

## Instructions to Authors

### *Journal of International Health*

(This is for the authors who would like to submit an article written in English. For those who submit an article in Japanese, read Japanese-version of 'Instructions to Authors'.)

*Journal of International Health* is the quarterly official journal of the Japan Association for International Health. A key objective is to share information, learn what others learned, and discuss future challenges in research, intervention, field practice, education, management, and policy making in International Health, which promotes members' activities and further addresses international health issues.

While this journal pursues high quality articles in terms of science and art, with comprehensive and multidisciplinary aspects of international health the journal encourages members with various expertise and professions ranging from policy-making to field practice to submit articles from diverse perspectives such as politics, socio-economics and culture. Therefore, an article should be prepared in such a way to make field practitioners and other specialists understand.

Authors should prepare and submit manuscripts based on the following instructions. Research studies that include clinical trials are to conduct CTRs (clinical trial registry). Research studies that include RCTs (random controlled trials) must comply with the CONSORT statement (<http://www.consort-statement.org/>).

Refer to 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals' issued by the International Committee of Medical Journal Editors (<http://www.icmje.org/> Accessed July 13, 2017) for those not included in the instructions.

#### 1. Eligibility:

The first author should be the member of the Japan Association for International Health. Those who do not hold the membership of the Association ought to make an application for admission concurrently with the manuscript submission. *Journal of International Health* does not accept the manuscript that has been published or will be published elsewhere.

#### 2. Research Ethics:

Research studies that have people as their subjects must comply with the Helsinki Declaration proposed by the World Medical. Before commencing the research, a research ethics committee, such as the organization with which the author is affiliated (or an organization involved in equivalent ethical screening) needs to approve the research plan. If necessary, research should be conducted after obtaining written consent from the subjects or their guardians by following the ethical standards of the country in which the research takes place. Furthermore, when presenting cases, sufficient consideration must be given in order to protect individuals' privacy so that they cannot be identified. Such ethical consideration and consideration given to research subjects, as well as reports of having conducted a research study adhering to the ethical standards of the country in which the research took place, if required, should always be mentioned in the Methods section and such when submitting the paper.

#### 3. Types and formats of Articles:

As shown in Table 1, nine types of articles are considered for inclusion. In addition, articles that are invited by the Editorial Board could be published.

Structure and subdivision of the article are shown in Table 2.

Table 1 Types of Articles

Type	Contents	Word count
Opinion	Suggestions or opinions regarding research, intervention, policy and other topics related to international health.	Max. 2,500 words
Review Article	Review of articles related to international health with analysis and comments of authors.	Max. 4,000 words
Original Article	Original research or scientific observation related to international health.	Max. 3,000 words
Research Note	Concise descriptions of original research related to international health.	Max. 3,000 words
Field Report	Report or description of programs/projects, field practices, its related surveys or evaluations related to international health, which would provide implications to other similar activities.	Max. 3,000 words
Information	All the other information or data related to international health that is considered to be documented.	Max. 3,000 words
Letter	Comments to the Journal's published articles, reports of related conferences or meetings and comments from members	Max. 600 words

Table 2 Structure and Subdivision of Articles

Format and Subdivision	Contents
Abstract (English)	Review Article, Original Article, Research Note, Field Report and Information should have an English Abstract not exceeding 300 words. An abstract can be included, even for the opinion and the review article. The Abstract needs to be structured with 4 headings: Objectives, Methods, Results and Conclusion. If other types of headings or an unstructured abstract is fit for the article, it is accepted.
Abstract (Japanese)	If you want more Japanese to read your article, a Japanese abstract not exceeding 1000 Japanese letters can also be added to Opinion, Review Articles, Original Article, Research Note, Field Report and Information. It should be checked by native Japanese.
Key Words	No more than 5 words. In selecting keywords, refer to 'Online searching' of MeSH vocabulary ( <a href="http://www.nlm.nih.gov/mesh/MBrowser.html">http://www.nlm.nih.gov/mesh/MBrowser.html</a> ) of NLM (National Library of Medicine) Homepage.
Text	The text in Original Article and Research Note needs to be subdivided into following headings. In others, if other type of headings is fit for the article, it is accepted. Headings are not necessary for Opinion and Forum.
I. Introduction	Background and objectives of the research, surveys, activities and issues.
II. Methods	Target population/area, sample/sampling, description of intervention, input resources, analysis/evaluation method, statistical method, etc.
III .Results	Result of the research, surveys and activities, output/outcome/impact of the project/intervention.
IV. Discussion	Analysis and evaluation of the results, bias or limitations of the study, critical examination of outcome/impact of the project/intervention, in particular whether it is applicable to other projects, etc.
V. Conclusions (could be omitted)	Concise and clear description of the findings, lessons learned, future perspectives
References	Should be included in Opinion, Review Articles, Original Article, Research Note, Field Report and Information, for readers' information.
Resources	In Field Report or other articles, you can provide a separate list or refer in the text information to the location of resources such as educational materials, community tools, or other materials that you found especially helpful.
Acknowledgements (could be omitted)	Can include Information on grants received

#### 4. Review of Manuscripts:

The Editorial Board reviews the submitted manuscripts by two board members and the councils and might refer back to the authors for revision within 6 months. Authors should send back the revised version that shows where changes have been made. If the referred-back manuscripts are not sent back for more than 3 months from the returning date, it is regarded as a withdrawal from the submission.

## 5. Conflicts of Interest

- All authors are required to disclose any financial relationship with any company or institution that might benefit from the publication of manuscript, only as it relate to the manuscript you are currently submitting by “Disclosure Form”.
- If there is no relationship relevant to the manuscript’s subject, indicate “The authors have no conflicts of interests.”
- “Disclosure Form” is not disclosed to peer-reviewers.

## 6. Arrangement of Manuscripts:

With Word Documents as a general rule, English documents and abstracts must be double-spaced and must use font size 12. Page numbers should be included on the bottom right. Page numbers are not required for figures and tables. Numbers and text should be in half-size characters as a general rule.

**1) The Cover Page:** The submitted manuscript must have The Cover Page. It should contain the article title, the type of article, the number of pages (of tables, figures, and photographs), the number of necessary reprints (if reprints are unnecessary, write down “0”), the sending/billing address of reprints, the name of the author(s), the affiliated organization name(s), and the contact details of the corresponding author (address, phone number, fax number, and e-mail address) (any item that the author does not wish to be published should be mentioned after the publication of the paper becomes confirmed). Authors’ name should be in order of ‘First name Initial of Middle name. Surname’ (eg. James C. Bond). Where co-authors are affiliated with different organizations, add 1) and 2) to the right of the authors’ names and define the organization with which they are affiliated.

**2) Names:** Name of chemicals, scientific terms and foreign names should be written in the original languages. Generic names should be used for the name of medicines.

**3) Units and Numbers:** Units of measurements should be written as: mm, cm, ml, %, °C. Arabic numerals should be used for the numbers.

**4) Figures, Tables and Photographs:** Figures, tables, and photographs should be created individually. All of them should be numbered (Figure 1, Table 1, Photograph 1) consecutively in Arabic numerals. The location in which each file is to be inserted should be indicated in the body by writing <insert Figure 1> and such. Title should be indicated in each figure, table and photograph. Addition to the title, brief explanation may be cited if necessary. Each figure, table, and photograph will be treated as being equivalent to 200 words.

## 7. References:

The references should be consecutively numbered in order that they are first mentioned in the text. All the references should be listed in the end of the text. Reference numbers such as 1), 2), 3)··· should be marked at the upper right of the corresponding part in the text. In principle, abbreviation should not be used for the title of Japanese journals. Abbreviation of the non-Japanese journals may conform to "Index Medicus." Up to six authors of a reference ought to be cited. In case of more than six authors, use "et al" after the citation of three authors. Followings are some examples of references. Other details are found in the AMA Manual of Style.

### 1) Journal

Nabarro D, Chinnock P. Inappropriate promotion of an appropriate technology. *Soc. Sci. Med.* 1988; 26: 941-948.

### 2) Books

Yahya S, Roesin R. Indonesia-Implementation of the health-for-all strategy. In: WHO, *Achieving health for all by the year 2000*. Geneva: WHO; 1990: 133-150.

### 3) Newspapers

Gottlieb M. A free-for-all in swapping Medicaid for managed care. *New York Times*. October 2, 1995: A1, A4.

### 4) Report

Bureau of the Census. Higher education price indexes: 1965-1991. In: *Statistical Abstract of the United States: 1993*. 113th ed. Table 277. Washington, DC: US GPO; 1993.

### 5) CD-ROMs

Anderson SC, Poulsen KB. *Anderson's Electronic Atlas of Hematology* [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

## **6) Database Online**

National Center for Complementary and Alternative Medicine. St. John's Wort and the treatment of depression [Web page]. National Institutes of Health Web site. Available at <http://nccam.nih.gov/health/stjohnswort/>. Accessed January 19, 2003.

## **8. Manuscript Submission**

- 1) Submissions should only be done via e-mail.
- 2) The document to be submitted must be sent after being separated into three files in the following manner:

### **a) Cover page file**

A cover page that contains the following details should be in one document file (permitted to run for two pages).

\*Article title

\*Type of article

\*Number of document pages

\*Number of pages of tables, figures, and photos

\*Number of reprints and the sending/billing address.

\*The name of author(s), affiliation(s), and the contact details of the corresponding author (address, phone number, fax number, and e-mail address).

### **b) Article body file**

The following should be saved in one document file. The name of author(s), affiliation(s), and the contact details of the corresponding author shall not be included.

\*Article title

\*Type of article

\*Keywords (maximum of five)

\*Abstracts (refer to Table 2)

\*Article body

\*References

\*Acknowledgement (can be omitted)

### **c) Figure and Table file**

Figures, tables, and photographs should be saved under one file separate from the above files.

However, the resolution of figures and photographs does not need to be particularly high during the submission stage if sufficient resolution has been achieved for reviewing manuscripts. When the manuscript is accepted for publication, in some cases the publishing company will request the submission of the original figures and photographs.

- 3) The manuscript must be submitted via e-mail as attachment files to the address specified below. Upon submission, the cover letter must be inserted as text within the main body of the e-mail.

### **Address manuscript to:**

The Editorial Office of Journal of International Health

National Center for Global Health and Medicine

1-21-1 Toyama, Shinjuku-ku, Tokyo 162-8655, Japan

Email: [jaih.edit@gmail.com](mailto:jaih.edit@gmail.com)

**9. Decision and Copyright:** The Editorial Board discusses and decides the acceptance of manuscript. Accepted manuscripts become the property of Japan Association for International Health.

**10. Publication Fees:** There is a charge for all printing and delivery of reprints.

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This rule shall be enforced from October 1, 2017 after undergoing a revision.

Journal of International Health Disclosure Form of COI

Authors \_\_\_\_\_

Title \_\_\_\_\_

(All authors required to disclose about the past year.)

Definition	Check <input checked="" type="checkbox"/> if there is no	Author : Enterprise
1. Employment/Leadership position/Advisory role JPY 1,000,000/US \$ 10,000 or more	<input type="checkbox"/> N/A	
2. Stock ownership Profit of JPY1,000,000/US \$ 10,000 or more/ownership of 5% or more	<input type="checkbox"/> N/A	
3. Patent royalties/licensing fees JPY 1,000,000/US \$ 10,000 or more	<input type="checkbox"/> N/A	
4. Honoraria(e.g. lecture fees) JPY 500,000/US \$ 5,000 or more	<input type="checkbox"/> N/A	
5. Fees for promotional materials (e.g. manuscript fee) JPY 500,000/US \$ 5,000 or more	<input type="checkbox"/> N/A	
6. Research funding JPY 1,000,000/US \$ 10,000 or more	<input type="checkbox"/> N/A	
7. Grants and endowments JPY 1,000,000/US \$ 10,000 or more	<input type="checkbox"/> N/A	
8. Employee of Enterprise	<input type="checkbox"/> N/A	
9. Others(e.g. trips, travel of gifts, which are not related to research) JPY 50,000/US \$ 500 or more	<input type="checkbox"/> N/A	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_