Japanese Journal of Public Health: Instructions to Authors

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

Aims and Scope

The Japanese Journal of Public Health serves as a platform for the exploration and discussion of broad public health issues, aiming to enhance communication between researchers, legislators, decision-makers, practitioners, and other professionals in various areas of public health in Japan and other countries. To achieve the journal's objectives, authors are encouraged to write in a non-technical style that is understandable to public health practitioners and specialists in other disciplines.

The Japanese Journal of Public Health is affiliated with the Japanese Society of Public Health (hereafter, the society); thus, the first or corresponding author must be a current member of the society.

General

All manuscripts are examined by members of the editorial board and external reviewers to determine whether they should be published in the journal. Based on the reviews, a few revisions may be required. Final decisions are made by the editorial board. Rejected manuscripts and illustrations will not be returned unless otherwise requested. The manuscript requesting revision should be resubmitted immediately. If > 3 months have passed since the date on which the correction was requested, it will be deemed to be withdrawn. This does not prevent new submissions to this study. If the editorial board requests revision and resubmission of the manuscript, it must be clearly indicated by underlining the corrections, and a separate reply must be made, explaining the response to the reviewers' points.

Types of contribution

1. Sounding Board: This board provides 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 on articles on progress in any public health field. Submitted or invited, the text is limited to 6,000 words, excluding tables, figures, and references. The total number of tables and figures should be < 6.
3. Original Article: Submitted paper documenting the results of original research. The material should not have been previously published elsewhere, excluding in a preliminary form. The text is limited to 5,000 words, excluding tables, figures, and references. The total number of tables and figures should be < 6.
4. Public Health Report: Reports on processes and important findings within public health practices. The material should not have been previously published elsewhere, excluding in a preliminary form. The text is limited to 5,000 words, excluding tables, figures, and references. The total number of tables and figures should be < 6.
5. Information that includes findings of public health significance and meaningful findings that will be useful for future research and activities and do not require quantitative analysis or novelty if they have this significance should be reported. The text is limited to 5,000 words, excluding tables, figures, and references. The total number of tables and figures should be < 6.
6. Letter: Opinions from members of the society on various topics are welcome. However, for publication, a manuscript should be pertinent, factual, and concise. The text is limited to 900 words, excluding tables, figures, and references.

Authorship

Contributors who have made substantive intellectual contributions to the paper are credited as authors.

Our journal recommends that authorship be based on the following criteria (ONLY Original Article; at least nos. 2 and 3 are required in other types of contributions).

1. Substantial contributions to the conception or design of the work or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work to ensure that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Preparation of manuscripts

Manuscripts written in English must be complete in all aspects, including figures and tables. The manuscript should be double-spaced, with consecutively numbered pages with wide margins. The pages should be single-sided and uniform in size. Consecutive line numbers have been added to the text. The manuscript must be checked by a native English speaker, and the author must submit proof of this check.

The number of words in the text, tables, and figures should be mentioned on the title page. The authors' full names and academic or professional affiliations should be included. The title is limited to 30 words. The corresponding author's name and address should be indicated, including telephone number, fax number, and email address for immediate inquiries from the society.

A structured summary (objectives, methods, results, and conclusion) of up to 400 words should be included in the manuscript, excluding a soundboard or letter, together with up to six keywords that 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, in which they are to be referred to as Figure 1, Figures 2–4, etc. The letters should be clear and of adequate size to be legible after reduction.

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

References are indicated by consecutive superscript Arabic numerals in the order in which they appear in the text. All the references cited in the text should be listed at the end of the paper on separate pages (double-spaced) arranged in the numerical order of their appearance in the text. Literature references must be complete, including names and initials of all authors (if there are > 3, list the first three plus et al.), the title of the paper, title of the journal, year, volume, and first and last page numbers. Journal titles may be formally abbreviated (see example 1). The form of literature references to books should include author(s), initials, title of book, publisher and city, year, and page numbers (see example 2). References to authors contributing to multiauthor books or proceedings printed in book form should align with those for books (see example 3). Websites as sources of information are allowed only if other sources are unavailable (see example 4). Please refer to the 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. Methods for the Economic Evaluation of

Healthcare Programs. 2nd ed. Oxford, UK: Oxford University Press. 1997; 52–95.
3) Gurman AS and Kniskern DP. Family Therapy Outcome Research: Knowns and Unknowns. In: Gurman AS, Kniskern DP, editors. Handbook of Family Therapy. New York: Brunner and Maazel. 1981; 742–775.
4) World Health Organisation. 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).

If a company or organization receives financial support, such as research grants, specimen provisions, or facilities, in the course of conducting the research or writing a manuscript, this fact must be stated in the acknowledgments.

If the financial support described in the preceding paragraph is received from a domestic or foreign tobacco manufacturing business operator or an affiliated organization, such as the Smoking Science Research Foundation, it will not be subject to peer review and will be returned.

Supplemental Data

(1) Figures, tables, and data can be published in PDF format as supplemental data to the main text of the manuscript on a paper publication platform (J-Stage) without publishing it in a booklet. As a general rule, the information necessary for the paper should be contained in the main text and figures, and the supplemental data should be limited to supplementing the content of the manuscript to help the readers understand.
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(3) Figures and tables in the supplemental data should be reassigned from 1 without carrying over the numbers from the main text of the manuscript, such as Fig. S1 and Table S1.
(4) In submitting supplemental data, "Supplemental Data" should be written on the right shoulder of the first page as the cover, and the title, author's name, affiliation, and contact information of the corresponding author of the submitted manuscript (affiliation, location, telephone, and email address).
(5) If the manuscript is published, the reference URL will be included at the end of the paper. During advance publication, only the presence of supplemental data is indicated, and the URL is not listed.

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Ethical considerations and conflicts of interest

Human studies should be conducted in accordance with the recommendations outlined in the Declaration of Helsinki and guidelines for human studies issued by the authorized body in the country in which the research is performed. Animal experiments should be conducted in accordance with the guidelines for animal experiments established by their institution. The authors should mention ethical considerations in the text (preferably in the Methods section), if necessary. 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 must 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, with the exception of review papers, and contains original work not previously published elsewhere. Upon submission, all authors must sign a copyright transfer form attached to the journal, which contains a statement that the manuscript has not been published elsewhere. Once a manuscript has been submitted, replacement is not allowed. The submission of a manuscript implies the transfer of copyright from the authors to society following publication.

Submissions are made by uploading the following files: (1) cover, abstract, and text; (2) table; (3) figure; (4) copyright transfer consent form and COI self-declaration; and (5) supplemental data (if any). In principle, (1) is Microsoft Word; (2) and (3) are Microsoft Word, Excel, and PowerPoint, respectively; and (4) and (5) are PDF files. (1) is assigned a line number in passing through.

Submission and publication fees

The submission fee is free. Printing fees will be charged at ¥7,500 for each page and actual expenses for illustrations upon publication. If a submitted manuscript is published, the society shall bear 70% of the cost required to create a limited number of pages for the manuscript. The author shall bear all costs required for the preparation of pages and figures that exceed the limit of printing pages and the cost of reprinting.

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. The return of proofs should not cause delays in publication, and the society will proceed if proofs are not returned before the stipulated deadline.

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

Secondary publication

If you wish to publish a paper in this journal as a secondary publication, please contact the Secretariat. After deliberation, the editorial board will decide whether to approve a proposal. Secondary publication refers to "acceptable secondary publication" as defined in the "Japan Medical Association Medical Journal Editorial Guidelines 2022."

Self-archiving (Green Open Access) policy

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Address all submissions to:

http://mc.manuscriptcentral.com/jjph2

All inquiries to the Japanese Journal of Public Health

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

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

(**At the time of Manuscript Submission**)

Name of Author:

(Please fill out the form for each author and submit them all together.)

Title of Manuscript:

(Please provide information regarding any COI status with companies, institutions, or organizations related to the manuscript for the last 36 months from the time of submission. If a new COI situation arises at the time of the revised or re-submitted manuscript, or by the time the manuscript is accepted, please make an additional declaration.)

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 **Proit 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	

***** If you have moved from a company or profit-oriented organization related to your research to a research institution within the past five years, please provide the name of your previous employer. ( ).

Do any of the above items ① through ③ apply to the spouse of the declarant, first-degree relatives, or persons sharing income or financial benefits?

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(To be submitted only if any of the items ① to ③ are answered "Yes")

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Title of Manuscript:

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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 **Proit 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	

(Date of Disclosure)　/　/　(dd/mm/yy)
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Copyright Transfer Form

Japanese Society of Public Health

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Authors' names (Please state the names of all authors in order, starting with the first author)

_____

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[*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.