

Information for Authors

(Based on Article 6 of the Rules of *The Japanese Society of Health and Human Ecology*)

1. *The Journal of Health and Human Ecology* (*The Journal*, hereafter) will publish reviews, original articles, research notes, the program of the Annual Meeting of *the Society*, and other relevant information (a brief description of recent Ph.D. theses, letters from members, an introduction to new books, book reviews, an introduction to department/laboratory/research center, etc.) for members of the *Japanese Society of Health and Human Ecology* (*The Society*, hereafter).
2. To facilitate publication of *The Journal*, an Editorial Committee has been established. The “Instructions to Authors” will be given separately.
3. The Editorial Office is currently located at the following address: Department of Public Health, Kyorin University School of Medicine 6-20-2, Shinkawa, Mitaka-shi, Tokyo 181-8611, Japan
4. *The Journal* will be issued bimonthly (six issues per year). A separate issue will be published as the Proceedings of the Annual Meeting of *The Society*.
5. Submitted manuscripts must not have been published previously in Japanese or in English.
6. Both the first and corresponding authors must be members of *The Society*, except for the author(s) of articles requested by the Editorial Committee.
7. The publication of articles at an earlier date than usual will be considered upon the author’s request, with an additional fee of 20,000 JPY. The cost of such publications will not be subsidized by *The Society*, despite the statement in Article 8, Clause 3.
8. The following costs should be paid by the author:
 - 1) Cost of printing and reprints: The page charge per printed page, which also covers the cost for ordinary figures and tables, is 2,000 JPY. An additional charge may be made for figures and tables with complicated images or layouts. Reprints will be available at the cost of 1,000 JPY per 10 copies.
 - 2) There is a discount for students; if the first author is a student (either undergraduate or graduate) on the day of receipt of the submission, a 50% discount of the cost of printing will be applied, except for the cost for reprints. Eligible authors must send a document indicating their student status upon submission.
 - 3) Subsidy from *The Society*: *The Society* will contribute 10,000 JPY per article and provide 30 reprint copies free of charge.
9. For articles submitted at the request of the Editorial Committee, *The Society* will pay the entire cost of publication and provide 30 reprint copies free of charge.
10. Copyright of the accepted article resides with *The Society*.

The above rules are effective on and after October 25, 1980.

Updated March 21, 2012, March 1, 2014 and January 1, 2016

Instructions to Authors

1. Conditions for Contributions

The first and corresponding author(s) of any manuscripts must be members of the Japanese Society of Health and Human Ecology (hereafter *The Society*), except for articles submitted at the request of the Editorial Board. Submitted manuscripts must not be published or under consideration elsewhere.

2. Manuscript Categories

Review: A manuscript that reviews and gives an overview of the current knowledge and study activities on a specific topic in the field of health and human ecology.

Original Article: A manuscript dealing with a topic within the scope of *The Society*, conducted with appropriate methodology that has originality, novelty, and scientific merit.

Research note: A manuscript providing important information in the field of health and human ecology.

Opinion: A manuscript describing expert opinions, recommendations, and proposals on various issues in the field of health and human ecology.

Other relevant information: brief description of recent Ph.D. theses, letters from members, an introduction to new books, book reviews, an introduction to departments/laboratories/ research centers. Potential author(s) in this category should contact the editorial office in advance.

3. Copyright

Copyright of the accepted article shall be transferred to *The Society*.

4. Title Page

The manuscript should have a title page providing the following information: manuscript category (Review, Original Article, Research note, or Opinion), Japanese title, English title, approximately five keywords (given in both Japanese and English), the numbers of tables and figures, author names (in both Japanese and English), affiliations (in both Japanese and English), the corresponding author's name, address, postal code, phone number, and email address. In addition, indicate the number of reprints requested at author expense (in multiples of ten copies) and give any special comments, if any, to the Editorial Board in red font.

5. Submission of Manuscript

Send the original manuscript (with Abstract, tables and figures, photographs, etc.) and two photocopies, along with an electronic medium (*e.g.*, CD, DVD, or USB memory) containing files identical to the printed manuscript. They should be sent by registered mail to the following address:

The Society Editorial Office

Department of Public Health, Kyorin University School of Medicine

6-20-2, Shinkawa, Mitaka-shi, Tokyo 181-8611, Japan

6. Return of Manuscripts

Submitted manuscripts will not be returned.

7. Editorial Decisions

Submitted manuscripts will be reviewed by the Editorial Committee, which will make a decision to accept or reject the article. For accepted manuscripts, the author will receive a notice of acceptance. Then, the author should prepare a final revision. The electric medium containing the final version together with

a printed copy of the manuscript should be sent to the Editorial Office.

8. Proofs

The authors will be requested to do the first proofreading. No additions and deletions are allowed during the first proof.

9. Abstract

Manuscripts in Japanese should have an Abstract in both Japanese and English (approximately 200 words). Manuscripts in English should have an Abstract in English (around 200 words) and in Japanese (800 characters max).

10. Manuscripts in English

Manuscripts in English should be printed on A4 paper double spaced. Manuscripts written by non-English speaking authors should be checked by a native English-speaking individual or by a commercial editing service and submitted with a certificate of such English editing. The author of a manuscript without such a certificate may be asked to send the manuscript to a reliable English-editing service before re-submission. The cost of proofreading in such cases will be borne by the author.

11. Manuscripts in Japanese

Manuscripts in Japanese should be printed on A4 paper with 36 characters per line and 20 lines per sheet.

12. Manuscript Layout

All manuscripts should have an Abstract, followed by the Introduction (including the objective), Methods, Results, Discussion, Conclusions, Acknowledgment, and References sections.

13. Ethical Consideration

Where needed, a description of any ethical considerations should be included. Human studies should be conducted in accordance with the recommendations outlined in the Declaration of Helsinki and the guidelines for human studies issued by the authorized body in the country where the research was performed. Animal experiments should be conducted in accordance with guidelines for animal experiments established by their institution. When ethical approval is obtained from the appropriate committee, specify the name of the committee that approved it in the Methods section.

14. Headings

Headings, if needed, should not be as “Chapter I, Section I, ...”, but should be I., 1., 1), (1),, and so on.

15. Tables and Figures

Tables and figures should be prepared on separate pages and the placement of tables and figures in the manuscript should be indicated in red in the margins of the printed copy. The figures should be numbered as Fig. 1, Fig. 2, and so on. The Tables should be numbered as Table 1, Table 2, and so on. The figures and tables should each be accompanied by a title placed below each figure or above each table. Original figures should be less than A4 size and be drawn clearly in black ink on white paper or printed with a printer. Only clear black-and-white photographs are acceptable. When a submitted figure or table is not suitable for publishing, the author might be asked to redo the figure or table, and bear the costs of preparation.

16. Footnotes

Footnotes should not be used, unless they are essential.

17. Acknowledgments

Authors must declare all financial support for the research and any conflict of interest, including directorships, stock holdings, and contracts. Aid with technical issues, statistical analyses, photography, or stenography and advice from colleagues can also be acknowledged.

18. Citation of Literature

Literature cited in the manuscript should be numbered in the order that the references appear, and be listed in numerical order at the end of the manuscript. In the manuscript, citations should be identified with the use of superscript, for example, "... has been reported¹⁾", or "...^{1, 3-5)}"

Cited literature must have been either published or accepted for publication. Unpublished data, manuscripts under consideration, reports to funding organizations, personal communications, all of which are not easily accessed by a general audience, should not be cited.

Authors are responsible for the accuracy of the cited literature, hence, they should check its accuracy whenever they submit or revise the manuscript.

19. How to List References

References should be listed following the style described below, which is adopted from the *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly work in Medical Journals* (<http://www.icmje.org/>). In case of multiple authors publications, list the first three authors' names, and replace the name of the fourth author and all other authors with "..., et al."

1) Journal articles:

- (1) Oura A, Mori M, Izumi H, et al. A demographic description of caregivers in Sapporo Japan: male caregivers are here to stay. *Jpn J Health Hum Ecol*, 2013; 79: 3-10.
- (2) Sugiura K, Ito M, Kutsumi M, et al. The causal relationship between caring experience and mental health state; the case of spouse caregivers who caring the patients at home. *Jpn J Public Health*, 2010; 57: 3-15 (in Japanese).

2) Books: (with and without page citations, respectively)

- (3) Hanlon JJ. Scope of public health. In: Hanlon JJ ed. *Principles of Public Health Administration*, 5th ed. Saint Louis: Mosby, 1969: 10-11.
- (4) Agarwal DP, Goedde HW. *Alcohol Metabolism, Alcohol Intolerance, and Alcoholism*. Berlin, Heidelberg: Springer-Verlag, 1990.

3) Web pages:

Citation of web pages (URLs) should only occur when no appropriate reference can be found in journal articles or books. The title of the site, URL, and the date it was accessed should be provided.

- (5) Global Strategy for Infant and Young Child Feeding. World Health Organization. http://www.who.int/nutrition/topics/global_strategy/en/ (accessed August 29, 2013) .

20. Abbreviation of Journal Names

When abbreviating journal names, use the commonly used abbreviations listed in a recent issue of *Index Medicus* (<http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>), or *Web of Science* (http://images.webofknowledge.com/WOK46/help/WOS/A_abrvjt.html). For Japanese journals, follow *Japana Centra Revuo Medicina* (database).

21. Rapid Publication

Accelerated handling of the submission is available upon the authors' request at an additional cost. Indicate on the manuscript "urgent contribution", and transfer JPY 20,000 as a special handling fee to the following bank account:

Name of Bank: The Bank of Tokyo Mitsubishi UFJ, Ltd., Kichijoji Branch (Branch Code: 220)

Type of account: ordinary account

Account number: 2649530

Account name: Nihon Minzoku Eisei Gakkai Hensyu Jimukyoku

22. Discount for Students

Contributing undergraduate or graduate students are eligible for a 50% discount on printing fees (excluding the cost for reprints). Attach proof of student status to the submitted manuscript.

23. Check list for submitting the manuscript

Before submitting the manuscript, undertake a final check of the manuscript using the journal's *Check List Sheet* to ensure that the manuscript fulfills the specified style requirement. The used Check List should also be submitted to the editorial office with the manuscript.

Created on: October 25, 1980

The 11th Revision: March 1, 2014

Check list for manuscripts to be submitted to *Journal of Health and Human Ecology*

Check each of the following items and mark a tick in each box if the stated condition has been satisfied. This list should be submitted with the manuscript.

- ☐ The first and the corresponding authors (if they are not the same person) must be members of the *Society of Health and Human Ecology*.
- ☐ All the coauthors have contributed to conducting the research and/or preparation of the manuscript. All the coauthors have approved the final version of the manuscript and have accepted the responsibility for the content of the manuscript and to submit the manuscript to the *Journal*.
- ☐ The manuscript has not been previously published or made available to the public as printed material or electric media. Neither the manuscript, nor any other manuscript that overlaps with the present manuscript in terms of its content, is under review by any other journal.
- ☐ The cover page indicates the following: manuscript type, title in both Japanese and English, approximately five keywords (provided in both Japanese and English), numbers of figures and of tables, names of the authors in Japanese and in English (alphabet), authors' affiliation both in Japanese and English, and the name, address, area code, phone number, e-mail address of the corresponding author. The number of reprints to be purchased (in units of 10) and any communication to the Editorial office should be indicated in red characters.
- ☐ For manuscripts written in Japanese, an English abstract and its Japanese translation are attached. For manuscripts written in English, English abstract with 200 words and Japanese abstract with 800 characters are attached and consistent with each other.
- ☐ If the manuscript is written in English it has been edited by either a professional expert or by a member of a professional institute. It is double-spaced, typed or printed on A4 size sheets of paper.
- ☐ Japanese manuscript has 20 lines per page and 36 characters per line, printed on A4 size sheets of paper.
- ☐ The manuscript has separate sections for the abstract, introduction (including objectives of the study), methods, results, discussion, conclusion, acknowledgment (including the Conflict Of Interest –COI statement), and references.
- ☐ For research that requires ethical consideration, a description about the consideration is included in the Method section. When appropriate, the name of the Ethical Committee has been explicitly written in the section.
- ☐ The sectioning of the text and the style of the figures and tables follows what is stated in *Journal's* Instructions to Authors.
- ☐ All the COI-related conditions including financial support for the research, affiliation with any private as well as profit-making agency, stockholding position, and contract with any profit-making agency, and so on are disclosed in the Acknowledgements section.
- ☐ The literature that is cited and the way it is cited conform the *Journal's* Instructions to Authors.
- ☐ The original manuscript, two copies of the manuscript, and any electronic media (CD, DVD, or USB memory) containing the electronic manuscript file, are being submitted together.

END OF THE LIST