first author and the corresponding author are members of the Japanese Society of Health Education and Promotion.
- The text and abstract are 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.
- The manuscript has been checked by a professional native English editor or a native English-speaking researcher (*in the case of authors for whom English is a second language*).
- References are listed following the style outlined in “A Guide for Preparation of the Manuscript”.
- A statement of ethical clearance is included in the text. Basically, all research involving either human participants or materials of human origin should be conducted with formal approval from an ethical committee. Submissions of the “Field Report” type may be conducted without such approval, but must nevertheless be undertaken in accordance with the principles set forth in the Declaration of Helsinki and other related ethical guidelines.
- Statistical results are described following the guidelines set forth in the following book: Gardner MJ and Altman DG. *Statistics with Confidence*. London: BMJ Publishing Group, 1990.
- All contents of the “Copyright Transfer Agreement” and “Disclosure of Potential Conflicts of Interest” forms are filled out.

Copyright Transfer Agreement

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

Title of manuscript: _____

I/We, the undersigned authors, hereby agree to transfer of all rights, including those pertaining to electronic forms and transmission, under existing copyright laws to the Japanese Society of Health Education and Promotion with publication of the aforementioned manuscript in the Journal of the Japanese Society of Health Education. We also state each of the author's contribution(s) as below.

First author (Name) _____ (Date) _____

Contribution to the manuscript (Use item numbers from the list below.): _____

Author (Name) _____ (Date) _____

Contribution to the manuscript (Use item numbers from the list below.): _____

Author (Name) _____ (Date) _____

Contribution to the manuscript (Use item numbers from the list below.): _____

Author (Name) _____ (Date) _____

Contribution to the manuscript (Use item numbers from the list below.): _____

Author (Name) _____ (Date) _____

Contribution to the manuscript (Use item numbers from the list below.): _____

Please indicate each author's contribution(s) to the manuscript with reference to the numbered list below.

1. Conception and design
2. Data analysis and interpretation
3. Manuscript writing and revisions
4. Administrative support and/or manuscript writing support
5. Other (Please specify the contribution alongside the number in these cases.)

You may use additional pages as necessary, labeled with the manuscript title. .

Disclosure of Potential Conflicts of Interest

The purpose of this form is to provide readers of your manuscript with information about any other interests of yours that could influence how they receive and understand your work. Thus, the information provided herein will not influence the acceptance of your manuscript for publication. The corresponding author will be responsible for the accuracy of the information below. Please report all relevant financial activities or other relationships in which any of the authors were involved within the year prior to submission of the manuscript.

Section 1

Please fill in the blanks below to identify your work.

Manuscript Title (_____)

First Author (Given name/ first name: _____)

(Surname/ second name: _____)

Corresponding Author (Given name/ first name: _____)

(Surname/ second name: _____)

Section 2

Is the submitted work a general academic study and/or a project conducted by your own free will? Please indicate only one response below.

Yes No

If you chose “Yes”, please select the funding source for the submitted work from the list below. If you chose “No”, please proceed to Section 3.

- KAKENHI (Grants-for-Aid for Scientific Research) by the Ministry of Education, Culture, Sports, Science & Technology in Japan, Japan’s Ministry of Health Labour & Welfare, or Japan Society for the Promotion of Science
- Self-funded/delegation of accounting work

- Other (i.e. Research grant from a specific organization)

If 'Other', please describe the details below, including the date you received such funding, the amount, and the name of the foundation.

.....

Section 3

Was the submitted work a joint project with a specific company/organization or a consignment study from a third party? Please indicate only one response below.

- Yes
- No

If you chose "Yes", please select the funding source of the submitted work from the list below and provide the requested information. If you chose "No", please proceed to "Signature".

- Money from a company/organization that asked the research team to conduct the work
- Money from a company/organization with which the project was conducted collaboratively
- Other

If 'Other', please provide further details below.

.....

Please provide the requested information below.

- 1) Has anyone in the research team had any financial transactions or activities with the company or organization that supported the submitted work? Financial transactions or activities might include, for example, receiving any financial support from the company/organization, being a board membership or a consultancy of the company/organization, providing expert testimony to the company/organization, or receiving payment for

lectures or manuscript preparation from the company/organization. Please indicate only one response below.

Yes No

2) If you chose “Yes” in response to the above question, please fill out the list below. You may feel free to add lines if necessary. If you chose “No”, please proceed to “Signature”.

Name of the company/organization		
Your relationship with or role in the company/organization		
Activity in the company/organization		
How many hours per month have you spent, on average, for the activity above?		hours/month
Do you receive more than a hundred million US dollars/year?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you chose "Yes" in response to the question above, please select the reason for the payment and indicate how much you receive.		
<input type="checkbox"/> Salary or rewards	\$	/year
<input type="checkbox"/> Royalties	\$	/year
<input type="checkbox"/> Payment for manuscript preparation	\$	/year
<input type="checkbox"/> Payment for lectures	\$	/year
<input type="checkbox"/> Scholarship	\$	/year
Do you have any stock/stock options, investments, or a beneficiary right within the company/organization?		<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>If you chose "Yes" in response to the question above, please provide further details in the space to the right (i.e. amount of the stock, etc.).</p>	
<p>Do you have a relationship with any company/organization for collaboration between industry, academia, and government (i.e. having approval of utilization or transfer of rights, commitment to technical training, or commission to a committee, etc.)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If you chose "Yes" in response to the question above, please provide further details in the space to the right.</p>	

Signature

I declare that the above information is true, correct, and complete to the best of my knowledge.

Date _____

Signature of corresponding author _____

Description in manuscript

If you chose “Yes” in response to Section 2, please provide the pertinent information in the Acknowledgements section. If you chose “Yes” in response to Section 3, please provide the relevant information in the Disclosure of Potential Conflicts of Interest. If you chose “No” in response to Section 3, please state within the text that, “The authors have no conflicts of interest to declare”.