

# Guidelines for Authors Submitting Manuscripts to *Health Evaluation and Promotion*

## (Official Journal of the Japan Society of Health Evaluation and Promotion)

*Health Evaluation and Promotion* is a publication covering primarily health monitoring through multiphase testing but also including studies in related fields such as pre-and post-testing services and education.

Contributions in English that advance or illuminate health test science or that educate or entertain the journal's readers from any country are welcome.

### Manuscript Submission

Send manuscripts and their CD-ROMs to :

Japan Society of Health Evaluation and Promotion  
1-31-10-2F Sendagaya Shibuya-ku Tokyo, Japan  
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*Health Evaluation and Promotion* (HEP) accepts only manuscripts that are original works not previously published or submitted to other journals, and that contribute to the progress of health evaluation and promotion in related fields of medicine. Submit your manuscript together with a Copyright Transfer Affidavit (presented later; cover letter 2) signed by all authors that affirms that the manuscript has not been published or submitted to other journals, that it satisfies the research code of ethics of the Japan Society of Health Evaluation and Promotion (JHEP), and that there are no objections to the transfer of copyright to JHEP.

For epidemiological or clinical studies, subjects are required to have given their informed consent and the study must have been approved by the JHEP Ethics Review Committee and / or a research ethics review board adhering to the standards set by the Science Council of Japan. Furthermore, the text of the manuscript must state these facts. Case reports are to be submitted with the informed consent of the subjects and with full consideration of their privacy. Manuscripts that fail to satisfy these ethical standards will not be accepted.

If you have previously published the same study through another organization, note this on the cover sheet and at the end of the manuscript, and include an excerpt or copy of the manuscript.

Manuscripts must conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals as presented in *N Engl J Med* 1997; 336: 309–315 (<http://www.icmje.org/>).

### Preprint Policy

Posting of manuscripts to a community nonprofit preprint server by the author does not preclude consideration for publication. Authors who post their work as a preprint should identify the preprint server and include the accession number or digital object identifier (DOI) in their cover letter.

If a manuscript is accepted for publication in the journal, authors should update the preprint to include the journal reference (including DOI) and a link to the published article on J-STAGE.

### Categories of articles

HEP publishes original article, review, case report, opinion, commentary, reference, educational seminar, technical report, survey report, letters to the editor, proceeding, brief report, field report and other articles. Although category selection on publishing is ultimately the decision of Editor-in-Chief, authors are encouraged to check own categorization of submitted manuscript on cover letter 1.

### Authorship Information

Designate 1 author as corresponding author and provide a complete address, telephone numbers fax numbers and e-mail addresses. Manuscripts with 11 or more authors require written justifications by the authors and approval from the editor.

### Group Authorship

If authorship is attributed to a group, all members of the group must meet the criteria and requirements for authorship described in the following paragraphs. One or more authors may take responsibility for a group, in which case the other group members are not authors, but may be listed in an acknowledgement.

### Authorship requirements

First author must be a registered member of Japan Society of Health Evaluation and Promotion. With the cover letter 2 include the statement on authorship criteria and responsibility, the financial disclosure statement and the copyright statement. Each of these statements must be read and signed by all authors. Corresponding author must sign the acknowledgement statement.

### Financial Conflict of Interest

All authors need to clarify the conflict of interest (within recent three years) using a designated form of JHEP.

### Editorial review

All submitted manuscripts are reviewed initially by *HEP* editors. Manuscripts with insufficient priority for publication are rejected promptly. Other manuscripts are sent to peer reviewers. Peer reviewer identities are kept confidential. Author identities are not kept confidential. The existence of a manuscript under review is not revealed to anyone other than peer reviewers and editorial staff.

Rejected manuscripts will not be returned to authors unless specifically requested in the cover letter 1. Original illustrations, photographs and slides will be returned.

### Authors' corrections

Accepted manuscripts are copyedited according to *HEP* style and the copyedited version is returned to the authors. Please send back the final edited versions by the deadline. If there is some time after edits are made by the authors and before the issue in which the article is to be featured is published, articles will be published on J-STAGE as an advance publication version. After final edits are completed by the authors, further revisions to the contents of the article will not be acknowledged, including for advance publication, and the authors shall be responsible for all content in the article in the format copyedited according to *HEP* style.

Reprint order forms are included with the edited typescript sent for approval to the corresponding author.

**All published manuscripts become the permanent property of The Japan Society of Health Evaluation and Promotion (JHEP) and may not be published elsewhere without written permission from JHEP.**

## **Manuscript preparation**

1. Submit 1 set of the manuscript and illustrations.
2. Type double-spaced on standard international papers (21.2 × 29.7 cm or 8.14 × 11.34 inch) leaving margins of at least 2.5 cm or 1 inch.
3. Use only standard 10- or 12-point font size. Do not use proportional spacing; use unjustified (ragged) right margins and letter-quality printing.
4. Begin each of the following sections on separate pages: title page, abstract, text, references, figure legends and individual tables. Number all pages consecutively with the title page (cover letter 1) as page 1.
5. Each manuscript may occupy 6 published pages for original article, review and educational seminar but 4 pages or less for articles of other categories in the Journal. This means that the approximate length of the manuscript should be within 37 pages for the former and 25 pages for the latter on ordinary typing paper.
6. Title page (cover letter 1) should carry the following:
  - Concise but informative title of article.
  - A short running title, no longer than 50 characters and spaces.
  - A word count (for text only, exclusive of title, abstract, references, tables and figure legends).
  - Key words are limited to five words or short phrases, taken from Index Medicus.
  - First author's and all co-authors' full names without academic degrees.
  - Full name of the department or institution in which the research was done and its location. If the article has more than one author from different institutions, each author's affiliation must be clearly indicated.
  - Corresponding author's name, full address, phone and fax numbers and e-mail address.
7. Abstract should not exceed 250 words in length. State the purpose of the investigation, then describe the study design, main findings or major contributions and finally the specific conclusion or recommendation. Provide enough information for the abstract to be easily understood without reference to the text, and emphasize new and important aspects of the study.
8. Avoid nonstandard abbreviations, unfamiliar terms and symbols. Abbreviations should be kept to an absolute minimum, but if necessary, they must be spelled out at first mention.
9. Standard metric units (Weight: kg, mg, pg. Length: m, cm, mm, nm. Volume: L, dL, mL, nL, pL, fL. Density: g/L, g/dL, mg/dL.) can be used without definition. Temperatures should be given in degrees Celsius. Blood pressures should be given in millimeters of mercury.
10. Submit 3 sets of figures, numbered consecutively according to appearance in the text. Each figure must be mounted on a separate sheet and covered with tracing paper. Line drawings, photomicrographs and color prints should be camera-ready glossy prints. Letters, numbers or symbols must not be applied directly to figures, but should be indicated on the tracing paper. All abbreviations used in each figure should be explained in the legends. Each figure legend should provide a brief explanation of the illustration.
11. If a figure has already been published elsewhere, obtain permission to reproduce or modify from the copyright holder, and acknowledge the original source in the legend.
12. Color photographs can be accepted if the author is willing to pay for the extra cost.
13. Submit 3 sets of tables, numbered consecutively according to appearance in the text. Type each table on a separate page, supplying a brief title and explanatory footnotes. All abbreviations used in each table should be explained in the footnotes.
14. Each column must carry an appropriate heading, and units in numerical measurements should be added to the column heading in parentheses.

## **Format and style**

**Title.** Titles should be concise but informative, and limited if possible to about 100 characters. It is important for literature retrieval to include in the title the key words necessary to identify the nature of the subject matter. Use of expressions such as "Studies on..." or "Observations of..." should be avoided, since they are not informative. Chemical formulas or abbreviations should not be used. Also avoid Roman or Arabic numerals to designate that the paper is one in a series.

**Authors and their affiliations.** Authors are requested to include their full names, complete with first and middle names or initials. Authors' academic degrees should not be included. The full name of institutions and subsidiary laboratories should be given together with useful addresses.

**Running Title.** A brief running title should be provided, not to exceed 50 characters. Running titles in the form of declarative or interrogative sentences are not acceptable.

**Key Words.** On the title page (cover letter 1), provide 5 key words identifying the nature of the subject matter.

**Abstract.** The abstract, to appear at the beginning of the paper, should be concise, yet indicative of the content of the paper. Vague, general statements are uninformative and not acceptable. Authors submitting manuscript reporting original data should prepare an abstract of no more than 250 words under the following headings: *Objective, Design, Setting, Participants (or Patients), Interventions (if any), Main Outcome Measure(s), Results and Conclusions*. The content following each heading should be as follows:

**1. Objectives.**—The abstract should begin with a clear statement of the precise objective or question addressed in the report. If more than one objectives are addressed, the main objective should be indicated.

**2. Design.**—The basic design of the study should be described. The duration of follow-up, if any, should be stated. As many of the following terms as apply should be used : a. Interventional studies, b. Studies of screening and diagnostic tests, c. Studies of prognosis, d. Studies of causation, e. Descriptions of clinical features of medical disorders, f. Economic evaluation (cost-effectiveness analysis, cost-utility analysis).

**3. Setting.**—To assist readers to determine the applicability of the report to their own clinical circumstances, the study setting should be described. Of particular importance is whether the setting is the general community, a primary care or referral facility, private or institutional practice, ambulatory or hospitalized care.

**4. Participants.**—The clinical disorders, important eligibility criteria, and key sociodemographic features of participants or patients should be stated. The numbers of participants and how they were selected should be provided, including the number of otherwise eligible subjects who were approached but refused. If matching is used for comparison groups, characteristics that are matched should be specified. In follow-up studies, the proportion of participants who completed the study must be indicated.

**5. Main outcome measures.**—The primary study outcome measurement(s) should be indicated as planned before data collection began.

**6. Results.**—The main results of study should be given.

**7. Conclusions.**—Only those conclusions of the study that are directly supported by the evidence reported should be given, along with their clinical application, and indicating whether the additional study is required before the information should be used in usual clinical settings. Equal emphasis must be given to positive and negative findings of equal scientific merit.

**Introduction.** Give concise background information relevant to the study so that the readers may be able to understand why the study was done.

**Materials and methods.** Describe subjects, materials and methods used, including study design or procedures in sufficient detail to enable the readers to evaluate or reproduce the results. Designate drugs by their generic names; but for particular chemicals or equipment, the brand names and locations of the supplier should be given in parentheses. Describe statistical methods and details of randomized or blinded observations. Indicate whether the procedures followed in studies on human subjects were in accordance with the ethical standards of responsible organizations. Protect examinee anonymity by avoiding details that might identify examinees. If identification of examinees is unavoidable, written permission should be obtained beforehand.

**Results.** Include only the data that are pertinent to the subject of the article. Avoid repetition of all the data, but do emphasize or summarize important trends. Avoid duplicate presentation of the same data in both tabular and graphic forms.

**Discussion.** Interpret the present data concisely, giving particular attention to the questions or hypotheses. Include discussion of previous works that not only agrees but also disagrees with the present results.

**Conclusion.** State the conclusions or recommendations that can be directly drawn from the present results. Logical implications of the present findings for practical applications or future studies are possible, but unsubstantiated speculations must not be included.

**Acknowledgement.** State personal or institutional contributions, and financial or material support Supply full information for nature of support (technical help, critical review, data collection, and participation in clinical trial), number of grants-in-aid, and name and location of institution or organization.

**References.** The references cited in the article, including figures and tables, should be numbered consecutively in the order in which they appear in the text.

*A reference to a journal* must include surnames and initials of all authors listed when there are 6 or less; when there are 7 or more, list only the first 6 and add et al., a complete title of the article, journal name as abbreviated in *Index Medicus* (<http://www.nlm.nih.gov/tsd/serials/lji.html>), volume number, inclusive page numbers, and year of publication.

*A reference to a part of a book* must include surnames and initials of all authors, complete title of the article or the chapter, surnames and initials of all editors, complete title of the book, edition or volume number, place of publication, publisher, year of publication, and inclusive page number.

For an *article in a non-English language*, the title should be translated into English and enclosed in brackets, and the original language indicated in parentheses.

All the references should be cited in the article as superscript numbers followed by closing parentheses.

Avoid using abstracts as references. Papers accepted but not yet published can be included in the reference list, designated by the journal name followed by “(in press)”.

References should accord with the system used in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Consult the examples shown below.

Examples:

- 1) Hinohara S. The past, present and future of International Health Evaluation Association (IHEA). *Methods Inf Med* 2002; 41: 191-5.
- 2) Nishizaki Y, Kubo A, Kuwahira I, Kuroda E, Nigou N, Sueo T, et. al. Anti-aging health check-up system – For the prevention of potentially progress aging related disadvantageous changes in elderly-. *HEP* 2012; 39: 549-57.
- 3) Collen MF. Evaluation of MHTS. Chap. II Evaluation of Progress in Health Monitoring. Editor: Yasaka T. Proceedings of the International Conference on Automated Multiphasic Health Testing and Services. Amsterdam-Oxford-Princeton: Excerpta Medica, 1981; 105-39.
- 4) Wolff T, Miller T. Evidence for the Reaffirmation of the U.S. Preventive Services Task Force Recommendation on Screening for High Blood Pressure [Internet]. Agency for Healthcare Research and Quality (US); 2007. (Accessed August 5, 2012, at <http://www.ncbi.nlm.nih.gov/books/NBK33934/>)

**Tables.** Three sets of tables, numbered consecutively according to appearance in the text, should be submitted. Type each table on a separate page, with a brief title and explanatory footnotes. All abbreviations used in each table should be explained in the footnotes.

For footnotes use the following symbols, in this sequence:

\*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡, etc.

**Figures.** Three sets of figures, numbered consecutively according to appearance in the text, should be submitted. Each figure must be mounted on a separate sheet and covered with a tracing paper.

Figures should be professionally drawn and photographed; freehand or typewritten lettering is unacceptable. Instead of original drawings, x-ray films, and other material, send sharp, glossy, black-and-white photographic prints, usually 127 × 178 mm (5 × 7 in.) but no larger than 203 × 254 mm (8 × 10 in.).

At submission, all figures should be of a high enough quality to be assessed in the peer review process. A minimum resolution of 300 dpi is required at the size the image is to appear in print. The minimum resolution for images containing text should be 400dpi and 1000dpi for images containing line art.

Accepted file formats

- TIFF (.tiff)
- JPEG image files (.jpg)
- MS PowerPoint (.ppt or .pptx)
- MS Word documents (.doc or .docx)

## Manuscript Registration Form for Initial Submission to *Health Evaluation and Promotion*

A cover letter must accompany the manuscript and include the following.

(This form can be copied and used as a convenient cover letter to be attached to the manuscript you submit)

**1. Title of the manuscript** (A concise but complete and informative title of the article. Chemical formulas or abbreviations should not be used, but long common terms can be abbreviated.)

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**2. Brief running title** of within 50 characters (Count letters and spaces. Abbreviations defined in the text can be used)

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**3. Key words** (limited to five words or short phrases, taken from Index Medicus or composed by analogy on the same principle).

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**4. Category of your manuscript: please check**

Original article , Review , Case report , Opinion , Commentary , Reference , Educational seminar , Technical report , Survey report , Letters to the editor , Proceeding , Brief report , Field report , Others  ( ).

**5. Word count :**  words. For text only, exclusive of title, abstract, references, tables and figure legends.

### 6. Detailed personal information on the first or corresponding author

Full name without academic degree	Affiliation	Department, division	Reg. No. of JHEP member
.....	.....	.....	.....

Postal code	House number, street, city, prefecture, state, country	Phone number	Fax number	E-mail address
Address 1	〒	.....	.....	.....
Address 2	〒	.....	.....	.....
Address 3	〒	.....	.....	.....

### 7. Personal information on co-authors

Full names without academic degrees	Affiliation	Department, division	JHEP member	Reg. No.(if yes)
.....	.....	.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
.....	.....	.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
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.....	.....	.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
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### 8. Submission of reviews, correspondence to the editor.

For names, addresses, phone numbers, fax numbers, E-mail addresses of potential reviewers or other inquiries and comments to the editor, please make use of the space below.

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**9. English proofreading** If the author is not a native English speaker, and the manuscript required correction, please have the English proofreader's sign below.

I corrected the English of the above-mentioned paper.

Signature \_\_\_\_\_ Date signed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### 10. Advance publication

After manuscripts are accepted, *HEP* carries out advance publication of the manuscripts on J-STAGE. If you do not wish for advance publication of your article, please check the box below.

I do not want advance publication of my article on J-STAGE.

## Authors' responsibility, financial disclosure, assignment of copyright and acknowledgement

### Title of manuscript

## 1. Authorship criteria and responsibility

I certify that: I have participated in the conception and design of this work or the analysis and interpretation of the data as well as writing of the manuscript, to take the public responsibility for it; I have reviewed the manuscript and approve it for publication; neither this manuscript nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere, except as described in attachment.

## 2. Copyright

I transfer or otherwise convey all copyright to ownership to *Japan Society of Health Evaluation and Promotion* in the event that such work is published by *Japan Society of Health Evaluation and Promotion*.

### 3. Financial disclosure

I certify that any affiliation with or financial involvement in any organization or entity with a direct financial interest in the subject matter discussed in the manuscript are disclosed below. Any financial project support of this research is identified in an acknowledgement in the manuscript.

First author's name (print)

First author's signature

Date signed

Co-author(s)' name(s) (print)

Co-author(s)' signature(s)

Date(s) signed

#### 4. Acknowledgement

All persons who have made substantial contributions to the work reported in the manuscript, but who are not authors, are named in the Acknowledgement and have given me their written permission to be named.

If I do not include an acknowledgement that means I have not received substantial contribution from non-authors.

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# The Japan Society of Health Evaluation and Promotion: Sell reported Potential Conflict of Interest Disclosure Statement

Author's name: \_\_\_\_\_

Manuscript Title: \_\_\_\_\_

(All authors are required to disclose any COI within the period of 36 months prior to the submission of any manuscript in the subject matter of which any company,entity, or organization has as interest)

Area	Yes or No	If Yes, list the name(s) of author(s) and commercial entity(ies)
<b>1. Employment/Leadership position/Advisory role</b> 1,000,000 yen or more annually from one commercial entity	Yes / No	
<b>2. Stock ownership or options</b> Profit of 1,000,000 yen or more annually from the stock of one company/ownership of 5% or more of total shares of one company	Yes / No	
<b>3. Patent royalties/licensing fees</b> 1,000,000 yen or more per one royalty/licensing fee annually	Yes / No	
<b>4. Honoraria (e.g. lecture fees)</b> 500,000 yen or more annually from one commercial entity	Yes / No	
<b>5. Manuscript fees</b> 500,000 yen or more annually from one commercial entity	Yes / No	
<b>6. Research funding</b> 1,000,000 yen or more annual payment to departments (department, field, or laboratory) who share research expenses from the same commercial entity.	Yes / No	
<b>7. Subsidies or Donations</b> 1,000,000 yen or more annual payment to departments (department, field, or laboratory) who share research expenses from the same commercial entity.	Yes / No	
<b>8. Courses endowed by companies, etc.</b> 1,000,000 yen or more total annual endowment by a company, etc. for a course you belong to	Yes / No	
<b>9. Travel fees, gifts, and others</b> 50,000 yen or more annually from one commercial entity	Yes / No	

Date of Completion \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Corresponding author's signature \_\_\_\_\_