

Important Points Concerning Manuscript Submission
Japan Society of Health Support Science

Japan Society of Health Support Science, established January 31, 2007

Article 1 Language

1. Manuscripts should be written in English.
2. Manuscripts prepared in a language other than English should be translated into English prior to submission to the journal.
3. In the event of the preceding case, the society offers the following English translation support. To receive assistance, please contact the society.
 - (1) Introduction of translation companies and other translation resources to contributors.
 - (2) Translation of manuscripts into English using such resources on behalf of contributors.
 - (3) Other support as needed.

Article 2 Manuscript Preparation

1. Manuscripts should be typed horizontally, double spaced, on upright A4 paper.
2. Short communications and case studies should be limited to two printed pages including tables and figures (equivalent to 5 pages of double-spaced text on A4).

Article 3 Manuscript Format

1. On the title page of the manuscript, the name of the author and affiliated organization (in the case of more than one author, the names and organizations of all of the authors), home and primary contact address of the principal author, type of contribution in accordance with the regulations concerning manuscripts, running titles (not more than 60 letters, including spaces, per title), and the number of tables and figures should follow the title.
2. An abstract of about 250 words should be attached to the manuscript.
3. Up to ten key words should follow the abstract in the case of reviews and originals, and follow the title in the case of short communications and case

studies.

4. The manuscript should be written in the order of: introduction (description of the issue, foreword, etc.), the body, and conclusion (concluding remarks). The body of the manuscript should be clearly separated into chapters, sections and items/subsections.

Article 4 Style Points

1. Manuscripts should be typed using the Century font in size 10.5 point. Letters should not be italicized, in bold, highlighted, underlined, colored or otherwise altered.
2. For numbering of chapters, sections and items/subsections, use the format of 1, 1.1, 1.1.1, etc.
3. For footnotes, write superscripts at the end of the relevant sentence in the format of 1, 2, 3, etc. Write the notes at the end of the text in numerical order.
4. The following units, abbreviations, and symbols should be used for quantities and times.
 - (1) km, m, cm, mm, μm , nm, Å.
 - (2) kg, g, mg, μg .
 - (3) l, ml, μl .
 - (4) yr (year), wk (week), d (day), h (hour), min (minute), s (sec), ms, μs .

Article 5 Tables and Figures

1. Tables and figures in manuscripts should be of adequate quality, and large enough font, to withstand reduction in size.
2. Tables and figures should be numbered as such for figures, "Figure 1, Figure 2", etc., and for tables, "Table 1, Table 2", etc., in order of appearance in the text.
3. Tables and figures may be included in the text file or in separate files. In the case of the latter, the insertion points of the tables and figures in the text should be clearly indicated.

Article 6 References

1. References should be numbered in the format "1), 2), 3)", etc., in order of appearance in the text and listed at the end of the text.
2. When references are mentioned in the text, refer to the reference by number.
3. The following format should be used for references.

(1) Journal article

Each reference should be written in the order of: names of authors, title, name of journal, volume, pages and year of publication (Gregorian), as shown in the following example.

- 1) Boyd CM, Darer J, Boult C, et al.: Clinical practice guidelines and quality of care for older patients with multiple comorbid diseases: implications for pay for performance. *JAMA* 294, 716-724(2005).

(2) Monograph

The order should be as follows: names of authors or editors, title, place of publication, name of publisher, year of publication (Gregorian) and pages, as shown in the following example.

- 2) Kanavos P, and Yfantopoulos J.: Cost containment and health expenditures in the EU: a macroeconomic perspective. In: Mossialos E, and Le Grand J, eds. *Health Care and Cost Containment in the European Union*. Aldershot: Ashgate, 1999: 155-218.

4. For references on the Internet, the URL should be written followed by the date accessed, in parentheses.

Article 7 Other

Regarding matters not described in these requirements, or in case of ambiguity, generally accepted formats, etc should be used.