

Information for Contributors

Niigata Journal of Health and Welfare

I GENERAL INFORMATION

About This Journal:

The Niigata Journal of Health and Welfare is a peer-reviewed international journal that publishes high quality original scientific research in co-medical fields, social science research, rehabilitation, nutrition, health promotion, and policy making.

Review Process:

The submitted manuscript is normally evaluated by a section editor and two reviewers through an anonymous review process. Authors can suggest unbiased three reviewers in the *Mandatory Submission Form* (see the section), but this does not mean a guarantee of the review by them.

Categories of Manuscripts and Its Length:

The journal publishes four types of articles: Full original article, Review article, Invited article, and Report article. The maximum length of the text is 8,000 words in a manner which is in total. For the full original article, manuscript should be organized in the following order: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Conflicts of Interest, References, Legends of Figures, Figures, and Tables. For the Report article, Title page, Abstract and Conflicts of Interest are required at least. For other types of articles, author can decide the structure of the manuscript.

Submission of Manuscripts:

The manuscript must be an original work not previously published or being considered for publication elsewhere. All pages (from Title page to Figures) must be saved in an MS word file. Authors must send the MS word file by e-mail to the office. In addition to this file, submission of *Mandatory Submission Form* (see the section) are required. Authors must send the Form or the scanned Form using a scanner by e-mail, Fax or regular mail to the office. Corresponding author will receive an acknowledgement of the receipt of the manuscript when submissions are complete.

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Mandatory Submission Form:

Download the *Mandatory Submission Form* (http://www.nuhw.ac.jp/gakkai/kitei_e.pdf) or copy the form. All authors must sign in the same order as on the manuscript title page to confirm statements described in the form.

II MANUSCRIPT PREPARATION**General Format**

The manuscript must be written in English, in double space on standard A4 size using 11-point type in Times New Roman font, and each page and line should be numbered in order throughout the manuscript. The manuscript must be proof read by a native speaker competent in the field.

Title Page:

The title page must include the full title of the manuscript, the full names of all authors, the names and address of the institutions where the work was carried out, and name of one corresponding author with address, telephone number, fax number, e-mail address, and running head.

- The full title of the manuscript must not exceed 30 words. The title should be informative and contain the major key words. Avoid abbreviations and unnecessary words like “Studies in ..”
- The running head must not exceed 20 words. The running head is an abbreviated version of title, which will appear at the top of every pages.

Abstract Page:

The abstract should be unstructured. Abstract of not more than 300 words must describe briefly the purpose of study, the methods used, the results obtained, and the principal conclusion. Provide a maximum of 5 keywords immediately after the *Abstract*.

Introduction:

The manuscript should begin with a brief introductory statement that places the work to follow in historical perspective. State the objectives of the work and explain its intent and significance.

Materials and Methods:

- Provide sufficient details to allow the work to be reproduced. Also, describe the statistical methods that were used to evaluate the data.
- Work on human beings must comply with the principles described in the Declaration of Helsinki. Also work on animals must be achieved in accordance with the institutional and national

guidelines for the care and use of laboratory animals.

- The submitted manuscript must list the approval letter number issued by the ethics review organization that oversees the institute sponsoring the research.

Results:

Provide the experimental data with a particular statistical significance.

Discussion:

The discussion should focus on the interpretation and significance of the findings. Explain interpretation of the data, especially compared to previously published manuscripts.

Acknowledgements:

List here those individuals who provided help during the research (e.g., writing assistance, technical assistance, or proof reading the article). All funding sources supporting the work and all institutional or corporate affiliations must be listed up.

Conflicts of Interest:

If there are elements in the submitted manuscript that can be considered conflicts of interest, disclose them in the manuscript. If there are no conflicts of interest, include the statement “ There are no conflicts of interest to declare” at the end of the manuscript.

References:

In the text, reference of not more than 50 references must be listed up in square brackets in line with text. References should be cited using the Arabic numerals in the order in which they appear.

In the reference list, the references should be numbered and listed in order of appearance in the text. Cite the names of all authors when there three or less. When four or more, list the first three followed by et al. Names of journals should be abbreviated in the style used in Index Medicus.

If a reference in from a yet-to-be-published article, include ‘in press’. “in press” citations must have been accepted for publication and the name of the journal or book publisher must be included.

- Reference to a journal publication:

1. Gotoh Y, Kurokami H, Ikuta T. Measurement of critical viewing skills in web browsing using correspondence analysis. *Niigata Journal of Health and Welfare*. 2009; 9: 2-17.

- Reference to a book:
- 2. Ikuta T, Gotoh Y. Towards the construction of media literacy in Japan. Niigata: Niigata University; 2009; 1-346. (in Japanese)
- 3. Van Roosmalen L, Ohnabe H. Universal design. In: Cooper AR, Ohnabe H, Douglas DA, editors. An introduction to rehabilitation engineering. 1st ed. London: Taylor & Francis; 2007; 47-65.
- Reference to a web site:
- 4. Ministry of Health, Labour and Welfare; 2010. Change in Medical Care Expenditure. Available from: http://www.mhlw.go.jp/topics/medias/year/10/dl/iryouchi_data.pdf (accessed November 8, 2011) (in Japanese)
- 5. Yamamoto M. Future development of Niigata University of Health and Welfare (2021-2030): Considering internal troubles and external pressures. Niigata Journal of Health and Welfare. (in press)

Legends of Figures:

Ensure that each figure should have a legend. Legend should be self-explanatory and typed on separate page. The legend should incorporate definitions of any symbols used, and all abbreviations and units of measurement should be explained.

Figure:

All figures should be numbered in the order in which they appear in the text. Each figure must be placed on separate page. Figures should be produced as near to the finished size as possible. Please submit in color only if you intend for the figures to be published in color. In this case, you will be charged with the additional costs.

Table:

All tables should be numbered in the order in which they appear in the text and given a suitable table heading. Each table must be placed on separate page. Footnotes to tables should be types below the table and should be referred to by superscript lowercase letters. Tables should be produced as near to the finished size as possible.