

Instructions for Author

1. Qualification for submission:

Both members and non-members of the Japanese Association of School Health (JASH) may submit contributions.

2. Contributions to *School Health* should be concerned with related fields.

3. Author's responsibility:

- All authors shall bear full responsibility for the content of their contributions.
- Contribution content shall not have been published elsewhere, and shall not be under consideration for publication elsewhere (except in the form of an abstract for a conference presentation, etc.).
- When submitting contributions, the author(s) shall check the contributions using the prescribed checklist, ensure that the checklist has been signed by all of the authors, and send the contributions with a PDF file of the checklist to the Editorial Secretariat of *School Health*.

4. Copyright:

The copyright to all contributions published in *School Health* belongs to JASH.

5. Ethics

The author of contributions to *School Health* must comply with the Ethical Code of JASH.

6. Types of contributions:

School Health publishes the following types of contributions:

1. Review: present general overview, exposition or recommendations relating to school health.
2. Original article: present original, innovative research relating to school health
3. Practical report: present report on practical activities relating to school health

4. Research note: present information relating to school health
5. Letter to the Editor: include suggestions and comments regarding *School Health*, the contributions published in it, and JASH
6. Others: include news items of interest to JASH members, book reviews relevant to school health, information about important articles that have appeared elsewhere, etc.

In principle, contributions other than Review, Original Article, Research Report, Practical Report, Research Note and Letter to the Editor will be made at the request of the Editorial Committee.

7. **Submitted contributions will be subjected to peer review. After peer review, the Editorial Committee will decide whether or not the contributions will be published in *School Health*, the priority order for publication, and what type of contribution it should be classed as.**
8. **Contributions should be written in accordance with the *Guide for the Preparation of Contributions*.**

0. Language: English

1. Units: SI units are preferred, but CGS units are also acceptable.

9. **Contributions may be submitted at any time.**

10. **Contributions should be submitted electronically.**

11. **A further submission by the same author, or by a different author on the same theme, will not be accepted until the original submission has completed the review process.**

12. **Length of contributions:**

The length (in terms of the number of printed A4 pages) of contributions for publication in *School Health* must be kept within the following limits. One printed A4 page includes approximately

1,000 words.

Contribution length includes the abstract, the keywords, and all tables, figures and photographs.

0. Review 8 printed pages or less
1. Original Article 6 printed pages or less
2. Practical Report 6 printed pages or less
3. Research Note 4 printed pages or less
4. Letter to the Editor 2 printed pages or less

13. Submission fee:

At the time of submission of the manuscript, a fee of 5,000 yen to cover peer review expenses must be paid into Japan Post Bank or MUFG Bank, Ltd. A copy of the certificate of receipt must be submitted together with the checklist.

14. Publication fee:

If all authors of a contribution are members of JASA, no publication fee need be paid. A specified fee must be paid for that portion of a contribution that exceeds the specified page limits, and for contributions submitted by non-members.

	Within Page Limits	Exceeds Page Limits
Member	No publication fee required	5,000 yen/page
Non-Member	3,000 yen/page	5,000 yen/page

- 15. In the case where a contribution is returned to the author during the review process so that changes can be made, if the author fails to send the contribution back to JASH within three months after the date on which the contribution was sent back to the author by JASH, the author will be deemed to have withdrawn the contribution.**
- 16. The formal date of acceptance of a contribution shall be the date on which the Editorial Committee confirms that the review process has been completed.**

17. Contact details:

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Supplementary Provisions:

These *Instructions for Submission of Contributions* originally came into effect on

September 17, 2004.

The first revision of these *Instructions for Submission of Contributions* came into effect on

July 5, 2008.

The second revision of these *Instructions for Submission of Contributions* came into effect on

June 23, 2009.

The third revision of these *Instructions for Submission of Contributions* came into effect on May 15, 2011.

The fourth revision of these *Instructions for Submission of Contributions* came into effect on October 8, 2012.

The fifth revision of these *Instructions for Author* came into effect on July 21, 2013.

The sixth revision of these *Instructions for Author* came into effect on December 1, 2018.