

## Japanese Journal of Health Promotion

# INSTRUCTIONS FOR AUTHORS

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1. The first author of the manuscript intended for publication in *Japanese Journal of Health Promotion* must be a member of the Japan Society of Health Promotion.
2. Manuscripts must be relevant to health promotion as well as the health sciences. Previously published manuscripts are not accepted.
3. The categories of publications are original article, review article, field study, case report, material, and others. “Original articles” provide unique research contents or scientific observational contents. “Review articles” provide in depth reviews of both established and new areas in health promotion. “Field studies” provide activities relating to health promotion. “Case reports” provide reports investigated precisely on specific cases or patients happened rarely. “Materials” provide useful information relating health promotion and its research. “Others” include discussion platform, voice from members, book review (only for academic books), conference report, letter (opinions on publications), information on research and education in health promotion, and secondary publication. Secondary publications should be in accordance with “acceptable secondary publication” as defined by the International Committee of Medical Journal Editors (ICMJE). If authors wish to have English-language article published as a secondary publication, authors should contact the Editorial Board in advance. “Others” are not subject to peer review, but their acceptance or rejection will be determined by the Editorial Board. The Editorial Board may ask the authors to revise the content.
4. Human studies shall be conducted in accordance with the recommendations outlined in the Declaration of Helsinki.
5. If the authors cite figures, tables, pictures, and questionnaires that are published in other manuscripts, the authors shall get copyright clearance to use them from the owner of copyright before submitting.
6. All manuscripts shall be prepared in the manner prescribed in PREPARATION OF MANUSCRIPTS. They shall be written in Japanese or English. An English abstract shall be attached to the manuscripts. A maximum of five English keywords shall be placed after the abstract. If the manuscript is written in Japanese, Japanese keywords are also required. Do not use words in the title as keywords.
7. The editorial board is responsible for decisions concerning accepting, revising, prioritizing, and proofing content for publication, although the author is responsible for the proofing of the first version. All decisions will be sent to the authors in the name of the Editor-in-Chief.
8. If manuscripts are published in the journal, the copyright of the article shall be assigned to the Japan Society of Health Promotion.

9. The publication fee is JPY 3,000 per designated page of the accepted manuscript.
10. The authors prepare 5 files, which are a cover letter, a checklist before submitting, a manuscript (including the information on authors), a manuscript (excluding the information on authors), and COI disclosure form. The files should be downloaded via the webpage of Japanese Journal of Health Promotion. Figures and tables should be included in the manuscripts. File names should not be changed. Manuscripts shall be sent in an e-mail message as attached files to [kenkousien.journal@gmail.com](mailto:kenkousien.journal@gmail.com).

## **PREPARATION OF MANUSCRIPTS**

1. The cover page of the manuscript (including the information on authors) shall contain the following information: title; authors' complete names, institutions where the work was performed, and postal addresses; address of the representative author; category of publication; the numbers of tables and figures; and the number of required offprints (JPY 10,000 for every 50 copies). If an author has changed institutions since the work was performed, this should be specified with a present address footnote.
2. Japanese manuscripts shall be typed horizontally by a word processor on A4 paper, with 30 characters each of the 25 lines (or a total of 750 characters). They shall contain both of an English abstract (no more than 250 words) and a Japanese abstract (no more than 1,500 characters).
3. English manuscripts shall be typed on A4 paper with double line spacing throughout. They shall contain both of an English abstract (no more than 250 words) and a Japanese abstract (no more than 1,500 characters).
4. Every manuscript in the categories of original article, review article, field study, case report, and material shall be no more than 25 pages, including the figures, tables, and references. Others shall be no more than 10 pages, including the figures, tables, and references. The cover page is not included in the page count. The page number shall be placed at the bottom center of the page. The line number shall be placed at the left margin and continue sequentially from the previous page.
5. Figures and tables are all essentially written in English for English papers. However, they can be written in Japanese or English for Japanese papers. Their locations shall be indicated in the text. They must be located immediately following the references in the manuscript files.
6. References shall be numbered according to the order in which they appear in the text and listed at the end of the text according to the following format. The number of the references shall be indicated in the text as ...reported,<sup>1)</sup>...known,<sup>2,3)</sup>...referred to other studies.<sup>4-7)</sup> When there are seven authors or more, list the first three names followed by et al.

### **< Journal article >**

- 1) Trombetti A, Hars M, Hsu FC, et al.: Effect of physical activity on frailty: Secondary analysis of a randomized controlled trial. *Ann Intern Med*, 2018; 168(5): 309-316.

< **Monograph** >

- 2) Rogers EM: Diffusion of Innovation (5th Ed.). Free Press, New York. 2003; 11-50.
7. Before acceptance, manuscripts shall exclude the authors' name and affiliation from acknowledgement and ethical review sections.
8. Revised manuscripts must be submitted within two months. If the authors do not submit before the deadline, the editorial board considers that the authors have decided to withdraw the manuscript. When re-submitting, a response letter shall be prepared to respond to each comment from the reviewers. In each response, the corresponding page and line numbers in the revised manuscript must be indicated.

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