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## INSTRUCTIONS TO AUTHORS

### Journal of Ningen Dock and Preventive Medical Care Official Journal of Japan Society of Ningen Dock and Preventive Medical Care

**Journal of Ningen Dock and Preventive Medical Care** is the official journal of Japan Society of Ningen Dock and Preventive Medical Care, in which original articles, case reports, short reports, review articles, clinical experience or practice report, and letters to the editor in English are published. Letters to the editor are to refer to papers published in the journal within approximately the preceding six months. The Editorial Board reserves the right to change submission categories at its discretion.

Journal of Ningen Dock and Preventive Medical Care accepts only manuscripts that are original work in the field of ningen dock and related areas not previously published or being considered for publication elsewhere, except as abstracts. The manuscripts published in Journal of Ningen Dock and Preventive Medical Care will appear on the website of our society.

If the manuscript concerns a clinical study, it must be in accordance with the Declaration of Helsinki of 1964 (subsequent revisions included). Therefore, for a manuscript whose content is epidemiological or clinical research, the approval of the facility's Institutional Review Board (IRB) or the Ethics Committee of Japan Society of Ningen Dock and Preventive Medical Care must have been obtained for the study described. Also, in the text, it should be indicated that informed consent has been obtained from subjects. Additionally, for case reports, it should be stated that adequate care has been taken to ensure the privacy of the subject concerned.

#### Online submission system

Journal of Ningen Dock and Preventive Medical Care uses an online submission system called ScholarOne Manuscripts.

Please access <https://mc.manuscriptcentral.com/jndpmc>

#### Preparation of manuscript

All manuscripts must be written in English with MS-Word, Excel, PowerPoint and/or a common graphic format. Authors who are not fluent in English must seek the assistance of a colleague who is a native English speaker and is familiar with the field of the manuscript. Please number the pages of the manuscript, starting with the title page as page one.

The title, abstract, text, acknowledgments, references, tables, and figure legends should begin on separate sheets, with pages numbered, and be typed double-spaced using the 12-point font size in MS-Word.

Files for submission should be prepared in English in a Microsoft Word or other file format that may be uploaded to the online system.

Available formats for files to be uploaded: doc (docx), xls (xlsx), ppt (pptx), jpg, tiff, gif, ai, eps, psd File names must consist of alphanumeric characters and an extension.

Example file names: Manuscript.doc, Fig1.jpg, Table1.xls, etc.

Please indicate the version of Microsoft Office used in a cover letter accompanying the uploaded files.

All measurements should be expressed in SI units. Less common abbreviations should be spelled out at first usage and the abbreviated form used thereafter.

#### Title page

Titles should be concise and informative. Include the full names of authors, names and addresses of affiliations, and name and address of a corresponding author to whom proofs are to be sent, including a fax number, telephone number and e-mail address. Running title should not be more than 50 characters.

## Abstract

The abstract should not exceed 250 words, and should be arranged under the following subheadings: Objective, Methods, Results, Conclusions, and have up to 4 keywords.

## Types of articles

**Original articles:** An original article should not exceed 4,000 words, and should be arranged as follows: Abstract, Objective, Methods, Results, Discussion, (Limitations), (Conclusions), (Acknowledgments), and References.

**Case reports:** A case report should not exceed 3,000 words, and be arranged as follows: Abstract (which should be a brief summary of the content without headings), Introduction, Case report, Discussion, and References.

**Short reports:** A short report should not exceed 3,000 words.

**Review articles:** Review articles should not exceed 5,000 words.

**Clinical experience or Practice report:** Clinical experience or Practice report should not exceed 4,000 words.

**Letters to the editor:** Letters to the editor should not exceed 500 words.

## References

References should be numbered consecutively in order of appearance in the text and cited in the text using superscript numbers. For example, according to the study by Sasamori<sup>1</sup>. For journals, the names and initials of the first three authors, followed by “*et al.*” if there are other coauthors, the complete title, abbreviated journal name according to Index Medicus, volume, beginning and end pages, and year should be included. For books, the names and initials of the first three authors, followed by “*et al.*” if there are other coauthors, the complete title, book name, edition number, beginning and end pages, name and city of publisher, and year should be included. For websites, the names and initials of the first three authors, followed by “*et al.*” if there are other coauthors, title of cited page/the document, year of posting, URL, and accessed date in parentheses should be included. Examples of references are given below.

**Journal:** Frías JP, Davies MJ, Rosenstock J, *et al.*: Tirzepatide versus semaglutide once weekly in patients with type 2 diabetes. *N Engl J Med* 2021; 385: 503-515.

**Book:** Kaplan NM: Measurement of blood pressure. In: Kaplan NM(ed), *Kaplan's Clinical Hypertension*. 7th ed., Lippincott William & Wilkins, Philadelphia, 2002, 25-55.

**Websites:** Ministry of Health, Labour and Welfare: The National Health and Nutrition Survey in Japan. 2013, <http://www.mhlw.go.jp/bunya/kenkou/eiyoudl/h25-houkoku.pdf> (in Japanese) (accessed March 1, 2022)

## Tables

Tables should be cited in the text, and numbered sequentially with Arabic numerals. Each table should be given a number and a brief informative title, and should appear on a separate page. Explain in footnotes all abbreviations used.

## Figures

Figures should be cited in the text, and numbered sequentially with Arabic numerals. A brief descriptive legend should be provided for each figure. Legends are part of the text, and should be appended to it on a separate page. Color figures can be reproduced if necessary, but the authors will be expected to contribute towards the cost of publication.

## Conflict of Interest (COI)

All authors are required to disclose any conflict of interest (COI) on the form designated by the Japan Society of Ningen Dock and Preventive Medical Care.

If no author has any COI, this should be indicated in the manuscript.

**Page proofs**

The corresponding author will receive PDF proofs, the author should correct only typesetting errors. After correcting, page proofs must be returned promptly.

**Reprints**

Thirty reprints of each paper are free, and additional reprints are available at charge in lots of 10, but for a minimum order of 50. Reprints should be ordered on submission of the manuscript as follows: For example, "I order 100 reprints: 30 (free) + 70."

**The Editorial Board** considers only manuscripts prepared according to the Instructions to Authors, and makes decisions regarding the acceptance of manuscripts as well as the order of printing them. All published manuscripts become the permanent property of Japan Society of Ningen Dock and Preventive Medical Care, and may not be published elsewhere without written permission from the Society.

**Appendix 1: Use of figures, tables, images, etc. from other sources**

Please exercise caution in the use or quotation of figures, tables, images, etc. from other sources when submitting to "Journal of Ningen Dock and Preventive Medical Care".

- When using figures, tables, images, etc., by either direct quotation or modification, it is the author's responsibility to obtain permission from any copyright holders, such as the original author, publisher, and academic society, before submission. As part of this process, authors may be required to pay copyright royalties.
- The number of figures, tables, images, etc. that are used from other sources should be within an objectively valid range (as determined by the ethical consideration of the author).
- The reputation of the original author should not be disparaged or prejudiced, and the material should not be used in a manner contrary to the intention of the original author.
- Specify that the use is a quotation or modification, and document the source.

Updated: November 29, 2024