

Japanese Journal of Public Health: Instructions to Authors

Aims and Scope

The Japanese Journal of Public Health is intended to be a vehicle for the exploration and discussion of broad public health issues and is aimed in particular at enhancing communication between researchers, legislators, decision-makers, practitioners, and other professionals in the various areas of public health. In order to achieve the Journal's objectives, authors are encouraged to write in a non-technical style which is understandable to public health practitioners and specialists from other disciplines.

The Japanese Journal of Public Health is affiliated with Japanese Society of Public Health (hereafter, the Society), and all authors should be current members of the Society.

General

From November 2004, *the Japanese Journal of Public Health* publishes an exclusively English issue once a year. Those who intend to publish an English article in this year's issue should please follow the instructions below. It is necessary to submit an original and two copies of the manuscript with an electronic file (preferably well-established software) stored on a floppy diskette, **by May 31**. Every manuscript will be examined by members of the Editorial Board and external reviewers to determine whether it should be published in the Journal. Based on the reviews, some revisions may be required. Final decisions will be made by the Editorial Board and the author informed by mid-October. Rejected manuscripts and illustrations will not be returned, otherwise requested.

Types of contribution

1. *Sounding Board*: This covers suggestions, proposals, or opinions regarding public health policy, legislation, practice, and research. Articles may be submitted or invited, and the text is limited to 2,500 words.

2. *Review Article*: Reviews and comments of articles on progress in any field of public health. Submitted or invited, the text is limited to 4,000 words with 6 tables and figures (total).
3. *Original Article*: Submitted paper to document results of original research. The material should not have been previously published elsewhere, except in a preliminary form. The text is limited to 3,000 words with 6 tables and figures (total).
4. *Short Communication*: Concise but complete descriptions of limited investigations, which will not be included in a later paper. The text is limited to 1,000 words with 2 tables and figures (total).
5. *Public Health Report*: Reports of processes and important findings within public health practice. The material should not have been previously published elsewhere, except in a preliminary form. The text is limited to 3,000 words with 6 tables and figures (total).
6. *Letter*: Opinions on various topics from members of the Society are welcome. However, to be considered for publication, a manuscript should be pertinent, factual and concise. The text is limited to 600 words with no tables or figures.

Preparation of manuscripts

Manuscripts, written in English, in triplicate, must be complete in all respects, i.e. three copies of all items, including figures and tables. The manuscript should be typed with double and wide margins, on one side of pages of uniform size, numbered consecutively. Manuscripts must be checked by an English native speaker, and the author should submit proof of this check.

In the title page of the article, the numbers of words in the text, tables, and figures should be mentioned; however, neither names nor academic titles will be listed. Author's full names and academic or professional affiliations should be included, on a separate page. The name and address of the author to whom correspondence may be sent should be indicated, in-

cluding a telephone number, fax number, and e-mail address for immediate inquiries from the Society.

A summary of about 100 to 200 words should be included, except in the *Sounding Board* and *Letter* cases, with the manuscript together with up to 6 key words which will be used for indexing.

Illustrations must be submitted in triplicate, and reach the editors in a form and condition suitable for reproduction. The illustrations must bear a title, and be numbered in Arabic numerals according to the sequence of their appearance in the text, where they are to be referred to as Figure 1, Figures 2-4, etc. Line drawings should be in black ink on drawing or tracing paper. Lettering should be clear and of adequate size to be legible after reduction.

Tables should be typed (double spaced), each on a separate page, numbered in sequence in Arabic numerals (Table 1, Table 2, etc.), provided with a brief descriptive title, and referred to in the text as Table 1, etc.

Literature citation should be made at appropriate points in the text as numbers in brackets. All references cited in the text should be listed at the end of the paper on a separate page (also double spaced), arranged in numerical order of their appearance in the text, rather than in alphabetical order. Literature references must be complete, including names and initials of all authors (if there are more than three, list the first three plus et al.), title of the paper referred to, title of journal, year, volume, and first and last page numbers. Journal titles may be abbreviated but in a formal manner (see Example 1). The form of literature references to books should be: author(s), initials, title of book, publisher and city, year and page numbers (see Example 2). References to authors contributing to multi-author books or to proceedings printed in book form should be in line with those for books (see Example 3).

Examples:

- 1) Torres RA, Barr M. Impact of combination therapy for HIV infection on inpatient census. *N Engl J Med* 1997; 336: 1531-1532.
- 2) Drummond MF, O'Brien B, Stoddart GL, et al. *Method for the Economic Evaluation of Health Care Programmes*. 2nd Edition. Oxford: Oxford University Press, 1997; 52-95.
- 3) Gurman AS, Kniskern DP. Family therapy outcome research: knowns and unknowns. In: Gurman AS, Kniskern DP, editors. *Handbook of Family Therapy*. New York: Brunner/Mazel, 1981; 742-775.

Copyright

An author, when quoting from someone else's work or when considering reproducing an illustration or table from a published book or journal article, should make sure that he/she is not infringing a copyright. Although in general an author may quote from other published works, he/she should obtain permission from the holder of the copyright if he/she wishes to make substantial extracts or to reproduce tables, plates, or other illustrations. If the copyright-holder is not the author of the quoted or reproduced material, it is recommended that the permission of the author should be sought. Material in unpublished letters and manuscripts is also protected and must not be published unless permission has been obtained. A suitable acknowledgment of any borrowed material must always be made.

Submission of manuscripts

Submission of a manuscript to the Journal implies that it is not under consideration for publication elsewhere and furthermore that, with the exception of review papers, it contains original work not previously published elsewhere. A statement to this fact should be included in the cover letter. Submission of a manuscript implies the transfer of copyright from the author to the Society, in accordance for publication.

Submission and publication fees

A submission fee of ¥5,000 should be sent to the Society at the time of submission. The number for the postal money order is 00110-8-129419 (NIHON KOSHU EISEI GAKKAI). Printing fees will be charged at the following rate; ¥7,500 for each page (a 70% discount will be given by the Society) and actual expenses for illustrations at the time of publication.

Proofs

Proofs will only be supplied for the author to check for typesetting accuracy and no changes to the original manuscript will be allowed at this stage. Return of proofs should not cause delays in publication and

the Society will proceed if proofs are not returned before the deadline stipulated.

Reprints

Reprints of articles may be ordered by completing and returning to the Society the order form sent to authors upon acceptance of their papers.

Address all submissions to

Japanese Journal of Public Health
Japanese Society of Public Health
1-29-8 Shinjuku, Shinjuku-ku
Tokyo 160-0022