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Journal of the National Institute of Public Health

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I. Aims and Scope

The *Journal of the National Institute of Public Health (JNIPH)* is an official publication of the National Institute of Public Health, Japan, and is published six times a year, including special issues. The JNIPH is an open-access journal publishing outstanding and informative papers in Japanese or English that deal with themes related to public health, including health, healthcare, welfare, and living environment, which is consistent with the National Institute of Public Health's mission.

The intended readers of the JNIPH are professional engineers and researchers engaged in health, healthcare, social care, and environmental health, as well as employees of local governments, universities, research institutes, and people who are planning to do so.

The JNIPH aims to cover the latest topics in the field of public health, including health, healthcare, social care, and environmental health rapidly, and to provide accurate knowledge and information based on scientific evidence to healthcare workers. We strive to provide a platform for excellent current research.

II. Manuscript Types

JNIPH welcomes 9 manuscript types, 6 of which are subject to peer review, and 3 of which are non-peer-reviewed.

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(1) Original Articles (peer-reviewed)

Articles on surveys/studies in research fields covered by the journal should be original/novel and contain scientifically valuable findings or conclusions [up to 10 printed pages].

(2) Research Data (peer-reviewed)

Articles written in free format describing significant surveys/statistics from the standpoint of public health [up to 8 printed pages].

(3) Reviews (peer-reviewed)

Articles summarizing, systematizing, or interpreting previous findings and research results in fields covered by the journal [up to 12 printed pages].

(4) Brief Reports (peer-reviewed)

Articles briefer than original articles, with some new findings such as preliminary reports [up to 5 printed pages].

(5) Practice Reports (peer-reviewed)

Articles with findings obtained through practice, education, research, or other activities related to the research fields covered by the journal and conducted in Japan or other countries that can be helpful to other communities or organizations that perform similar activities [up to 5 printed pages].

(6) Commentaries (peer-reviewed)

Expert opinions, proposals, or suggestions on activities, policies, or trends in the research fields covered by the journal [up to 5 printed pages].

(7) Notes (non-peer-reviewed)

Comprehensive commentaries on the activities, policy trends, advances, problems, perspectives, etc. in the research fields covered by the journal. [up to 12 printed pages].

(8) Letters (non-peer-reviewed)

Opinions on published articles and timely reports in research fields covered by the journal in Japan or other countries. [up to 2 printed pages].

(9) Book Reviews (non-peer-reviewed)

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Articles describing impressions or opinions about books in research fields covered by the journal from the standpoint of experts; articles considered to serve as advertisements to boost book sales will not be published [up to 1 printed page].

Each printed page will correspond to 850 English words.

III. Journal & Ethics Policies

Before submitting a manuscript to the journal, authors must ensure that they read and comply with the journal's policies. The journal reserves the right to reject, without review, or retract, any manuscript that the Editor believes may not comply with these policies.

The responsibilities of the journal's authors, editors, reviewers, and publisher regarding research and publication ethics are described in full below.

Submission to the journal implies that the manuscript has not been published previously (in part or in whole, in any language), is not in press, and is not under consideration for publication elsewhere.

Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere. The availability of a manuscript on a publicly accessible preprint server does not constitute prior publication (see "Preprints").

If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in JNIPH, they should first withdraw it from JNIPH.

(1) Submission

JNIPH welcomes manuscript submissions from authors based anywhere in the world. Submission of a manuscript to the journal implies that all authors have approved it, warrant it is factual, have agreed to its submission, and have the right to publish it.

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To support the wide dissemination of research, authors can post their research manuscripts on community-recognized preprint servers (for example, the preprint server Jxiv operated by the Japan Science and Technology Agency) either before or alongside submission to the journal. This policy applies only to the original version of a manuscript that describes primary research. Any version of a manuscript that has been revised in response to reviewers' comments, accepted for publication or published in the journal should not be posted on a preprint server. Instead, forward links to the published manuscript may be posted on the preprint server.

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(4) Authorship

Submission to the journal implies that all authors have seen and approved the author list. Changes to the author list after manuscript submission, such as the insertion or removal of author names, or a rearrangement of author order, must be approved by all authors and the editor.

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Authors must disclose the source of publicly available data and materials, such as public repositories or commercial manufacturers, by including accession numbers or company details in their manuscript, as appropriate.

Authors may make their own data and materials available as Supplementary Material, or by linking from their manuscript to relevant community-recognized public databases or digital repositories. All data sets must be made available in full to the editors and reviewers during the peer review process, and must be made publicly available by the

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date of publication. Authors commit to preserving their data sets for at least three years from the date of publication in the journal.

JNIPH encourages authors to grant reasonable requests from colleagues to share any data, materials, and experimental protocols described in their manuscript.

JNIPH recommends that the data that forms the basis of papers be published to J-STAGE Data, a data repository operated by the Japan Science and Technology Agency. When publishing data to J-STAGE Data, authors must submit the data to be published and its metadata to the editorial board for peer review. At J-STAGE Data, data are released as open access with a Creative Commons (CC-BY) license.

(8) Life science / medical research targeting humans

Submissions regarding life science and medical research involving human subjects must comply with the Declaration of Helsinki and the "Ethical Guidelines for Life Science and Medical Research Involving Human Subjects" when conducting research.

If the content of the submitted manuscript requires ethical considerations, be sure to state in the "Methods" section how ethical considerations and other consideration for research subjects were taken.

In addition, submissions must be reviewed and approved by an ethical review committee. For research conducted with ethics review committee approval, the name of the ethics review committee that approved it and the date of approval should be stated in the text ("Methods" section).

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Authors of manuscripts describing experiments involving humans or materials derived from humans must demonstrate that the work was carried out in accordance with the principles embodied in the Declaration of Helsinki, its revisions, and any guidelines approved by the authors' institutions.

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Any conflicts of interest must be included in the cover letter and in the manuscript's Conflict of Interest section. The statement will be published as part of the article; if there are no conflicts declared, the journal will publish that the authors have nothing to disclose.

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The journal maintains the confidentiality of all unpublished manuscripts. By submitting their manuscript to the journal, the authors warrant that they will keep all correspondence about their manuscript (from the Editorial Office, editors, and reviewers) strictly confidential.

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(17) Article processing charge

The journal charges no APC for all article types.

IV. Peer Review Process

(1) Editorial and peer review process

The journal uses double-blind peer review, where the name and affiliation of the reviewer are not disclosed to the authors, and the authors' names, affiliations, and acknowledgment information are not disclosed to the reviewer. Articles will be published using a workflow based on the Committee on Publication Ethics (COPE) guidelines (<https://publicationethics.org/files/retraction-guidelines.pdf>).

Manuscripts submitted to the journal are assigned to the Editor-in-Chief, who performs initial screening. Manuscripts that do not fit the journal's scope or are not deemed suitable for publication are rejected without review. The remaining manuscripts are assigned to a handling Editor who assigns two reviewers to assess each manuscript. Reviewers are selected based on their expertise, reputation, and previous experience as peer reviewers. The deadline for submission of the reviewers' reports is expected to be 3 weeks in principle.

Upon receipt of the two reviewers' reports, the Editor makes the first decision on the manuscript. If the decision is to request revision of the manuscript, authors have 1 month to resubmit their revised manuscript. Revised manuscripts submitted after this deadline may be treated as new submissions. The Editor may send revised manuscripts to peer reviewers for their feedback or may use his or her own judgement to assess how closely the authors have followed the Editor's and the reviewers' comments on the original manuscript.

The Editor then makes a recommendation to the Editor-in-Chief on the manuscript's suitability for publication. The Editor-in-Chief is responsible for making the final decision on each manuscript.

The members of the Editorial Committee act in advisory roles, providing feedback as reviewers and making suggestions to improve the journal. In cases where the Editor-in-Chief is an author on a manuscript submitted to the journal, a member of the Editorial Committee is responsible for making the final decision on the manuscript's suitability for publication in the journal.

(2) Reviewer selection, timing, and suggestions

Reviewers are selected without regard to geography and need not belong to the JNIPH Editorial Committee. Reviewers are selected based on their expertise in the field,

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reputation, recommendation by others, and/or previous experience as peer reviewers for the journal.

Reviewers will be invited promptly after an article submission. Reviewers are asked to submit their first review within 3 weeks of accepting the invitation to review. Reviewers who anticipate any delays should inform the Editorial Office as soon as possible.

The selection, invitation, and assignment of peer reviewers is at the Editor's sole discretion.

(3) Reviewer reports

It is the journal's policy to transmit reviewers' comments to the authors in their original form. However, the journal reserves the right to edit reviewers' comments, without consulting the reviewers, if they contain offensive language, confidential information, or recommendations for publication.

(4) Acceptance criteria

If a manuscript satisfies the journal's requirements and represents a significant contribution to the published literature, the Editor may recommend acceptance for publication in the journal.

Articles in the JNIPH must be:

within the subject area of the journal's scope

- 1) novel and original (Original Articles, Brief Reports)
- 2) descriptions of technically rigorous research
- 3) of high interest to the journal's audience
- 4) important additions to the field (Practice Reports)

If a manuscript does not meet the journal's requirements for acceptance or revision, the Editor may recommend rejection.

(5) Editorial independence

The National Institute of Public Health has granted the journal's Editorial Board complete and sole responsibility for all editorial decisions. The journal owner will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests.

(6) Appeals

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are considered only if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final. The guidelines of the Committee on Publication Ethics (COPE) are followed where and when relevant.

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(7) Confidentiality in peer review

The journal maintains the confidentiality of all unpublished manuscripts. Editors and reviewers will not:

- 1) disclose the other reviewers' identity unless the reviewer makes a reasonable request for such disclosure
- 2) discuss the manuscript or its contents with anyone not directly involved with the manuscript or its peer review
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(8) Errata and retractions

The journal recognizes the importance of maintaining the integrity of published literature.

A published article that contains an error may be corrected through the publication of an Erratum. Errata describe errors that significantly affect the scientific integrity of a publication, the reputation of the authors, or the journal itself. Authors who wish to correct a published article should contact the editor who handled their manuscript or the Editorial Office with full details of the error(s) and their requested changes. In cases where co-authors disagree over a correction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Correction is published, any dissenting authors will be noted in the text.

A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the journal's Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a retraction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text.

The decision to publish Errata or Retractions is made at the sole discretion of the Editor-in-Chief.

(9) Editors as authors in the journal

Any member of the journal's Editorial Board, including the Editor-in-Chief who is an author on a submitted manuscript, is excluded from the peer review process. Within the journal's online manuscript submission and tracking system, they will see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review. The Editor-in-Chief will see all submitted manuscripts, so his or her manuscript will be reviewed outside the submission system.

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The journal will respond to allegations of ethical breaches by following its own policies and, where possible, the guidelines of [COPE](#).

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Reviewers agree to maintain the confidentiality of unpublished manuscripts at all times as part of their responsibilities. In addition, by accepting a request to review a manuscript, reviewers are deemed to have agreed to comply with the following:

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- 2) Do not reveal your identity to the author of the manuscript.
- 3) Do not discuss the manuscript or its contents with anyone who is not directly involved in the peer review.
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- 6) Do not use information obtained through the peer review process for your own benefit or the benefit of others, or to disadvantage individuals or organizations.

(12) Conflicts of interest in the peer review

A conflict of interest exists when actual, perceived, or potential circumstances could influence an editor's ability to act impartially when assessing a manuscript. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

Editors try to avoid conflicts of interest when inviting reviewers, but it is not always possible to identify potential bias. Reviewers must declare any conflicts of interest to the editorial board, who will then decide on the best course of action.

V. Manuscript Submission

All manuscripts must be submitted via the journal's online submission system at: (<https://c-info.niph.go.jp/sadoku/auth/login>). The original or revised manuscript text may be uploaded as a PDF or Microsoft Word file, but a Word file is required for the final manuscript text. Figures may be submitted separately in several other formats.

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VI. Manuscript Preparation

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Manuscripts should be prepared using Microsoft Word or other appropriate software and printed horizontally on A4 size paper, where 11 words × 25 lines in general.

(2) English standards

Manuscripts should be written in clear, grammatically correct English. Authors whose native language is not English are strongly encouraged to have their manuscript checked by a native English speaker or by an editing service prior to submission. If a manuscript is not clear due to poor English, it may be rejected without undergoing peer review.

(3) Cover page

Write title, author name(s) (full names), author name(s) in English, affiliation institution name(s), affiliation institution name(s) in English, contact information of corresponding author, running title, number of charts, and reprint request address. The main manuscript text should be in a separate file.

(4) Affiliations

Provide full names of institutions (including laboratory, department, institute and/or university, city, state, and country). When authors belong to different institutions, their respective addresses should be indicated by superscript numbers. When authors have new affiliations, they should be given in a footnote and indicated by superscript symbols (such as * and **).

(5) Title

The title should provide a brief, clear description of the article's contents. Titles are important for search purposes by third-party services. Do not use the same main title with numbered minor titles, even for a series of papers by the same authors. Do not use abbreviations in the title, except those used generally in related fields. The running title should not exceed 16 words.

(6) Abbreviations

Each abbreviation should be defined in parentheses together with its non-abbreviated term at its first use in the text (except in the Title and Abstract). Common abbreviations that may be used without any explanation include [list common abbreviations in the field].

(7) Units

SI or SI-derived units should be used. More information on SI units is available at the [Bureau International des Poids et Mesures \(BIPM\) website](#).

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Page 1 should include an abstract in Japanese. Provide the title, abstract text (up to 1000 characters), and 3 to 5 Japanese keywords in that order. For original papers, the abstract should be structured with the following headings: purpose, method, results, and conclusion. Next, create an abstract in English that includes the English title, abstract text (up to 400 words), and 3 to 5 English keywords. For original papers, the English abstract

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should be structured with the following headings: Introduction, Methods, Results, and Conclusion.

The main text should follow the abstract. The text should include, in this order, an Introduction, Materials and methods (or methods only), Results, Considerations, Acknowledgments, References, Tables, and Figures/Photographs with titles and explanations. Note that the heading titles may differ slightly. This structure applies to original papers, though other categories should also aim to comply with this structure.

(9) Abstract

The Abstract should clearly express the basic content of the paper in a single paragraph and should include the problem addressed, experimental approach, main results and findings, and conclusions. Abstracts must not exceed 400 words (Japanese abstract 1,000 characters) for all article types. Avoid using specific abbreviations.

(10) Introduction

The Introduction should provide sufficient background information to allow the reader to understand the purpose of the investigation and its relationship with other research in related fields, although it should not include an extensive review of the literature.

(11) Methods

The description of the methods should be brief and clear, but it must include sufficient details to allow the study to be reproduced. Describe methods related to target selection, reporting, research, investigation, experimentation, and analysis.

(12) Results

This section includes the results of experiments or analyses. The Results and Discussion sections may be combined if this helps readers to understand and evaluate the study. Tables and figures, including photographs, can be used to present the experimental results (see below). Excessive explanations of the data presented in tables and figures should be avoided.

(13) Discussion

The Discussion should be concise and should deal with the interpretation of the results. This section should discuss and evaluate the results; the knowledge, lessons learned, and issues learned through the research; and any aspects that can be applied to other research or activities, or any notable points.

(14) Acknowledgments

This section should be brief. Authors should list all funding sources for their work in the Acknowledgements section.

(15) References

Reference numbers should be given in square brackets ([]) where applicable, and references should be listed at the end of the text in the order of the citations.

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Example 2: It was reported that ----- [2].

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1) Japanese reference:

逸見治, 石川みどり, 横山徹爾. 都道府県別喫煙率の経年変化と死因別死亡率の経年変化との関係. 保健医療科学. 2022;71(2):175-183.

Hemmi O, Ishikawa M, Yokoyama T. [The associations between secular changes in smoking rate and those in cause-specific death rates among prefectures in Japan.] J Natl Inst Public Health. 2022;71(2):175-183. (in Japanese)

*For a Japanese reference, the English title should be given in [], followed by (in Japanese).

2) Japanese reference with unknown English title:

福田敬. 保健医療の費用対効果の考え方. 公衆衛生情報. 2022;55(2):4-5.

Fukuda T. [Hoken iryo no hiyo tai koka no kangaeakata]. Koshu Eisei Joho. 2022;55(2):4-5. (in Japanese)

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3) English reference:

Miyoshi T, Simazaki D, Tokuyasu M, Masuda T, Akiba M. Metal leaching test of commercially available faucets in the Japanese market in 2016-2020. Journal of Water and Health. 2022;20(7):1112-1125.

or

Yokobori H, Iwasaki-Motegi R, Naruse T, Yamamoto-Mitani N. Public health

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nurses' activities toward child abuse prevention before childbirth in Japan. Public Health Nursing. 2022;39(6):1346-1354. doi: 10.1111/phn.13122

*For an “Epub ahead of print” article, the Epub date and digital object identifier (doi), if any, should be given.

4) English reference published only in Epub:

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5) Japanese book (no chapter cited):

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Chiiki Kodomogaku Kenkyukai, Tendo M, Adachi T, edited. [Chiiki kodomogaku o tsukuru: Saigai, jizoku kanosei, hokuo no shiten.] Tokyo: Toshindo; 2022. (in Japanese)

6) English book (no chapter cited):

Rector C, Stanley MJ, edited. Community and public health nursing: promoting the public's health. Philadelphia: Wolters Kluwer; 2022.

7) Japanese book (chapter cited):

上原里程．母子保健．中村好一，佐伯圭吾，編集．公衆衛生マニュアル 2022．東京：南山堂；2022．p.99-109.

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Ait Bamai Y, Inaba Y, Covaci A, Ketema RM, Bekki K, Kim H, et al. Internal and external exposure levels of legacy and alternative plasticizers among Japanese children and the contributions of house dust to urinary metabolites: The Hokkaido Study. 32nd ISES 2022 Annual Meeting; 2022.9.25-29; Lisbon, Portugal. Human Health: New Developments and Challenges in a Changing Environment. p.210.

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* “2023” at the end represents the year of publication (the Christian Era).

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* For English names of Health and Labour Sciences Research Grants, see Table 5 in the Appendix, entitled “Detailed Regulations for Handling Health and Labour Sciences Research Grants” on the website of the Ministry of Health, Labour and Welfare (<https://www.mhlwgo.jp/content/000497592.pdf>).

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