

## Niigata Journal of Health and Welfare

### *Instructions to Authors*

Instructions to Authors updated on 31 March 2021

#### **AIMS & SCOPE**

The Niigata Journal of Health and Welfare is a peer-reviewed international journal that publishes high quality original scientific research in co-medical fields, social science research, rehabilitation, nutrition, health promotion, and policy making in the field of health, medicine and welfare.

#### **Manuscript Types**

The journal welcomes 4 manuscript types, all of which are subject to peer review.

#### **Full Articles**

Full and comprehensive reports describing original research presented in the standard format of Abstract, Introduction, Materials and Methods, Results, Discussion and References. The main text (excluding references, tables, and figure legends) should not exceed 8000 words.

#### **Brief Communications**

Concise, topical reports describing original research that may not warrant Full Articles, but deserve publication as soon as possible. The main text should not exceed 2500 words and should follow the format for Full Articles.

#### **Reviews**

Articles presenting novel or unique overviews of recent or important developments in the field. Reviews must be insightful and must address the question(s) of interest using appropriate and fully presented evidence; exhaustive general summaries will not be published. Reviews are generally 5000-6000 words and can explore several aspects of importance in a broader subject area. Reviews are occasionally commissioned by the Editor-in-Chief, and the journal welcomes proposals from interested authors.

#### **Opinions (Invited article)**

Fully peer-reviewed, evidence-based articles that offer authors the opportunity to present novel viewpoints or opinions, or raise important matters, for the attention of the journal community. New data are not

usually provided, but the journal will consider articles that use novel information to support their case. Opinions can follow an essay style, or as otherwise agreed with the Editor-in-Chief, and are generally 1000-2000 words in length.

## **JOURNAL & EDITORIAL POLICY**

The originality of content of papers submitted and the quality of the work on which they are based is the prime consideration of the editors. The paper should deal with original material, neither previously published nor being considered for publication elsewhere, except in special circumstances agreed with the Editor-in-Chief. Papers that are not within the scope of the journal or are far below the standard for publication in the Niigata Journal of Health and Welfare will be rejected by the Editors without obtaining peer review. Papers deemed to be within scope and of a sufficient standard are assigned to an editor and sent for peer review; papers may then be returned to authors as accepted, for reconsideration after revision, or rejection. The reviewer's name not be revealed to the author(s). The decision of the Editor-in-Chief regarding acceptance or rejection is final. Manuscripts will be returned to the author if the word count is exceeded.

## **Journal & Ethics Policies**

The Niigata Journal of Health and Welfare strives to uphold the highest research and publishing standards, and this comprehensive suite of policies covers the main responsibilities of the journal's authors, reviewers, editors, and publisher. Before submitting a manuscript to the journal, authors must ensure that they have read and complied with the journal's policies.

## **Author Responsibilities**

### **Submission**

The Niigata Journal of Health and Welfare welcomes manuscripts in English from authors based anywhere in the world.

Submission is subject to the condition that the first or the corresponding author is a member of the Niigata Journal of Health and Welfare.

Submission to the journal implies that all authors 1) have read and approved the manuscript, agreed to its submission, and have the right to publish their work, and 2) have read and complied with the journal's policies on publication ethics. Authors of submitted manuscripts acknowledge that the journal's editors reserve the right to reject or retract any manuscript they believe may breach any of these policies.

### **Duplicate submission**

Submission to the Niigata Journal of Health and Welfare implies that the manuscript has not been previously published (in part or in whole, in any language), is not in press, and is not under consideration for publication elsewhere.

Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere. The availability of a manuscript on a publicly accessible preprint server does not constitute prior publication (see 'Preprints').

If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in the Niigata Journal of Health and Welfare, they should first withdraw it from the Niigata Journal of Health and Welfare.

### **Originality**

Submission to the Niigata Journal of Health and Welfare implies that the manuscript is original work. The journal uses iThenticate software or other exclusive systems to screen manuscripts for unoriginal material. By submitting a manuscript to the journal, authors agree to this screening. The Editors will reject or retract the manuscript if there is evidence that the manuscript contains an unacceptable level of unoriginal material.

### **Preprints**

To support the wide dissemination of research, the journal encourages authors to post their research manuscripts on community-recognized preprint servers either before or alongside submission to the journal. This policy applies only to the original version of a manuscript that describes primary research. Any version of a manuscript that has been revised in response to reviewers' comments, accepted for publication or published in the journal should not be posted on a preprint server. Instead, forward links to the published manuscript may be posted on the preprint server.

### **Scooping**

When assessing the novelty of a manuscript submitted to the journal, the editors will not be influenced by other manuscripts that are posted on community-recognized preprint servers after the date of submission to the Niigata Journal of Health and Welfare (or after the date of posting on a preprint server, if the manuscript is submitted to the Niigata Journal and Health and Welfare within 4 months).

### **Authorship**

Submission to the journal implies that all authors have seen and approved the author list. Changes to the author list after manuscript submission – such as the insertion or removal of author names, or a rearrangement of author order – must be approved by all authors and the editor.

Authors are encouraged to consider the Council of Science Editors (CSE) principles governing authorship. According to the CSE guidelines, authors have made substantial contributions to the work; have agreed to be held accountable for their own contributions to the work; can identify which co-authors are responsible for other parts of the work; have confidence in the integrity of the work; and have reviewed and approved the final manuscript. Contributors who do not qualify for authorship may be included in the Acknowledgements section instead based on the indication by the editor.

### **Image integrity**

Authors may digitally manipulate or process images, but only if the adjustments are kept to a minimum, are applied to the entire image, meet community standards, and are clearly described in the manuscript. All images in a manuscript must accurately reflect the original data on which they are based. Authors must not move, remove, add or enhance individual parts of an image. The editors reserve the right to request original, unprocessed images from the authors. Failure to provide requested images may result in a manuscript being rejected or retracted.

### **Abbreviations**

Abbreviations should be defined at first mention in the text and in each table and figure. For a list of standard abbreviations, the authors can consult the Council of Biology Editors Style Guide (available from the Council of Science Editors, 9650 Rockvillw Pike, Bethesda, MD 20814) or other standard sources. Write out the full term for each abbreviation at its first use unless it is a standard unit of measure. Overuse of abbreviations in the text is discouraged. No abbreviations should be used in the title or the abstract except those used generally in related fields.

### **Reproducing copyrighted material**

If a manuscript includes material that is not under the authors' own copyright, the authors must obtain permission from the copyright holder(s) to reproduce it.

If a manuscript includes previously published material, the authors must obtain permission from the copyright owners and the publisher of the original work to reproduce it. The authors must cite the original

work in their manuscript.

Copies of all reproduction permissions must be included with the manuscript when it is first submitted.

### **Availability of data and materials**

Authors must disclose the source of publicly available data and materials, such as public repositories or commercial manufacturers, by including accession numbers or company details in their manuscript, as appropriate.

Authors may make their own data and materials available in Supplementary Material, or by linking from their manuscript to relevant community-recognized public databases or digital repositories. All data sets must be made available in full to the editors and reviewers during the peer review process and must be made publicly available by the date of publication. Authors commit to preserving their data sets for at least three years from the date of publication in the journal.

The journal encourages authors to grant reasonable requests from colleagues to share any data, materials and experimental protocols described in their manuscript.

### **Animal / human experimentation**

Authors of manuscripts describing experiments involving humans or materials derived from humans must demonstrate that the work was carried out in accordance with the principles embodied in the Declaration of Helsinki, its revisions, and any guidelines approved by the authors' institutions. Where relevant, the authors must include a statement in their manuscript that describes the procedures for obtaining informed consent from participants regarding participation in the research and publication of the research.

Authors of manuscripts describing experiments involving animals or materials derived from animals must demonstrate that the work was carried out in accordance with the guidelines approved by the authors' institution(s).

The above-mentioned processes should be approved by the ethics committee in advance.

### **Conflicts of interest**

In the interests of transparency, the journal requires all authors to declare any conflicts of interest in relation to their submitted manuscript. A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an author's ability to conduct or report research impartially.

Potential conflicts include (but are not limited to) competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity.

Authors should list all funding sources for their work in the Acknowledgements section of their manuscript.

### **Rights and permissions**

To preserve the anonymity of patients and subjects, all potentially identifying information (including patient likenesses, identification numbers, names, and initials) must be removed from images, charts and graphs, tables, and the text before the materials are submitted to the Editorial Office. A signed letter of permission must be included with the manuscript for any individual who might be identified as a result of written descriptions, photographs (masking the eyes in photographs is not sufficient protection of anonymity), or other means. Such permission, which requires that the individual be shown the manuscript, should be affirmed in the text or figure caption as appropriate.

### **Confidentiality**

The journal maintains the confidentiality of all unpublished manuscripts. By submitting their manuscript to the journal, the authors warrant that they will keep all correspondence about their manuscript (from the Editorial Office, editors and reviewers) strictly confidential.

### **Editor / Publisher Responsibilities**

#### **Editorial and peer review process**

The journal uses double-blind peer review.

When a manuscript is submitted to the journal, it is assigned to the Editor-in-Chief, who performs initial screening. Manuscripts that do not fit the journal's scope or are not deemed suitable for publication are rejected without review. The remaining manuscripts are assigned to a handling Editor who assigns two reviewers to assess each manuscript. Reviewers are selected based on their expertise, reputation and previous experience as peer reviewers.

In principle, the peer review process takes two weeks, but can be extended by a week or two at the Editor's discretion according to the type and content of the manuscript.

Upon receipt of the two reviewers' reports, the Editor makes the first decision on the manuscript. If the decision is to request revision of the manuscript, the Editor grants the authors a specified time period

within which to resubmit the revised version. Revised manuscripts submitted after this deadline may be treated as new submissions. The Editor may send revised manuscripts to peer reviewers for their feedback or may use his or her own judgement to assess how closely the authors have followed the Editor's and the reviewers' comments on the original manuscript.

The Editor then makes a recommendation to the Editor-in-Chief on the manuscript's suitability for publication. The Editor-in-Chief is responsible for making the final decision on each manuscript.

The members of the Editorial Committee act in advisory roles, providing feedback as reviewers and making suggestions to improve the journal. In cases where the Editor-in-Chief is an author on a manuscript submitted to the journal, a member of the Editorial Committee is responsible for making the final decision on the manuscript's suitability for publication in the journal.

### **Reviewer suggestions**

When submitting a manuscript to the journal, authors may suggest reviewers that they would like included in or excluded from the peer review process. The Editor may consider these suggestions but is under no obligation to follow them. The selection, invitation and assignment of peer reviewers is at the Editor's sole discretion.

### **Reviewer reports**

It is the journal's policy to transmit reviewers' comments to the authors in their original form. However, the journal reserves the right to edit reviewers' comments, without consulting the reviewers, if they contain offensive language, confidential information, or recommendations for publication.

### **Acceptance criteria and editorial decisions**

If a manuscript satisfies the journal's requirements and represents a valuable contribution to the published literature, the Associate Editor may recommend acceptance for publication in the journal.

In brief, the acceptance criteria are that articles published in the journal are:

- within the subject area as outlined in the Aims and Scope
- novel
- scientifically, ethically, and otherwise rigorous
- of interest to our broad audience, even if focused at a local or regional scale
- well-constructed and written in English

If a manuscript does not meet the journal's requirements for acceptance, but it has a high probability of acceptance after minor or major revision, the Associate Editor may ask the authors to revise it accordingly. Revised manuscripts must be submitted within a specified period by the Editor, otherwise they will be treated as new submissions.

If a manuscript does not meet the journal's requirements for acceptance or revision, the Associate Editor may recommend rejection.

### **Editorial independence**

Niigata Society of Health and Welfare has granted the journal's Editorial Board complete and sole responsibility for all editorial decisions. Niigata Society of Health and Welfare will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests.

### **Appeals**

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are only considered if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final.

### **Confidentiality**

The journal maintains the confidentiality of all unpublished manuscripts. Editors will not:

- disclose a reviewer's identity unless the reviewer makes a request for such disclosure
- discuss the manuscript or its contents with anyone not directly involved with the manuscript or its peer review
- use any data or information from the manuscript in their own work or publications
- use information obtained from the peer review process to provide an advantage to themselves or anyone else, or to disadvantage any individual or organization.

### **Conflicts of interest**

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an editor's ability to act impartially when assessing a manuscript. Such circumstances might include



having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, or having a financial stake in the work or its publication.

Members of the journal's Editorial Board undertake to declare any conflicts of interest when handling manuscripts. An editor who declares a conflict of interest is replaced by a new editor.

### **Errata and retractions**

The journal recognizes the importance of maintaining the integrity of published literature.

A published article that contains an error may be corrected through the publication of an Erratum. Errata describe errors that significantly affect the scientific integrity of a publication, the reputation of the authors, or the journal itself. Authors who wish to correct a published article should contact the Editorial Office with full details of the error(s) and their requested changes. In cases where co-authors disagree over a correction, the Editor-in-Chief responsible for the manuscript may consult the Editorial Board or external peer reviewers for advice. If a Correction is published, any dissenting authors will be noted in the text.

A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (covering research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a retraction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text.

The decision to publish Errata or Retractions is made at the sole discretion of the Editor-in-Chief.

### **Editors' own publications in the journal**

Any member of the journal's Editorial Board who is an author on a submitted manuscript is automatically excluded from the peer review process. They are able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

A manuscript authored by an editor of the journal will be subjected to the same high standards of peer review and editorial decision making as any manuscript submitted to the journal.

### **Responding to potential ethical breaches**

The journal will respond to allegations of ethical breaches by following its own policies and, where possible, the guidelines formulated by the Committee on Publication Ethics.

### **Long-term digital archiving**

J-STAGE preserves its full digital library, including JAM, with Portico in a dark archive (see <https://www.portico.org/publishers/jstage/>). In the event that the material becomes unavailable at J-STAGE, it will be released and made available by Portico.

### **Reviewer Responsibilities**

#### **Confidentiality**

As part of their responsibilities, reviewers agree to maintain the confidentiality of unpublished manuscripts at all times. By accepting the invitation to review a manuscript, reviewers agree not to:

- disclose their role in reviewing the manuscript
- reveal their identity to any of the authors of the manuscript
- discuss the manuscript or its contents with anyone not directly involved in the review process
- involve anyone else in the review (for example, a post-doc or PhD student) without first requesting permission from the Editor
- use any data or information from the manuscript in their own work or publications
- use information obtained from the peer review process to provide an advantage to themselves or anyone else, or to disadvantage any individual or organization.

#### **Reviewer conflicts of interest**

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence a reviewer's ability to assess a manuscript impartially. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

Editors try to avoid conflicts of interest when inviting reviewers, but it is not always possible to identify potential bias. Reviewers are asked to declare any conflicts of interest to the Editor, who will determine the best course of action.

## **OPEN ACCESS, COPYRIGHT**

The Niigata Journal of Health and Welfare is fully Open Access and uses Creative Commons (CC) licenses to allow users to use, reuse and build upon the material published in the journal without charge or the need to ask prior permission from the publisher or author. More details on the CC licenses used by the journal, and their conditions, are below.

### **Copyright and Licensing**

Authors are required to assign all copyrights in the work to the Niigata Society of Health and Welfare, which will then publish the work under the Creative Commons Attribution (CC BY-NC-ND 4.0) International license. The CC BY-NC-ND license lets others distribute an author's work with appropriate credit in non-commercial circumstances, but prohibits them from remixing, translating, tweaking, or building upon it. Authors are requested to contact the Editorial Office when a reader(s) wish(es) to use articles published in the Niigata Journal of Health and Welfare beyond the above-noted limitation.

### **Self-archiving (Green Open Access) Policy**

Self-archiving, also known as Green Open Access, enables authors to deposit a copy of their manuscript in an online repository. The Niigata Journal of Health and Welfare encourages authors of all types of articles to upload their manuscript to an institutional or public repository immediately after publication in the journal. Such a manuscript should carry a link to the formal publication via its DOI, and bear a CC BY-NC-ND license thus: © <year>. This manuscript version is made available under the CC BY-NC-ND 4.0 license <http://creativecommons.org/licenses/by-nc-nd/4.0/>.

The final, published version of the article cannot be made Green OA, but the version of the manuscript that has been accepted for publication can, which may include revisions following peer review but may be subject to further editorial reworking.

## **MANUSCRIPT SUBMISSION**

The manuscript must be an original work not previously published or being considered for publication elsewhere. All pages (from Title to Figures) must be saved in an MS Word file, which the authors must e-mail to the Editorial Office. In addition to this file, authors are required to submit the Mandatory Submission Form (see the section below); they must send the Form or a scanned copy of it to the office via e-mail, fax, or regular post. The corresponding author will receive an acknowledgement of receipt of the manuscript when submissions are complete.

E-mail address: [gakkai@nuhw.ac.jp](mailto:gakkai@nuhw.ac.jp)

Fax number: 025-257-4456 (from inside Japan) or + 81-25-257-4456 (from outside Japan).

Regular postal mail address: Office of Niigata Journal of Health and Welfare, Niigata Society of Health and Welfare, 1398 Shimami-cho, Kita-ku, Niigata City, Niigata 950-3198, JAPAN.

### **Mandatory Submission Form**

Download the Mandatory Submission Form ([http://www.nuhw.ac.jp/gakkai/kitei\\_e.pdf](http://www.nuhw.ac.jp/gakkai/kitei_e.pdf)) or copy the form. All authors must sign in the same order as on the manuscript title page to confirm statements described in the form. Notifying their ORCID (Open Researcher and Contributor ID) or ID of e-RAD (run by Japanese ministries and agencies) is recommended.

## **MANUSCRIPT PREPARATION**

### **Style**

The manuscript must be written in English, in double space on standard A4 size using 11-point type in Times New Roman font, with margins of at least 3 cm. Each page and line should be numbered in order throughout the manuscript.

### **English Standards**

Manuscripts should be written in clear, grammatically correct English. Authors whose native language is not English are strongly encouraged to have their manuscript checked by a native English speaker or by an editing service prior to submission. If a manuscript is not clear due to poor English, the authors may be requested to revise it before undergoing peer review process.

### **Format**

Each full original article should comprise the following sections: Title, Authors, Affiliations, Keywords, Running Title, Footnotes, Abbreviations, Abstract, Introduction, Materials and Methods, Results, Conclusions/Discussion, Acknowledgements, Compliance with Ethics Standards, References, Tables, Figures. In other article types, sections may be omitted or combined as appropriate.

The first page of each manuscript should contain: Title, Authors' full names, Affiliations, Keywords, Running Title, and the name and full address (including postal address, telephone number, fax number, and e-mail address) of the corresponding author.

The maximum length of the text is 8,000 words including all pages in the manuscript.

### **Title**

The title should describe the content of the article briefly but clearly and is important for search purposes by third-party services. Do not use the same main title with numbered minor titles, even for a series of

papers by the same authors. Do not use abbreviations in the title, except those used generally in related fields.

The title of the manuscript must not exceed 30 words. The title should be informative and contain the major key words. Avoid unnecessary words like “Studies in .”

### **Authors**

Provide the full names, with initials, of the author(s). The name of one corresponding author should be clearly indicated with his/her postal address, telephone number, fax number, e-mail address.

### **Affiliations**

Provide full names and addresses of institutions (including laboratory, department, institute and/or university, city, state and country). When authors belong to different institutions, their respective addresses should be indicated by superscript numbers. When authors have new addresses, they should be given in a footnote and should be indicated by superscript symbols (such as \* and \*\*).

### **Keywords**

A maximum of five keywords should be provided.

### **Running Title**

The running title should not exceed 50 characters, including spaces.

### **Footnotes**

Footnotes, if any, should be typed in a separate sheet (the second page of the manuscript). Abbreviations should also be listed on this page.

### **Units and Abbreviations**

Physical measurements and laboratory values should be given according to the International System of Units (SI). Abbreviation should be defined in parentheses together with its non-abbreviated term when it first appears in the text and in each table and figure (except in the Title and Abstract). Please consult to the Abbreviations in the Author Responsibilities.

### **Abstract**

The Abstract should clearly express the basic content of the paper in a single paragraph and should include the purpose of study, materials and methods, main results and findings, and conclusions. Abstracts

must not exceed 300 words for all article types. Avoid using specific abbreviations. If it is essential to refer to a previous publication, omit the article title (e.g. Maekawa S, Endo S, and Sakai H. *Sci. Journal*. 2015; 14: 10-15).

### **Introduction**

The Introduction should provide sufficient background information to allow the reader to understand the purpose of the investigation and its relationship with other research in related fields, although it should not include an extensive review of the literature.

### **Materials and Methods**

The description of the methods should be brief, but it must include sufficient details to allow the research and the statistical analyses to be repeated. The sources of unusual chemicals, animals, microbial strains or equipment should be described, and the location (city, country) of the company should be provided in parentheses. If hazardous materials or dangerous procedures are used in the experiments and the precautions related to their handling are not widely recognized, it is recommended that the authors provide the necessary details.

### **Results**

Provide the research data with a particular statistical significance. Tables and figures, including photographs, can be used to present the research results (see below). Excessive explanations of the data presented in tables and figures should be avoided.

### **Conclusion / Discussion**

The Conclusion or Discussion should be concise and should deal with the interpretation of the results. The discussion should focus on the interpretation and significance of the findings, comparing to previously published knowledges. Novel models or hypotheses may be proposed in this section only if they are suggested by the results obtained in the research. Do not repeat the description of the research results in this section.

### **Acknowledgements**

List all funding sources supporting the work as well as those individuals the authors wish to name for their significant contribution to the study.

### **Compliance with Ethical Standards**

Conflict of interest, ethical approval, and informed consent should be stated in this section with the approval letter number issued by the institutional review board or the ethics committee.

### **References**

Number references consecutively in the order where they are first cited in the text. Identify references in the text by Arabic numerals in square brackets. Not more than 50 references are allowed.

In the reference list, references should appear in order of the numbers allocated to them as above. Cite surnames and initials of all authors when they are three or less. When four or more, list the first three followed by et al. The titles of journals should be abbreviated according to the style used for MEDLINE ([www.ncbi.nlm.nih.gov/nlmcatalog/journals](http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)).

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Papers accepted but not yet published should be identified as “in press” with the name of the journal or book publisher. Avoid citing a “personal communication.” Also avoid citing a statement or writing on the internet except for those expected to be kept open for a significant duration of time in the future as well as for databases or datasets. Authors are responsible for verifying that none of the references cite retracted articles except in the context of referring to the retraction.

References should follow the standards summarized in the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals issued by the National Library of Medicine (NLM), United States of America: Sample References ([www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)) webpage and detailed in the NLM’s Citing Medicine, 2nd edition ([www.ncbi.nlm.nih.gov/books/NBK7256/](http://www.ncbi.nlm.nih.gov/books/NBK7256/)).

Papers in Japanese language should be identified with their title and journal Romanized as shown in Publication Manual of the American Psychological Association, Seventh Edition. Authors may see convenient examples on a webpage of Yale University Library, Quick Guide on Citation Style for Chinese, Japanese and Korean Sources: APA Examples: <https://guides.library.yale.edu/c.php?g=296262&p=1974231>. The other information on articles and papers should be arranged in the way described in the NLM’s ICMJE recommendations.

Examples in writing references:

1. Gotoh Y, Kurokami H, Ikuta T. Measurement of critical viewing skills in web browsing using correspondence analysis. *Niigata Journal of Health and Welfare*. 2009; 9: 2-17.
2. Rose ME, Huerbin MB, Melick J, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002; 935(1-2): 40-6.

3. Langhorne P, Coupar F, Pollock A. Motor recovery after stroke: a systematic review. *Lancet Neurol.* 2009; 8: 741-754.
4. Spector R, Robert Snodgrass S, Johanson CE. A balanced view of the cerebrospinal fluid composition and functions: focus on adult humans. *Exp Neurol.* 2015; 273: 57-68. doi.org/10.1016/j.expneurol.2015.07.027
5. Kondō S. Yēru Daigaku Shozō Harima no Kuni Ōbe no Shō Kankei Monjo ni Tsuite [On Harima no Kuni Ōbe no Shō Kankei Monjo at Yale University Collection]. Tōkyō: Tokyō Daigaku Shiryō Hensanjo Kenkyū Kiyō. 2013; 23: 1-22. (in Japanese)
6. Van Roosmalen L, Ohnabe H. Universal design. In: Cooper AR, Ohnabe H, Douglas DA, editors. *An introduction to rehabilitation engineering*. 1st ed. London: Taylor & Francis; 2007. p. 47-65.
7. American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. *Occupational therapy manpower: a plan for progress*. Rockville (MD): The Association; 1985 Apr. 84 p.
8. Yamamoto M. Future development of Niigata University of Health and Welfare (2021-2030): considering internal troubles and external pressures. *Niigata Journal of Health and Welfare*. (in press)
9. Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US); c1999 [updated 2001 Nov 20; cited 2002 Aug 12]. Available from: [//www.nlm.nih.gov/archive//20061212/mesh/jablonski/syndrome\\_title.html](http://www.nlm.nih.gov/archive//20061212/mesh/jablonski/syndrome_title.html)

## Tables

All tables should be numbered in the order in which they first appear in the text and should be given a suitable title. Each table must be submitted on a separate page and be prepared as near to the finished size as possible. Explanatory material and footnotes should be typed below the table and should be designated with superscript letters, such as a) or b). Units of measurement should be included with numerical values at the top of columns. Avoid detailed explanations of the experimental conditions used to obtain the data shown in tables (which should be included in the Materials and Methods section).

## Figures

Figures include line drawings and photographs. Single-column figures must not exceed 84 mm x 220 mm. Double-column figures must not exceed 173 mm x 220 mm. Magnifications of photographs should be indicated in the legends and/or by scales included in the photographs. Illustrations must be self-explanatory. All figures should be numbered in the order in which they are first mentioned in the text (i.e., Fig. 1, Fig. 2, etc.). Each figure must be submitted on a separate page. Please submit in color only if you intend the figures to be published in color. In this case, you will be charged with the additional costs for



your reprints as the Niigata Journal of Health and Welfare is an online-only journal. Each figure should have a short title. Figure legends should be self-explanatory and typed together in a separate sheet(s). Figure legends should include sufficient experimental details to make the figures intelligible; however, duplicating the descriptions provided in the Materials and Methods should be avoided. Legends should incorporate definitions of any symbols used, and all abbreviations and units of measurement should be explained. The anonymity of patients and subjects must be preserved.

### **ACCEPTED MANUSCRIPTS**

Manuscripts that are accepted for publication are copyedited and typeset by the journal's production team before publication. All communication regarding accepted manuscripts is with the corresponding author.

### **Proofs**

Page proofs are sent to the corresponding author, who should check and return them by the due date. Only essential corrections to typesetting errors or omissions are accepted; excessive changes are not permitted at the proofing stage.

### **Reprints**

Reprints may be ordered by the corresponding author after acceptance of the manuscript and the cost of reprinting is charged to the corresponding author.

### **Publication Charges**

The journal does not request any fees for submission, neither for publication.

### **Contact**

Editorial Office: Office of Niigata Journal of Health and Welfare, Niigata Society of Health and Welfare, 1398 Shimami-cho, Kita-ku, Niigata City, Niigata 950-3198, JAPAN.

E-mail address: [gakkai@nuhw.ac.jp](mailto:gakkai@nuhw.ac.jp)

Fax number: 025-257-4456 (from inside Japan) or + 81-25-257-4456 (from outside Japan).

Niigata Journal of Health and Welfare  
*Mandatory Submission Form*

**Manuscript Title:**

---

**Manuscript Type (full article, brief communication, or review):**

---

**Name of Corresponding Author:**

**Telephone Number:**

---

---

**Fax Number:**

**E-mail Address:**

---

---

**Suggested Reviewers**

**Name:**

---

**Affiliation:**

---

**E-mail Address:**

---

**Reasons for selection\*:**

---

**Name:**

---

**Affiliation:**

---

**E-mail Address:**

---

**Reasons for selection\*:**

---

**Name:**

---

**Affiliation:**

---

**E-mail Address:**

---

**Reasons for selection\*:**

---

\*Please select the option below (multiple selections allowed)

- a) Specialty related to the theme (prior researcher, professional qualification)
- b) Specialty related to data collection / measurement equipment
- c) Specialty related to design of experiments, analytical methods (statistics/ others)
- d) Others ( )

### **The Signature Below Certifies Compliance with the Following Statement**

Check squares if it is approved or achieved.

#### **General**

- Authors must read the Guidelines on Research Ethics and adhere to guidelines as instructed.
- The manuscript is an original work not previously published or being considered for publication elsewhere.
- The length of manuscript should not exceed the respective word count limit for each manuscript type.
- Each page and line should be numbered in order throughout the manuscript.
- The manuscript must be proof read by a native speaker competent in the field.
- Work on human beings must comply with the principles described in the Declaration of Helsinki. Work on animals is achieved in accordance with institution guidelines. The approval letter number is included in the Materials and Methods section in the manuscript.
- Authors agree that submission of the manuscript to this journal gives Niigata Society of Health and Welfare the right to publish the manuscript if it is acceptable for publication.

#### **On Title Page**

The title page includes the following:

- The full title of not more than 30 words.
- Full name and address of the affiliation where the work was carried out by all authors.
- Five or less keywords.
- The name, address, telephone number, fax number, and e-mail address of the corresponding author.
- Running title of not more than 50 characters.

#### **On Abstract Page**

The Abstract page includes the following:

- Abstract of not more than 300 words.
- Avoid using specific abbreviations.

#### **On the Acknowledgements**

- All funding sources supporting the work and all institutional or corporate affiliations is listed up.

**On the Compliance with Ethical Standards:**

Conflict of interest, ethical approval, and informed consent should be stated in this section with the approval letter number issued by the institutional review board or the ethics committee. If there are no conflicts of interest, include the statement “There are no conflicts of interest to declare” at the end of the manuscript before the References.

**On the References**

The manuscript should contain no more than 50 references.

Authors should sign in the same order as on the manuscript title page. For more than 8 authors, use an extra sheet. Notifying their ORCID or ID of e-RAD is recommended.

Full name	signature	date	ORCID*	e-RAD**ID

\*ORCID: Open Researcher and Contributor ID

\*\*e-RAD: The Cross-Ministerial Research and Development Management System run by Japanese ministries and agencies and other funding systems.

**Please send this Mandatory Submission Form by e-mail, fax or regular postal mail to the office of Niigata Journal of Health and Welfare.**

E-mail address: [gakkai@nuhw.ac.jp](mailto:gakkai@nuhw.ac.jp)

Fax number: 025-257-4456 (from inside Japan) or + 81-25-257-4456 (from outside Japan)

Regular postal mail address: Office of Niigata Journal of Health and Welfare, Niigata Society of Health and Welfare, 1398 Shimami-cho, Kita-ku, Niigata City, Niigata 950-3198, JAPAN

**If there are any questions, please send an e-mail to [gakkai@nuhw.ac.jp](mailto:gakkai@nuhw.ac.jp)**

## Niigata Society of Health and Welfare *Guidelines on Research Ethics*

- 1 These guidelines establish the rules to be adhered to in research activities associated with the Niigata Society of Health and Welfare (hereafter abbreviated to “the Association”), with the objective to fulfill its social responsibility and contribute to society.
- 2 These guidelines set forth the Association’s fundamental principles of ethics in its research activities, while endorsing, as their premises, a set of rules already established on research activities and procedures, such as general rules for manuscript submission and committee rules on research ethics and on animal experiments.
- 3 The members of the Association shall adhere to the following rules:
  - 1) They shall not submit the same or substantially similar manuscripts to more than one academic association.
  - 2) When referencing preceding research papers or reports, they shall explicitly indicate the fact of citation or quotation and clearly distinguish between the cited or quoted argument and their own argument.
  - 3) They shall not use discriminative expressions or otherwise socially inappropriate terms in their research activities.
  - 4) They shall not criticize other researchers using derogatory terms in their manuscripts, reports, or papers of similar nature to be submitted to various academic associations.
  - 5) They shall provide a detailed description of their research procedures in their research activities conducted under the Association.
  - 6) In the publication or presentation of the results of a joint research, each participating member ought to be treated in accordance with his/her degree of participation and degree of contribution to the results.
  - 7) No harassment of any nature shall be permitted during research activities.
  - 8) When submitting a manuscript to the Association, they shall adhere to the rules for submission.
- 4 Rules on peer review of manuscripts for *Niigata journal of Health and Welfare*
  - 1) In peer review, the anonymity of both the reviewer(s) and the author(s) shall be secured.
  - 2) The reviewer(s) shall give a fair and objective assessment of the manuscript, while giving articulate comments and feedback.
  - 3) The reviewer(s) shall not give the author(s), nor shall the author(s) give the reviewer(s), criticism that would stain the character of the latter.

- 4) If there is more than one author, only the principal author may contact the editorial committee through the secretariat of the Association.
- 5) The author(s) of the manuscript may not become the reviewer(s) or editor(s) for the manuscript in question.
- 6) All the responsibility for the acceptance as well as review of the manuscript shall rest on the editorial committee.

#### **Supplementary Provisions**

1. These guidelines shall become effective on April 1, 2016.