

Japanese Journal of Public Health:

Instructions to Authors

Since November 2004, the Japanese Journal of Public Health has published English as well as Japanese articles. Those who intend to publish an English article should follow the instructions below.

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 various areas of public health in Japan and other countries. 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 the Japanese Society of Public Health (hereafter, the society); the first author or the corresponding author must be a current member of the society.

General

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. Rejected manuscripts and illustrations will not be returned, unless otherwise requested.

Types of contributions

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 of and comments on

articles on progress in any field of public health. Submitted or invited, the text is limited to 4,000 words, excluding tables, figures, and references. The total number of tables and figures should be no more than six.

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 3,500 words, excluding tables, figures, and references. The total number of tables and figures should be no more than six.
4. Public Health Report: Reports on 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 3,500 words, excluding tables, figures, and references. The total number of tables and figures should be no more than six.
5. Information: Submitted paper which is very informative and/or contains original data useful for public health. The text is limited to 3,500 words, excluding tables, figures, and references. The total number of tables and figures should be no more than six.
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 must be complete in all respects, including figures and tables. The manuscript should be typed with double spaced, consecutively numbered pages with wide margins. Pages should be single sided and of uniform size. Consecutive line numbers are added on text pages. Manuscripts must be checked by a native English speaker, and the author should submit proof of this check.

On the title page of the article, the numbers of words in the text, tables, and figures should be mentioned. Author's full names and academic or professional affiliations should be included. The name and address of the author to whom correspondence may be sent should be indicated, including a telephone number, fax number, and email address for immediate inquiries from the society.

A structured summary (objectives, methods, results, and conclusion) up to 400 words should be included with the manuscript, except for a Sounding Board or Letter, together with up to six key words which will be used for indexing.

Illustrations must be submitted to the editors in black and white, in a form and condition suitable for reproduction. The illustrations must bear a title, and be numbered with 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 double spaced and typed in black and white, each on a separate page, numbered in sequence with Arabic numerals (Table 1, Table 2, etc.). Each table should have a brief descriptive title, and should be referred to in the text as Table 1, etc.

Literature citations 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 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). Websites as a source of information are allowed only if other sources are not available (see Example 4). Otherwise, please refer to Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, issued by the International Committee of Medical Journal Editors (<http://www.icmje.org/>).

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 ed. 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.
- 4) World Health Organization. *Infant and Young Child Nutrition: Global Strategy on Infant and Young Child Feeding*. Report by the Secretariat. 2002. http://apps.who.int/gb/archive/pdf_files/WHA55/ea5515.pdf (accessed February 22, 2013).

Copyright

An author, when quoting from someone else's work or considering reproducing an illustration or table from a published book or journal article, should make sure that they are not infringing on copyright. Although in general an author may quote from other published works, they should obtain permission from the holder of the copyright if they wish 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 permission from the author should also 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.

Ethical consideration and conflicts of interest

Human studies should be conducted in accordance with the recommendations outlined in the Declaration of Helsinki and those guidelines for human studies issued by the authorized body in the country where research is performed. Animal experiments should be conducted in accordance with guidelines for animal experiments established by their institution. The authors should mention, if necessary, ethical considerations in the text (preferably in the section on method). Additionally, the authors should mention if they have any conflicts of interest; if there are no conflicts of interest, please state "none". Moreover, all authors should submit a self-certified form of conflict of interest that can be obtained from the journal.

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. On submission, all the authors should sign a copyright transfer form attached to the journal, which contains a statement that a manuscript is not published elsewhere. Once a manuscript is submitted, replacement of the manuscript is not allowed. Submission of a manuscript implies the transfer of copyright from the authors to the society, in accordance for publication.

Submission and publication fees

Submission is free. Printing fees will be charged at the following rate: ¥7,500 for each page (a 70% discount will be given by the society up to the extent of word limits) and actual expenses for illustrations at the time of publication.

Proofs

Proofs will only be supplied to 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:

<http://mc.manuscriptcentral.com/jjph>

**All inquiries to: Japanese Journal of Public Health
Japanese Society of Public Health
1-29-8 Shinjuku, Shinjuku-ku
Tokyo 160-0022**

Revised September 1, 2018

Japanese Society of Public Health Conflict of Interest Self-Disclosure Form

Name of Author : _____

Title of Manuscript/Presentation : _____

(Please provide information for all authors, concerning COI status with companies, institutions or organizations related to the presentation **starting from the year prior to the presentation, for the previous 3 years**)

Items to Disclose	Applicable	If applicable, provide name of author/name of company or organization etc.
① Remuneration Annual payment of 1 million yen or more from a single company, or organization	Yes · No	
② Profit from stocks Annual profit of 1 million yen or more, or ownership is 5% or more of all stocks of the corresponding stock from a single company	Yes · No	
③ Patents Annual patent fee of 1 million yen or more for a single patent	Yes · No	
④ Honoraria (lecture fees) Annual payment of 500,000 yen or more from a single company or organization	Yes · No	
⑤ Manuscript fees Annual payment of 500,000 yen or more from a single company or organization	Yes · No	
⑥ Total research funds Research contract funds allocated for medical and science research (joint research, commissioned research, clinical trials etc.) that can be used by the researcher is 1,000,000 yen or more from 1 company or organization	Yes · No	
⑦ Scholarship (incentive) donations Annual amount allocated for use by the researcher is 1,000,000 yen or more from a single company or organization to the individual or individual's affiliated department or division	Yes · No	
⑧ Endowed department funded by companies etc. Annual amount allocated for use is 1,000,000 yen or more	Yes · No	
⑨ Travel expenses, gifts etc. Annual total of 50,000 yen or more from one single company or organization	Yes · No	

(This COI disclosure form will be stored for 3 years after publication)

(Date of Disclosure) / / (dd/mm/yy)

Name of Author (Signature) _____

Copyright Transfer Form

Japanese Society of Public Health

<p>Title of manuscript</p> <p>_____</p> <p>_____</p> <p>Authors' names (Please state the names of all authors in order, starting with the first author)</p> <p>_____</p> <p>_____</p>

If the above manuscript is accepted in the Japanese Journal of Public Health, we consent to the transfer of the copyright to the Japanese Society of Public Health. Also, all authors assume responsibility for the content of the manuscript and declare that it has not been published previously in any other journal, nor is it intended to publish it elsewhere (including journals where it is under submission). They further declare that it will not be submitted elsewhere while a decision on whether to accept or reject it in this Journal is pending.

(Please write your names and signatures below*¹)

First author :

(Name) _____ (Signature) _____ Date _____

Authors :

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

(Name) _____ (Signature) _____ Date _____

*¹ If there is insufficient space or affiliations of authors differ, several copies of this form may be submitted. In this case, please write the title of the manuscript and names of all authors in the box at the top for all copies of the form.

*² In principle, the first author or corresponding author of the paper submitted to this journal should be a member of the Japanese Society of Public Health.