

Style guide for the Journal of Wellness and Health Care

1. Articles to be contributed should be original and with scientific value. The Journal does not accept submission of articles that have already been published or are scheduled to be published elsewhere, or which have already been uploaded or are scheduled to be uploaded to a web site, whether belonging to the author or any other person or organization.

2. Articles should adhere to the following length requirements.

Original article:

Japanese articles: 10000 characters or less excluding Figures and Tables.

English articles: 5000 words or less excluding Figures and Tables.

(For humanities and social sciences, 20000 characters or less for Japanese articles and 10000 words or less for English articles).

Brief Communication:

Japanese articles: 4000 characters or less excluding Figures and Tables.

English articles: 2000 words or less excluding Figures and Tables.

3. English articles should be double-spaced with 3-cm margins on an A4 page. Japanese articles should be formatted using a word processor with around 700 characters (i.e., 35 characters×20 lines) per A4 page. For hand-written articles, use Japanese manuscript paper (400 characters per sheet).

4. The title page should include the title, and the author name(s) and affiliation(s), in order. Please provide five or more key words in English for indexing purposes. For English articles, the first letter of the title should be capitalized, with the rest in lower case excluding proper nouns or symbols. Authors' names should be presented first name, family name in order. To describe the affiliations of the author, no mark should be given for the lead author in the list. When the affiliations of co- authors differ, the marks “*,” and “**” should be included to the right of that author's name and ahead of the affiliation.

Contact information should be given for the lead author.

5. For Japanese articles, a title, author name(s), and author affiliation(s) should also be given in English. For English articles, a title, author name(s), and author affiliation(s) should also be given in Japanese.

6. Original Articles must include an English Abstract of about 400 words and a Japanese Abstract of about 600 characters.

7. For Japanese articles, use Chinese characters in common use, hiragana, and contemporary kana orthography. Present proper nouns, such as names, in the original language. Use katakana for

foreign words when they are used as part of Japanese words.

English Articles should be written in clear, concise English that can be easily understood by a native English speaker.

An editing certificate confirming that a dissertation/thesis has been proofread and checked for English quality should be attached.

8. Use SI units for weights and measures.

9. Refer to the following for the expression of each section.

First paragraph – One line space required before the first paragraph. Indent one space before the first paragraph line.

The following paragraphs should be presented in the order: Introduction, Methods, Results, Discussion, Reference, and others

Paragraphs following the first paragraph – Start with “1.” or “2.” on the next line with no line space and indent one space on the line. The following paragraph starts with 1) or 2) and indent one space on the line.

10. Numbers of figures and tables should be indicated separately.

11. For Japanese articles, figure and table captions should be presented in either Japanese or English with consistency.

12. To submit photographs, print the photograph on cabinet size photographic film (12 cm × 16.5 cm) and mount on photographic mount. Figures and tables must be numbered in order. Figure legends and table titles should be listed at the end of the article, and their locations in the article should be indicated in the margin of the text in red ink.

13. Photographs should be black-and-white. Color figures will incur publication charges to be paid by the author.

14. Acknowledgements should be presented at the end of the article.

15. References in both Japanese and English should be numbered sequentially in the order and listed at the end of the article. References in English should be cited in the text using superscript arabic numerals with closing parenthesis.

For example, “Smith et al.¹⁾ reported...,” “...as reported previously^{1,3,6)},” or “...as reported previously¹⁻⁵⁾.”

16. The references list at the end of the article should be formatted as follows.

Journal articles: Journal titles should be abbreviated according to the style of Index Medicus.

Up to three authors should be listed. For articles with four or more authors, list the first three followed by “..., et al.”

For articles in English, “:” and “,” should be included in single-byte characters.

Example of reference formats:

Book (include the city where published for books published in countries other than Japan).

吉田幸雄：図説人体寄生虫学 6 版，南山堂，pp^20-33, ^2002
半角 半角

戸塚恭一，山浦常：NEW CHART 内科（8）感染症，医学評論社，pp^227-231, ^2001
半角 半角

Churukain CJ: Microwave Ziehl-Neelsen Method for Acid-Fast Bacteria Histotechnology ASCP Press, Chicago, ^pp^184-185, ^1993

Note: The mark ^ means to enter single-byte space

Journal article

村山繁雄，齊藤祐子，金子和富，他：ブレインバンクの構築と課題，日老医誌 42:483-489, 2005

Murayama S, Saito Y: Neuropathological diagnostic criteria for Alzheimer disease. ^Neuropathology ^24: ^254-260, ^2004

Note: The mark ^ means to enter single-byte space

Moon A, Lawson K, Carpiac M, et al.: Elder abuse and neglect among veterans in Greater Los Angeles prevalence, types and intervention outcomes. J Gerontol Soc Work ^46: ^187-204, ^2006

Authors sharing responsibility for writing of the manuscript

Yamaguchi Haruyasu: Alzheimer's disease. Neuropathology (editors: Tomonaga Masanori, Okeda Riki), published by Asakura Book Store, pp 166-172, 1992

The number of words for articles in English or the number of characters for articles in Japanese, along with the number of figures should be indicated on the cover page.

17. Articles that do not conform to the format described in the author guide will not be considered for publication.

June, 2005 Partly revised

June, 2006 Partly revised

January, 2007 Partly revised

January, 2009 Partly revised