

INSTRUCTIONS TO AUTHORS

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The manuscript must be submitted electronically to the editorial-secretary (kaishi-jimukyoku@tentouyobou.jp). The text must be written by using MS-Word and the figures and graphs must be converted to high resolution files in PDF or JPG version. After being well-reviewed, the original manuscript (each including all tables and figures) should be sent to :Japanese Journal of Fall Prevention, Secretary Ms. Kai M., Zips104-0045, TsukijiMF26th building 5F, 2-12-10 Tsukiji, Chuo-ku, Tokyo, Japan by e-mail (kaishi-jimukyoku@tentouyobou.jp).

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The manuscript must be accompanied by a cover letter stating that none of the material (including figures or tables) in the manuscript has been published previously and none is under consideration for publication elsewhere. The previous publication includes publishing as a component of symposia, proceedings, transactions, books (or chapters), articles published by invitations or reports of any kind, as well as in electronic databases of a public nature. The cover letter must also contain the exact mailing address, telephone and fax numbers and email address of the corresponding author.

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When reporting experiments on human subjects, the authors should indicate whether the procedures followed were in accordance with ethical standards of the responsible committee on human experimentation (institutional or regional). The participants' informed consent should be obtained and indicated in the article. Research studies that include clinical trials are to conduct CTRs (clinical trial registries). Research studies that include RCTs (random controlled trials) must comply with the CONSORT statement (<http://www.consort-statement.org/consort-statement/>). Observational studies must comply with STROBE statement (www.strobe-statement.org) in general. When reporting experiments on animals, the authors should indicate whether institutional or national guidelines for the care and use of laboratory animals have been followed. All potential conflicts of interest must be stated within the text of the manuscript, under this heading. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the article. Please state "None" if no conflicts exist.

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PREPARATION OF MANUSCRIPTS

The entire manuscript, including references and tables, should be typed, double-spaced on one side only of A4 paper with margins of at least 25mm. Number all pages in sequence, beginning with the title page as 1,summary as 2, etc.

The manuscript should be presented in the following order: (i) title page, summary and key words, (ii) text, (iii) acknowledgements, (iv) references, (v) figure legends, (vi) tables (with the title and footnotes), and (vii) figures. Each of sections from (i) to (vii) should begin on a separate page. Start each figure and table at the top of a new page.

Original Articles

1. **Title Page** : The title page should include the title of the paper, the full name(s) of the author(s) (without titles) and the affiliation for (all) the author(s). Provide a short running title in no more than 40 words including spaces. Indicate the full postal address, email, facsimile and telephone numbers of the author to whom all correspondence should be sent.

2. **Abstract** : The second page should have an abstract of no more than 400 words and 3-5 key words. Regarding the abstracts for regular papers and rapid communications, use the following headings: Background (rationale for study), Methods and Results (brief presentation of methods and presentation of significant results; note that both categories are included under one heading), and Conclusion (succinct statement of data interpretation). In addition, the third page must have a Japanese abstract that is the same as the English abstract.

3. **Text** : The text should consist of INTRODUCTION, MATERIALS AND METHODS (SUBJECTS), RESULTS and DISCUSSION. Indicate them in the right margin of the manuscript. Also indicate the appropriate positions of figures and tables.

4. **References** : In the text, references must be less than 30 and be cited using superscript in order of appearance, for example [ex.^{1), 4-5)}]. In the list, references must be listed numerically. Cite only the name of the first author; when there are more than one, only the first followed by et al. Japanese papers with English abstracts are admissible but indicate (in Japanese) at the end of cited reference.

Sample references are as follows:

1) Yamada M, et al. Trail-walking exercise and fall risk factors in community-dwelling older adults: preliminary results of a randomized controlled trial. *J Am Geriatr Soc.* 58(10): 1946-1951, 2010.

2) Miyashita M, et al. *Medicine and science in aquatic sports (Medicine and sport science; V.39)*. Karger, Tokyo, 1994.

3) Sanchez-Garcia S, et al. Anthropometric measures and nutritional status in a healthy elderly population. *BMC Public Health.* 7(2), 2007, available from

< <http://www.biomedcentral.com/1471-2458/7/2> > . Accessed 2006-12-23.

5. **Figure legends** : Legends should be self-explanatory without reference to the text. The legend should state definitions of any symbols used and all abbreviations.

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7. **Figures** : Identify figures on their bottom sides by their individual number and the first author' s name and indicate top of each figure.

8. Abbreviations and units

Abbreviations should be defined in the summary and at the first use in the text. All measurements must be given in metric SI units (e.g. kilogram, metre).

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