

Instructions to Authors

Japan Journal of Global Health

Notice to authors:

The English article for the Japan Journal of Global Health (JJGH) has been integrated into the Tropical Medicine and Health (TMH), the official journal of the Japanese Society of Tropical Medicine, since October 2021, which is a Pubmed indexed Journal. However, the English articles accepted for publication in JJGH at this time will not be indexed for publication in Pubmed. Similar to the Japanese language articles, it will be only indexed in the J-stage. The English article under review or accepted by JJGH will be not transferred to TMH. If you agree with those above terms, you can submit the English article to JJGH.

Please note that the first author of the JJGH submission is required to become a member of the Japanese Association of Global Health.

(This notice is for the authors who would like to submit an article written in English. For those who submit an article in Japanese, read the Japanese version of Instructions for Authors.)

Japan Journal of Global Health is the quarterly official journal of the Japanese Association for Global Health (JAGH). A key objective is to share information, learn what others learned, and discuss future challenges in research, intervention, field practice, education, management, and policy-making in global health, which promotes members' activities and further addresses global health issues.

While this journal pursues high-quality articles in terms of science and art, with comprehensive and multidisciplinary aspects of global health the journal encourages members with various expertise and professions ranging from policy-making to field practice to submit articles from diverse perspectives such as politics, socio-economics, and culture. Therefore, an article should be written in such a way as to make both the field practitioners and the specialists except for health understand easily.

Authors should prepare and submit manuscripts based on the following instructions. Research studies that include clinical trials are conducted by CTRs (clinical trial registry). Research studies that include RCTs (random controlled trials) must comply with the CONSORT statement (<http://www.consort-statement.org/>).

Refer to 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals' issued by the International Committee of Medical Journal Editors (<http://www.icmje.org/> Accessed July 13, 2017) for those not included in the instructions.

1. Eligibility:

The first author should be a member of the Japanese Association for Global Health (JAGH). Those who do not hold the membership of the JAGH ought to make an application for admission concurrently with the manuscript submission. Japan Journal of Global Health does not accept the manuscript that has been published or will be published elsewhere.

2. Research Ethics:

Research involving human participants, human material, or human data, must comply with the Helsinki Declaration proposed by the World Medical. Before commencing the research, a research ethics committee, such as the organization with, which the author is affiliated (or an organization involved in equivalent ethical approval) needs to approve the research plan. If necessary, research should be conducted after obtaining written consent from the participants or their guardians by following the ethical standards of the country in which the research takes place. Furthermore, especially for clinical cases, sufficient consideration must be given to protect individuals' privacy so that they cannot be identified. A statement dealing with ethical considerations should always be mentioned in the Methods section and such when submitting the paper.

* If your organization does not have an ethics committee, please refer to the website of JAGH.

(https://jagh.or.jp/about/ethics_inspect)

* When you use data obtained from somewhere outside your research team, you must obtain permission from the right holder to data to use it in advance. If you wish to use data obtained through interviews or questionnaires in your field report, you must get ethical approval before starting the project.

3. Types and formats of Articles:

As shown in Table 1, seven types of articles are considered for inclusion. In addition, articles that are invited by the Editorial Board could be published.

The structure of the manuscript should respect the format and subdivision shown in Table 2.

Table 1 Types of Articles

Type	Contents	Word count
Opinion	Suggestions or opinions regarding research, intervention, policy, and other topics related to international health.	Max. 2,500 words
Review Article	Review of articles related to international health with analysis and comments of authors.	Max. 4,000 words
Original Article	Original research or scientific observation related to international health.	Max. 3,000 words
Research Note	Concise descriptions of original research related to international health.	Max. 3,000 words
Field Report	Report or description of programs/projects, field practices, its related surveys or evaluations related to international-national health, which would provide implications for other similar activities.	Max. 3,000 words
Information	All the other information or data related to international health is considered to be documented.	Max. 3,000 words
Letter	Comments to the Journal's published articles, reports of related conferences or meetings, and comments from members.	Max. 600 words

Table 2 Structure and Subdivision of Articles

Format and Subdivision	Contents
Abstract (English)	Review Article, Original Article, Research Note, Field Report, and Information should have an English Abstract not exceeding 300 words. An abstract can be included, even for the opinion and the review article. The Abstract needs to be structured with 4 headings: Objectives, Methods, Results, and Conclusion. If other types of headings or an unstructured abstract is fit for the article, it is accepted.
Abstract (Japanese)	If you want more Japanese to read your article, a Japanese abstract not exceeding 1000 Japanese letters can also be added to Opinion, Review Articles, Original Articles, Research Notes, Field Reports, and Information. It should be checked by native Japanese.
Key Words	No more than 5 words. In selecting keywords, refer to the 'Online searching' of MeSH vocabulary (http://www.nlm.nih.gov/mesh/MBrowser.html) of NLM (National Library of Medicine) Homepage.
Text	The text in the Original Article and Research Note needs to be subdivided into the following headings. In others, if another type of heading is fit for the article, it is accepted. Headings are not necessary for Opinion and Forum.
I. Introduction	Background and objectives of the research, surveys, activities, and issues.
II. Methods	Target population/area, sample/sampling, description of intervention, input resources, analysis/evaluation method, statistical method, etc.
III. Results	Result of the research, surveys and activities, output/outcome/impact of the project/intervention.
IV. Discussion	Analysis and evaluation of the results, bias or limitations of the study, critical examination of outcome/impact of the project/intervention, in particular, whether it applies to other projects, etc.
V. Conclusions (could be omitted)	A concise and clear description of the findings, lessons learned, and future perspectives.
References	Should be included in Opinion, Review Articles, Original Articles, Research Notes, Field Reports, and Information, for readers' information.

Resources	In Field Report or other articles, you can provide a separate list or refer in the text information to the location of resources such as educational materials, community tools, or other materials that you found especially helpful.
Acknowledgments (could be omitted)	Can include Information on grants received.

* Word count includes the abstract and authors' names and excludes the title, abstract, and references.

4. Preprint

Manuscripts previously shared on a preprint server, in full or in part, may be eligible for publication in this journal. However, the author must adhere to the following: 1) provide the URL and DOI of the article from the preprint server and include a concise statement regarding the preprint details in the submission cover letter, 2) acknowledge that after examining the preprinted work or discovering non-disclosure of preprint details during the initial submission, the Editorial Board holds the discretion to decline the publication, 3) refrain from sharing the manuscript currently under review or approved for publication in this journal on any preprint platform, and 4) upon online availability of the article, the preprint entry should be updated with the publication reference, incorporating both the DOI and a direct link to the published article.

5. Arrangement of Manuscripts:

With Microsoft Word documents as a general rule, Manuscripts and abstracts must be double-spaced and must use font size 12. Page numbers should be included on the bottom right. Page numbers are not required for figures and tables. Please add line numbers to your manuscript. Numbers and text should be in half-size characters as a general rule.

1) The Cover Page: The submitted manuscript must have The Cover Page. It should contain the article title, the type of article, the number of pages (of tables, figures, and photographs), the number of necessary reprints (if reprints are unnecessary, write down "0"), the sending/billing address of reprints, the name of the author(s), the affiliated organization name(s), and the contact details of the corresponding author (address, phone number, and e-mail address) (any item that the author does not wish to be published should be mentioned after the publication of the paper becomes confirmed). Authors' names should be in order of first name Initial or Middle name. The surname' (eg. James C. Bond). Where co-authors are affiliated with different organizations, add 1) and 2) to the right of the authors' names and define the organization with which they are affiliated.

2) Names: Names of chemicals, scientific terms, and foreign names should be written in the original languages. Generic names should be used for the names of medicines.

3) Units and Numbers: Units of measurements should be written as mm, cm, ml, %, °C. Arabic numerals should be used for the numbers.

4) Figures, Tables, and Photographs: Figures, tables, and photographs should be created individually. All of them should be numbered (Figure 1, Table 1, Photograph 1) consecutively in Arabic numerals. The location in which each file is to be inserted should be indicated in the body by writing <insert Figure 1> and such. The title should be indicated in each figure, table, and photograph. In addition to the title, a brief explanation may be cited if necessary. Each figure, table, and photograph will be treated as being equivalent to 200 words.

5) Conflicts of interest

- All authors are required to disclose any financial relationship with any company or institution that might benefit from the publication of the manuscript, only as it relates to the manuscript you are currently submitting by "Disclosure Form".
- If there is no relationship relevant to the manuscript's subject, indicate "The authors have no conflicts of interest."
- "Disclosure Form" is not disclosed to peer-reviewers.

6. References:

The references should be consecutively numbered so that they are first mentioned in the text. All the references should be listed at the end of the text. Reference numbers such as 1), 2), and 3)··· should be marked at the upper

right of the corresponding part in the text. In principle, abbreviation should not be used for the title of Japanese journals. Abbreviations of the non-Japanese journals may conform to "Index Medicus." Up to six authors of a reference ought to be cited. In case of more than six authors, use "et al" after the citation of three authors. Following are some examples of references. Other details are found in the AMA Manual of Style.

1) Journal

Nabarro D, Chinnock P. Inappropriate promotion of an appropriate technology. Soc. Sci. Med. 1988; 26: 941-948.

2) Books

Yahya S, Roesin R. Indonesia-Implementation of the health-for-all strategy. In: WHO, Achieving health for all by the year 2000. Geneva: WHO; 1990: 133-150.

3) Newspapers

Gottlieb M. A free-for-all in swapping Medicaid for managed care. New York Times. October 2, 1995: A1, A4.

4) Report

Bureau of the Census. Higher education price indexes: 1965-1991. In: Statistical Abstract of the United States: 1993. 113th ed. Table 277. Washington, DC: US GPO; 1993.

5) CD-ROMs

Anderson SC, Poulsen KB. Anderson's Electronic Atlas of Hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

6) Database Online

National Center for Complementary and Alternative Medicine. St. John's Wort and the treatment of depression [Web page]. National Institutes of Health Web site. Available at <http://nccam.nih.gov/health/stjohnswort/>. Accessed January 19, 2003.

7. Manuscript Submission

1) Submissions should only be done via the e-mail address. Please note that submission via the membership page of JAGH is no longer available.

From December 2021 onwards, the English-language part of JJGH will be integrated into Tropical Medicine and Health (TMH), a Pubmed-indexed journal. JJGH will continue to accept submissions in English, but papers accepted for publication in JIH will not be listed on Pubmed, but will be listed on J-stage, just like Japanese papers. Papers submitted or accepted for publication will not be transferred to TMH. Please understand the above conditions and decide whether you prefer JJGH or TMH as your English-language journal.

2) The document to be submitted must be sent after being separated into three files in the following manner:

a) Cover page file

A cover page that contains the following details should be in one document file (permitted to run for two pages).

*Article title

*Type of article

*Number of document pages

*Number of pages of tables, figures, and photos

*Number of reprints and the sending/billing address.

*The name of the author(s), affiliation(s), author contribution, and the contact details of the corresponding author (address, phone number, fax number, and e-mail address).

Author contribution (Example)

KT made a basic idea.

KK collected the country information. KT analyzed the country data.

KK and MJ made a draft of this article.

All the authors read the final manuscript and approved to submit the article

b) Article body file

The following should be saved in one document file. The name of the author(s), affiliation(s), and contact details of the corresponding author shall not be included.

- *Article title
- *Type of article
- *Keywords (maximum of five)
- *Abstracts (refer to Table 2)
- *Article body
- *References
- *Acknowledgement (can be omitted)

c) Figure and Table file

Figures, tables, and photographs should be saved under one file separate from the above files.

However, the resolution of figures and photographs does not need to be particularly high during the submission stage if sufficient resolution has been achieved for reviewing manuscripts. When the manuscript is accepted for publication, in some cases the publishing company will request the submission of the original figures and photographs. Each figure or table is counted as 200 words.

d) cover letter

Please state the affiliation(s) of the responsible author(s) and provide a brief description of the background and purpose of submitting the manuscript.

e) COI declaration forms (for all authors)

- 3) The manuscript must be submitted via e-mail as attachment files to the address specified below. Upon submission, the cover letter must be inserted as text within the main body of the e-mail.

Address manuscript to:

The Editorial Office of the Japan Journal of Global Health

E-mail: jaih.edit@gmail.com

8. Review of Manuscripts:

The Editorial Board reviews the submitted manuscripts by two board members and the councils and might refer back to the authors for revision within 6 months. Authors should send back the revised version that shows where changes have been made. If the referred-back manuscripts are not sent back for more than 3 months from the return date, it is regarded as a withdrawal from the submission.

9. Decision and Copyright: The Editorial Board discusses and decides the acceptance of the manuscript.

Accepted manuscripts become the property of the Japan Association for Global Health.

10. Publication Fees: There is a charge for all printing and delivery of reprints. This rule shall be enforced from June 24, 2022, after undergoing a revision.

This rule shall be enforced from December 1st, 2023 after undergoing a revision.

Japan Journal of Global Health Conflict of Interest Self-Disclosure Form

Name of Author: _____

Title of Manuscript: _____

(Please provide information for all authors, concerning COI status with companies, institutions or organizations related to the presentation **starting from the year prior to the manuscript, for the previous 1 year**)

Items to Disclose	Applicable	If applicable, provide name of author/name of company or organization etc.
① Remuneration Annual payment of 1 million yen or more from a single company, or organization	Yes · No	
② Profit from stocks Annual profit of 1 million yen or more, or ownership is 5% or more of all stocks of the corresponding stock from a single company	Yes · No	
③ Patents Annual patent fee of 1 million yen or more for a single patent	Yes · No	
④ Lecture fees Annual payment of 500,000 yen or more from a single company or organization	Yes · No	
⑤ Manuscript fees Annual payment of 500,000 yen or more from a single company or organization	Yes · No	
⑥ Total research funds Research contract funds allocated for medical and science research (joint research, commissioned research, clinical trials etc.) that can be used by the researcher is 1,000,000 yen or more from 1 company or organization	Yes · No	
⑦ Scholarship (incentive) donations Annual amount allocated for use by the researcher is 1,000,000 yen or more from a single company or organization to the individual or individual's affiliated department or division	Yes · No	
⑧ Endowed department funded by companies etc. Annual amount allocated for use is 1,000,000 yen or more	Yes · No	
⑨ Travel expenses, gifts etc. Annual total of 50,000 yen or more from one single company or organization	Yes · No	

(This COI disclosure form will be stored for 3 years after publication)

(Date of Disclosure) / / (dd/mm/yy)

Name of Corresponding Author
(Signature) _____