

Submission Guide for the Journal of Japan Academy of Health Sciences

1. Only the first author has to be a member of the Japan Academy of Health Sciences to make a submission to the journal. Authors preparing manuscripts on request from the Editorial Board are exempt from this qualification. Coauthors may include student members. All research should fully protect the participants' rights and conform to accepted ethical guidelines. Following four requirements should be confirmed in the manuscript.

- 1) Protecting safety and/or rights of patients and other people who participated in the research (e.g. provided information or samples).
- 2) Obtaining informed consent.
- 3) Protecting personal information.
- 4) Review by the Institutional Review Board (IRB).

2. Manuscripts published previously or that are currently being considered for publication elsewhere will not be accepted.

3. Manuscripts should be categorized as one of the following types of articles.

· Original Articles

Original Article contains the original clinical or laboratory research. The body of original articles needs to be in the general format consisting of: Introduction, Materials/Subjects, Methods, Results and Discussion.

· Research Paper (including brief report, field report, etc.)

The body of research paper needs to be in the general format consisting of: Introduction, Materials/Subjects, Methods, Results and Discussion.

· Practical Report

Report on practical activities or research activities.

4. The Editorial Board decides on acceptance of the manuscript following review.
5. The author will be notified of the decision.
6. Article lengths and formats are as below.

(1) English manuscript should be double spaced, using PC or word processor (text file), 12 pt font in A4 size, no longer than 10 pages (7,000 words) in principle including references, tables, figures and photographs. Short report (approximately 2,000 words) is also acceptable.

(2) Each table, figure and photograph is counted as 200 words and maximum of 5 tables, figures and photographs is permitted in total. Figures should be of adequate quality for reproduction. Tables should be made using word processor. Photographs should be black and white in principle; expenses for color printing must be borne by the author.

(3) No charge will be imposed on the author for manuscripts up to 5 pages (printed pages in the journal, approximately 3,000 words) in length. The publication fee of papers in excess of 6 pages will be levied on the author at a rate of 8,000 JPY per page.

7. Manuscripts should be prepared in the following style.

- (1) The title page includes: (a) title (Japanese and English), (b) keywords (up to 5 words), (c) desired manuscript category (original research report, practice report), (d) distinction between new and resubmitted, (e) applicable fields, (f) Specify the Paper ID at the time of the previous posting (only for reposting or reposting), and (h) the number of copies required for reprinting.

When the author is a graduate student, academic affiliation should be listed as an institutional affiliation, however, she/he may

write workplace affiliation (ex. Department of Nursing Sciences, Graduate School of Human Health Sciences, Tokyo Metropolitan University/Department of Nursing, XX Hospital). All submissions should follow the above style.

- (2) Manuscripts should include: abstract (300 words or fewer), keywords (5 or few words). Text, references, abstract and keywords should be presented in the above order. Tables, figures and photographs must be enclosed. Abstract in Japanese (400 characters or fewer) may be included optionally. Also, add line numbers to each page of the manuscript text.
- (3) Tables, figures and photographs should be numbered and have the name of the author on the back sides. Their locations in the text should be indicated in the margin with red ink. A list of titles of tables, figures and photographs and brief explanation (if necessary) should be presented in order on a separate sheet.
- (4) If the content of the submitted manuscript requires ethical consideration, be sure to describe in the "method" how the ethical consideration and consideration for the research subject were given. For human research, follow the Declaration of Helsinki and the Ministry of Education, Culture, Sports, Science and Technology / Ministry of Health, Labor and Welfare "Ethical Guidelines for Medical Research for Humans" or other appropriate guidelines. For studies conducted with the approval of the Ethics Review Board, the name and date of approval of the approved Ethics Review Board shall be stated in the text. Regarding the notation of institutions that have undergone research ethics examination, avoid specifying the institution (proper noun) to which they belong from the viewpoint of fairness of peer review. The description example is as follows. "... Obtained approval by the eth-

ics review board of the institution to which the first author belongs (approval number 999)"
 "... Approved by the Ethics Review Board of University A (Approval No. 999)"

- (5) If financial support such as research funding, sample provision, or convenience provision is received from a company or organization when carrying out the research or writing a treatise, it must be stated in the acknowledgments.
- (6) At the time of submission, all authors should follow Article 3 of the "Detailed Regulations of the Japan Society for Health Sciences" Guidelines for COI of Research on Health, Medical Care, and Welfare "" at the time of submission, and "COI self-report at the time of submission. A letter must be submitted. The content at the time of filing will be stated in the acknowledgments. Even if there is no COI status, write a statement such as "There is no COI status to be disclosed" in the acknowledgment, etc., and submit a self-application form.
- (7) Dates should be indicated using the Western calendar. Words, names and names of places in non-English languages should be stated in original languages or katakana. when they appear first in the text. When using an abbreviation, use the full word the first time it appears in the manuscript.
- (8) References
 - a) Consecutive superscript numbers are used in the text and listed at the end of the article. Each reference should be written in the following order.
 - b) Journal article
 Names of author (s), title, name of journal, volume/issue number, pages and year of publication.
 (Example)
 Baxter, L R, Schwartz, J M, et al.: Reduction of prefrontal cortex metabolism common to three types of depression. Arch

Gen Psychiatry, 46: 243-250, 1989.

c) Books

Names of author (s), article or chapter title, editor(s), book title, volume number in series, pages, publisher, place of publication and year of publication.

(Example)

Gardner, M B: Oncogenes and acute leukemia. Stass SA (ed). The Acute Leukemias: 327-359, Marcel Dekker, New York, 1987.

d) In case of more than four authors, use "et al" after the citation of three authors.

8. Manuscripts should be prepared using PC or word processor (text file) and submitted in duplicate as one original and one copy. In addition, two hard copies without the authors' name(s) and affiliation(s) should be enclosed. Together with the manuscript, electronic files (DVD, USB, etc; labeled with the author and file names), submission form and Author Consent Form should be enclosed.
9. After changes or corrections, the revised manuscript, a copy and two hard copies without authors' name(s) and affiliation(s) should be submitted, along with electronic files on 3.5 inch diskette (labeled with author and file names). The initial manuscript and the copy should be enclosed.
10. Page proofs will be made available once to the author. Further alterations other than essential correction of errors are not permitted.
11. In principle, accepted manuscripts and elec-

tronic files will not be returned.

12. The author will receive thirty free offprints from the journal. Additional offprints will be provided upon request at the author's expense.
13. Manuscripts should be sent to:
Japan Academy of Health Sciences
C/O Faculty of Health Sciences, Tokyo Metropolitan University
Higashiogu, Arakawa-ku, Tokyo, Japan Postal Code 116-8551
14. Copyright of published articles belong to Japan Academy of Health Sciences.
15. Suggesting referee(s)
 - (1) Authors may suggest referee candidate(s) to provide quick and smooth review process. Authors wishing to suggest referee candidate(s) must attach a file with referee candidate(s)' name(s), affiliation(s), and e-mail address(es). However, referees are selected by the Editorial Board, so suggested referee candidate(s) may not be utilized.
 - (2) Authors may request to remove designated person(s) from a list of referees when there is a potential conflict of interest. The author must attach a file with the person(s)' names, affiliation(s), and the reason of the conflict. However, final choice of referees is made by the Editorial Board.
16. Attach a certificate of English editing at the first submission.

(Revised May 20, 2021)