

# **Journal of the National Institute of Public Health**

## **Instructions for authors / General guide to JNIPH**

### **Objective of publishing the “Journal of the National Institute of Public Health”**

The “Journal of the National Institute of Public Health” is published 6 times a year to promptly cover up-to-date topics in the field of public health; including health, health care, social care and environmental health, and to transmit evidence-based accurate knowledge and information to healthcare professionals.

### **History of the “Journal of the National Institute of Public Health”**

The “Journal of the National Institute of Public Health” was founded in 1951, at which time it was called “Bulletin of the Institute of Public Health”; the name was changed to “Journal of the National Institute of Public Health.” This is the only traditional academic journal that accepts submissions from the wide field of public health in Japan.

### **I. Submission guidelines**

#### **1. Research fields covered by the “Journal of the National Institute of Public Health”**

The “Journal of the National Institute of Public Health” publishes articles on subjects in the field of public health, including health, health care, welfare and living environment.

The intended readers are the staff of local governments, universities and research institutions, such as professional engineers and researchers engaged in health, health care, welfare, living environment, etc., and those who expect to be engaged in these occupations in the future.

#### **2. Qualifications for submission**

Anyone can submit an article.

#### **3. Content of articles**

The contents of the articles should be related to research fields covered by the “Journal of the National Institute of Public Health,” and articles should not have been published or been submitted to other academic journals.

#### **4. Language of articles**

Manuscripts can be written in Japanese and English. If your manuscript has been

written in Japanese, you should provide a title, author names, affiliations, abstract, keywords and references in English. If your manuscript has been written in a English, you should provide a title, author names, affiliations, abstract and keywords in Japanese.

## 5. Types and categories of articles

The dissertation is divided into two categories: articles requested by the editorial board and articles submitted freely.

The following 9 types of articles are published.

### (1) Original Articles (peer-reviewed)

Articles on surveys/studies in research fields covered by the “Journal of the National Institute of Public Health,” which should have originality/novelty, 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 that summarize and systematize or interpret previous findings and research results in the fields covered by the “Journal of the National Institute of Public Health” [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 of the National Institute of Public Health” conducted in Japan or other countries, which are helpful when other communities or organizations perform similar activities [up to 5 printed pages]

### (6) Commentaries (peer-reviewed)

Experts’ opinions, proposals or suggestions on activities, policies or trends in research fields covered by the “Journal of the National Institute of Public Health” [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 of the National Institute of Public Health,” with references [up to 12 printed pages]

### (8) Letters (non-peer-reviewed)

Opinions on published articles and timely reports in research fields covered by the “Journal of the National Institute of Public Health” in Japan or other countries [up to 2 printed pages]

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

Articles describing impressions/opinions about books in research fields covered by the “Journal of the National Institute of Public Health” from the standpoint of experts; articles considered to serve as advertisements to boost the books’ sales shall not be published. [up to 1 printed page]

\*One printed page basically corresponds to 2600 characters or 850 English words.

Manuscripts exceeding the maximum number of pages may be published.

6. Manuscript submission instructions

- (1) Research involving human subjects should be conducted in compliance with scientific and ethical standards according to the Declaration of Helsinki, “guidelines for medical and biological research involving human subjects” etc. If you had obtained approval from the ethics committee or a similar body of your institution, this should be described.
- (2) Research articles involving animals should describe that the research was conducted according to the guidelines for the management and use of experimental animals prescribed by your institution.
- (3) The format of the articles should conform to the Instructions for Authors below. Articles not conforming to the instructions shall not be accepted, in principle.

7. Copyright and internet publication

- (1) Copyright of all submitted articles shall belong to the National Institute of Public Health. When all or a part of an article is to be used in other journals, etc., in a manner of more than mere citation, approval must be obtained from the editorial board of the journal.
- (2) If the content of an article published in the journal is found to infringe the copyright of a third party, the responsibility shall fall on the authors.
- (3) The full texts of articles published in the journal are digitized and published on the website of the National Institute of Public Health and J-Stage.

8. Review for publication

The acceptance of manuscripts for publication shall be determined by the

editorial board through peer review by 2 or more experts. If your manuscript is returned for revision or other reasons by the editorial board, you should send the revised manuscript back to the editorial board within 1 month, in principle. If the revised manuscript is returned after the 1-month period, it may be considered as a new submission. For articles in categories (7), (8) and (9) shown in 5, the acceptance of manuscripts shall be determined by the editorial board.

#### 9. Fee for publication

There is no fee for submission or publication. Regarding reprint fees, after acceptance of your manuscript, you should contact the secretariat of the editorial board of the “Journal of the National Institute of Public Health” and directly pay the fees to the printer.

## II. Instructions for authors

### 1. Submission

For the manuscript, create the cover and body as separate PDF files, and post them in zip file format using the peer review system (<https://c-info.niph.go.jp/sadoku/auth/login>). When posting, be sure to attach the submission application form signed by the applicant.

### 2. Manuscript preparation

Manuscripts should be prepared on personal computers and printed horizontally on A4 paper, with each page containing 25 lines of 35 characters each, in principle. Japanese manuscripts should be written in modern kana orthography using Joyo kanji, with foreign personal names, place names, scientific names and compound names written in half-width English characters. However, well-known words may be written in katakana (full-width). The international system of units (SI) should be used, unless there is any specific reason not to. It is desirable to give continuous line numbers in the margin to make the manuscript review smooth (use the help function of a word processing software for how to show line numbers on your manuscript).

### 3. Cover manuscript

Write title, author name, author name in English, affiliation institution name, affiliation institution name in English, contact address (including fax number and e-mail address), number of charts, and reprint request address. With the text manuscript should be a separate file.

#### 4. Body manuscript

Make an abstract in Japanese on page 1 of the main text. Describe the title, the abstract text (up to 1000 characters), and 3 to 5 Japanese keywords in that order. In the case of the original paper, the structure of the abstract text should be the purpose, method, result, conclusion, and heading them.

Next, create an abstract in English that includes the English title, abstract text (up to 400 words), and 3 to 5 English keywords. In the case of the original paper, the composition of the abstract text should be Objectives, Methods, Results, and Conclusion, and should be described with a heading. For English, check with an expert who has sufficient knowledge of English.

Then, describe the text. The text should include an introduction, materials and methods (or methods only), results, considerations, acknowledgments, citations (words in each heading may change), tables, figure titles and explanations, figures or photographs, are listed in this order. The above is the structure of the original paper, but other categories are also described according to this structure.

#### 5. Disclosure of information on conflicts of interest (COI)

All interests (such as financial and personal relationships) that may lead to bias in the process of research implementation, manuscript preparation, etc., should be disclosed.

##### (1) In the case of absence of COI

<An example of description>

There is no conflict of interest to disclose in relation to submission of this manuscript.

##### (2) In the case of presence of COI

If there is the following COI, names of relevant companies/organizations should be provided. Direct or indirect financial support from particular companies for the process of research implementation, manuscript preparation, etc., if any, should be described in the article.

<An example of description>

The cost of this study was paid by XX Co., Ltd.

#### 6. Clinical/observational epidemiological studies

Clinical studies should conform to the International Committee of Medical Journal Editors (<http://www.icmje.org/>) or listed or published on the JPRN Search Portal of the National Institute of Public Health (<https://rctportal.niph.go.jp/>). It is desirable that the methods adopted for clinical/observational epidemiological studies be in accordance with the “Consolidated Standards of Reporting Trials (CONSORT)” statement (<http://www.consort-statement.org>), the “Strengthening

the Reporting of Observational Studies in Epidemiology (STROBE)” statement (<https://www.strobe-statement.org>), etc.

## 7. Figures, tables and photographs

In original articles, characters, numerals and titles in figures (including photographs) and tables should be in Japanese or English. Figures and tables should be inserted into the text, or each figure and table should be printed on a separate sheet of paper. Numbers should be given to figures and tables (e.g., Figure 1 and Table 1) and titles adequately reflecting the content should be given to them. If figures and tables are printed on separate sheets of paper, you should indicate in the manuscript or its margin where the figures and tables should be inserted in the text. Electronic files of figures should be stored in formats such as docx, xlsx, pptx, and jpg. Photographs should have a resolution of at least 350 dpi and figures with characters should have a resolution of at least 600 dpi.

## 8. Description of 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.

Example 1: According to Sakai et al. [1], -----

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

- 1) Symbols (such as , . ; :) should be used properly and carefully.
- 2) Half-width alphanumeric characters should be used.
- 3) Full-width symbols (such as , . ; :) should be used in Japanese sentences, while half-width symbols should be used in other languages.
- 4) The semicolon (;) before a volume number and colon (:) before page numbers should not be followed by a space.

Only published studies and manuscripts accepted for publication can be cited as references. Unpublished data and personal information should not be cited.

Abbreviated names of international journals adopted by Journals in National Center for Biotechnology Information (NCBI) Databases in PubMed (US National Library of Medicine, National Institutes of Health) or abbreviations in accordance with them should be used. A period “.” should not be used after an abbreviated journal name. The first and last page numbers should not be abbreviated. See the following examples.

For Japanese references, information should be provided in English as well.

### [1] An example of a Japanese reference

三浦宏子, 下ヶ橋雅樹, 富田奈穂子. 持続可能な開発目標 (SDGs) における指標とモ

ニタリング枠組み. 保健医療科学. 2017;66(4):358-366.

Miura H, Sagehashi M, Tomita N. [Indicators and monitoring framework for sustainable development goals (SDGs).] J Natl Inst Public Health. 2017;66(4):358-366. (in Japanese)

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

[2] An example of a Japanese reference with unknown English title

阪東美智子. 社会福祉施設の環境衛生管理. ビルと環境. 2015;150:31-37.

Bando M. [Shakai fukushi shisetsu no kankyo eisei kanri]. Biru to Kankyo. 2015;150:31-37. (in Japanese)

\*If the English title is unknown, the Japanese title should be given in [ ] in Roman letters, followed by (in Japanese). Author names should also be given in Roman letters.

[3] An example of an English reference

Quinn C, Demirjian A, Watkins LF, Tomczyk S, Lucas C, Brown E, et al. Legionnaires' Disease outbreak at a long-term care facility caused by a cooling tower using an automated disinfection system--Ohio, 2013. Journal of Environmental Health. 2015;78(5):8-13.

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

[4] An example of an English reference published only in Epub

Horii A, Wada K, Smith DR. A socio-demographic examination of adults responding to governmental vaccination recommendations during the Japanese rubella outbreak of 2013. PLoS One. 2015;10:e0129900. doi: 10.1371/journal.pone.0129900. eCollection 2015.

\*A reference published only in Epub; Epub date and doi, if any, should be given.

[5] An example of a Japanese book (no chapter cited)

澤村明. まちづくり NPO の理論と課題—その生成とマネジメント—. 増補改訂版. 京都: 松香堂書店; 2009.

Sawamura A. [Machi zukuri NPO no riron to kadai: sono seisei to management. Zoho kaiteiban.] Kyoto: Shokodo Shoten; 2009. (in Japanese)

[6] An example of an English book (no chapter cited)

Goldstein J. Ideas, interests, and American trade policy. New York: Cornell University Press; 1993.

[7] An example of a Japanese book (with a chapter cited)

阪東美智子. 困窮する人々と居住支援. 中島明子, 編著. HOUSES—住宅問題と向き合う人々—. 東京: 萌文社; 2017. p.99-108.

Bando M. [Konkyu suru hitobito to kyoju shien.] Nakajima A, edited. [HOUSES: Jutaku mondai to mukiau hitobito.] Tokyo: Hobunsha; 2017. (in Japanese)

[8] An example of an English book (with a chapter cited)

Osawa H. History and background of indoor air pollution measures in Japan. In: Chemical sensitivity and sick-building syndrome. New York; CRC Press; 2016. p.80-88.

[9] An example of a presentation in Japanese at a scientific meeting

水島洋, 金谷泰宏, 緒方裕光. 指定難病の疾患分類および ICD コードに関する検討. 第 75 回日本公衆衛生学会総会; 2016.10.26-28; 大阪. 日本公衆衛生雑誌. 2016;63(10 特別附録):287.

Mizushima H, Kanatani Y, Ogata H. [Shitei nambyo no shikkan bunrui oyobi ICD kodo ni kansuru kento.] Dai 75 kai Nihon Koshu Eisei Gakkai Sokai; 2016.10.26-28; Osaka. Nihon Koshu Eisei Zasshi. 2016;63(10 Suppl.):287. (in Japanese)

[10] An example of a presentation in English at a scientific meeting

Ogata H, Sato Y, Tomita N, Mori K, Mizushima H. Pretest for the ICD-11 field trial in Japan. In: WHO-Family of International Classifications Network Annual Meeting 2016; 2016.10.8-12; Tokyo. Poster Booklet. C305.

[11] An example of data or information in Japanese on the URL and the last access date should be given.)

内閣府. 平成 28 年版高齢社会白書. [http://www8.cao.go.jp/kourei/whitepaper/w-2016/zenbun/28pdf\\_index.htm](http://www8.cao.go.jp/kourei/whitepaper/w-2016/zenbun/28pdf_index.htm) (accessed 2017-02-19)

Naikakufu. [Heisei 28nenban korei shakai hakusho.]

[http://www8.cao.go.jp/kourei/whitepaper/w-2016/zenbun/28pdf\\_index.htm](http://www8.cao.go.jp/kourei/whitepaper/w-2016/zenbun/28pdf_index.htm) (in Japanese)(accessed 2017-02-19)

[12] An example of data or information in English on the internet (URL and the last access date should be given.)

WHO. WHO global report on falls prevention in older age. 2008.

[http://www.who.int/ageing/publications/Falls\\_prevention7March.pdf](http://www.who.int/ageing/publications/Falls_prevention7March.pdf) (accessed 2016-10-07)



[13] An example of a scientific report in Japanese: principal investigator  
(comprehensive report)

緒方裕光, 研究代表者. 厚生労働科学研究費補助金食品の安全確保推進研究事業「リスクコミュニケーションにおける情報の伝達手法に関する研究」(H24-食品-指定-002) 平成 26 年度総括・分担研究報告書. 2015.

\* “2015.” at the end represents the year of publication (the Christian Era)  
Ogata H, Kenkyu daihyosha. Research on Food Safety, Health, Labour and Welfare Sciences Research Grants. [Risk communication ni okeru joho no dentatsu shuho ni kansuru kenkyu.] (H24-Shokuhin-Shitei-002) Report on Fiscal Year Heisei 26. 2015. (in Japanese)

[14] An example of a scientific report in Japanese: co-investigator (comprehensive report)

水島洋, 緒方裕光, 金谷泰宏. 難病データ登録システムの開発, 厚生労働科学研究費補助金難治性疾患等克服研究事業「今後の難病対策のあり方に関する研究」(研究代表者: 曾根智史. H26-難治等(難)-指定-001) 平成 26 年度総括・分担研究報告書. 2015. p.109-155.

Mizushima H, Ogata H, Kanatani Y. [Nambyo data toroku system no kaihatsu.] Research on rare and intractable diseases, Health, Labour and Welfare Sciences Research Grants. [Kongo no nambyo taisaku no arikata ni kansuru kenkyu.](Kenkyu Daihyosha: Sone T. H26-Nanchito-Shitei-001) Report on Fiscal Year Heisei 26. 2015. p.109-155. (in Japanese)

\* 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 ([http://www.mhlw.go.jp/file/06-Seisakujouhou-10600000-Daijinkanboukouseikagakuka/kitei4\\_4.pdf](http://www.mhlw.go.jp/file/06-Seisakujouhou-10600000-Daijinkanboukouseikagakuka/kitei4_4.pdf))

## 9. Supplemental information

If figures, tables or other data exceeding the maximum number of pages need to be presented, supplemental information in an electronic file can be attached to the manuscript. The supplemental information shall also be peer-reviewed. The supplemental information shall not be printed, but its existence shall be described in the printed article, and it shall be published on the website in a browsable format (titled, such as “Supplemental Information 1. Original Questionnaire Forms” and “Table S1, Detailed Data on the Subjects”).

## 10. Permission for reproduction

If figures, tables or sentences over approximately 500 characters (200 English

words) are reproduced, the source must be indicated. If the reference is a book, written permission for reproduction must be obtained from the author as well as the publisher.

(Revised on December 27, 2021)