

## Japanese Journal of Health Physics: Instructions to Authors

### 1. Scope

The Japanese Journal of Health Physics covers all aspects of radiation safety in different fields of radiation applications. These include radiation protection, anthropogenic and natural sources of radiation, radiation dosimetry, personal monitoring, environmental monitoring, radiation effects, radioactive waste, decommissioning, occupational and medical exposures, non-ionizing radiation protection, safety standards, training, education, risk communication, and so on.

### 2. Manuscript Classification

When submitting your manuscript to the Japanese Journal of Health Physics, please be sure to classify it according to one of the following definitions:

- (1) **Original paper:** The paper should introduce new results or useful facts concerning research, development or activities related to health physics or an associated field.  
Each paper is to include the following sections: i) Introduction, ii) Materials and Methods, iii) Results, iv) Discussion, v) Acknowledgements, and vi) References. Unnecessary sections should be omitted. An abstract about 200 words should be provided. Original papers should not exceed 10 journal pages.
- (2) **Note:** Prompt or short reports on research or development. An abstract about 200 words should be provided. The note should be brief and not exceed 4 journal pages.
- (3) **Review:** A summary, analysis, or compilation of information that has already been published. An abstract about 200 words should be provided. The overall length of the review article should not exceed 10 journal pages.
- (4) **Technical Data:** A report summarizing original data from surveys, experiments or calculations, or a report describing procedures, methods of measurements, radiation control, and so on. The report should be practical and useful. An abstract about 200 words should be provided. The overall length of the article should not exceed 8 journal pages.
- (5) **Report:** A summary report on research or development, or a report on practical aspects of health physics-related activities such as (i) reports on incomplete research or development, (ii) reports on new ideas or practices concerning radiation control, or (iii) tangible suggestions for problems concerning research, development or radiation control. An abstract about 200 words should be provided. The length of the article should not exceed 6 journal pages.
- (6) **Topics:** News and information about health physics. Topics articles should not exceed 4 journal pages.

### 3. Requirements

#### (1) Style

- (i) Manuscript content is to be prepared using a word processor and printed on either A4 (21.0 × 29.7 cm) or US standard-sized (21.6 × 27.9 cm) paper. Printing on one side with double-spaced

line spacing is to be used. Top, bottom, and left side margins are to be at least 3.0 cm, and the right margin from 5-10 cm.

Figures and tables are to be printed on the same type of paper as that used for the manuscript.

- (ii) Manuscripts are to be written in English. The preferred fonts are Times New Roman and Symbol with a font point size of 11. Each page should consist of approximately 40 lines, and pages are to be numbered consecutively starting from the title page.
- (iii) Use third-person context, not first person, when writing the manuscript. Indent when starting a new paragraph.
- (iv) Specify places where to insert tables, figures, and photos on the right margin of the manuscript.

## **(2) Title page** (see Appendix C)

The first page of the manuscript is to contain the following, and is to be provided in the order listed:

(a) **Title**, (b) **Author(s) name(s)**, (c) **Institution(s) and address(es)**, (d) **Abstract**, and (e) **Keywords**

### **(a) Title**

The title should use key words to give an explicit description of the content. If other research work has been published using the same title, number the title using a Roman numeral (I, II, III, ...), and provide a subtitle.

### **(b) Author(s) name(s)**

Author's name(s) are to include first name and family name, with the family name written all in capital letters. Collaborating authors names are to be separated by commas, and "and" added before the name of the last author in the list. Only "and" should separate the names of the authors when just two authors contribute.

### **(c) Institution(s) and address(es)**

Provide the name(s) and address(es) of the author's institution(s) on the title page. The e-mail address should be provided for the corresponding author. If the institution that the author belongs to at present is different from that where the research was carried out, the address of the present institution should be added. If research was carried out with a collaborative laboratory or organization, the way of mentioning this is up to the customs of the institution.

### **(d) Abstract**

The abstract is one concise paragraph that summarizes the most important information of the manuscript. It should contain a short statement of the purpose or objectives of the study, a brief description of the methods, and major conclusions. It should be about 200 words.

### **(e) Keywords**

For subject indexing purposes, about 10 keywords (more than 5, less than 15) are to be provided.

## **(3) Table of Contents**

As a general rule, do not include a table of contents. To clear the contents of long manuscripts such as a review, a table of contents might be included.

## **(4) Acknowledgments**

Avoid ceremonial acknowledgments. Do not affix a section number to acknowledgements. The section title is to be centered in the same way as the titles of other sections. Conflicts of interest, such as financial relationships, funded researches, and subsidiary researches, should be disclosed.

## **(5) Appendices**

Supplemental material that confuses the logical thinking in manuscripts may be submitted as

appendices. Affix consecutive numbers to figures, tables, equations, references, etc.

## **(6) References**

References are to be indicated in the text by superscript numbers enclosed in parentheses, and the full reference is to be given in the list at the end of the paper. References are to appear in the order of appearance in the text. The following format is to be used to list reference information (abbreviated journal titles are to be in accordance with the current World List of Scientific Periodicals):

### **(i) Standard journal articles**

Author's name; title (can be omitted), *abbreviated title of journal*, **volume** (number), page numbers (year).

Numbers are omitted except for cases of necessity.

[Example]

- 1) I. IBARAKI; A method for determination of plutonium in blood by an ion exchange, *Jpn. J. Health Phys.*, **6**, 120–125 (2000).

### **(ii) Technical reports**

Author's name; title (can be omitted), report numbers, page numbers (if necessary) (year).

[Example]

- 1) I. IBARAKI and J. NAKA; Depolymerization of polymeric plutonium (VI) solutions in nitric acid, CN–339, p.21 (2001).

### **(iii) Books**

Author's name; "title," page numbers (year), publisher, publisher's location (i.e., city).

[Example]

- 1) I. IBARAKI, J. NAKA and S. TOKAI ; "Analytical Chemistry of Plutonium", p. 108 (2002), Science News Publishers Inc., New York.

### **(iv) Chapters of books**

Author's name; title of chapter, editor's name (ed(s)) "title of book," page numbers (year), publisher, publisher's location (i.e., city).

[Example]

- 1) I. IBARAKI; Types and Features of Dosimeters, J. NAKA and S. TOKAI (eds) "Analytical Chemistry of Plutonium", p.108 (2002), Science News Publishers Inc., New York.

### **(v) Website**

Citation of web pages should be avoided as much as possible. However, web pages including appropriate content can be cited if there is no other corresponding reference, provided that the author of the web page is clarified, and the reliability and continuity of the cited information can be assured. In citation, the following format is to be used.

Author's name; name of website, website address, date of access.

[Example]

Health on the Net Foundation; Health on the Net Foundation's Code of Conduct (HONcode) for Medical and Health Websites [online].

Available at: [https://www.hon.ch/HONcode/HNOcode\\_membership.html](https://www.hon.ch/HONcode/HNOcode_membership.html), Accessed 1 December 2007.

## **(7) Abbreviations, Acronyms**

The first time an abbreviation or acronym appears, it is to be preceded by words/name spelled out

in full and the abbreviation or acronym placed in parentheses. The abbreviation or acronym can then be used by itself afterwards. Abbreviations and acronyms should not be used in the abstract. The full names of elements are to be spelled out (e.g., plutonium) except when nuclide mass numbers are used (e.g.,  $^{239}\text{Pu}$ ). The full names of compounds should be spelled out as well.

#### **(8) Units**

The International System of Units (SI) is to be used for all manuscripts.

#### **(9) Equations**

Equations are to be fully typed using italics. Make sure that superscripts are clearly visible. It is advised that equations appear at the beginning of new paragraphs. Equation numbering is to be chronological and consecutive, such as (1) (2) (3)... When an equation is quoted in a sentence, it is to be written as, for example, "Eq. (1)".

#### **(10) Figures**

In principle, the same paper size as that utilized for the manuscript is to be used for the figures and photographs. Each figure is to be drawn on a separate page. Legends and explanations of the figures are to be written in large lettering, taking size reduction into consideration. For example, figures can be provided in one of the following four sizes: (1) 1 page, (2) 1/2 page, (3) 1/4 page, and (4) 1/6 page. It is desirable to specify a size. However, if the specified size is not appropriate, the Editorial Board will decide the figure reduction and final size. In this case, for symbols in a figure, etc., that are not of the appropriate size, the Editorial Board will request correction. Photographs are to be printed on photographic paper. Photographs are to be mounted matching the same sizes as those explained for figures, and the tops and bottoms of photographs are to be indicated clearly. It is suggested that photographs be covered with tracing paper or another form of protection to prevent them from being damaged. Color plates may be accepted; however, the Editorial Board will judge whether or not to accept them, and an additional charge per page will be added. Printing requirements for art paper or color prints are to be written on each sheet. A serial number is to be given to each figure and photograph. The corresponding author's name is to be written down on every sheet in the upper-right corner, if it is separated from the manuscript.

Figure captions are to be written on a separate page. Figures are to be numbered consecutively using alphanumeric characters (e.g., Fig. 1, Fig. 2).

#### **(11) Tables**

Each table is to be provided on a separate sheet of paper that is in the size as that utilized for the manuscript. Tables are to be as concise as possible, taking publication size into consideration with choosing symbols, codes, etc. An explanation of the table is to be provided on the table, and a note about the table arranged under it. The corresponding author's name is to be written down on every sheet in the upper-right corner, if it is separated from the manuscript.

Tables are to be numbered consecutively using alphanumeric characters (e.g., Table 1, Table 2).

#### **(12) Ethics issues**

In the case of research involving human or animal experiments, it is required that the purposes and methods of the experiments be reviewed and approved by the ethics committee of the institution, and this should be assured in the manuscript.

#### **4. Manuscript Submission**

Manuscripts, submission form and copyright status form are to be submitted to the Editorial Office of the Journal of Health Physics by mail. Electronic submission is also possible.

(1) **Submission and copyright status forms** (refer to appendices A and B)

The copyright status form should be printed on paper, signed by the representative author, and sent to the Editorial Office by postal mail in all cases.

(2) **Manuscript**

a) **Electronic submission**

In principle, the manuscript is to be prepared in a PDF file or a Microsoft Word file, and every table, figure or picture is to be provided on separate pages after the text. Separated picture files can be provided if necessary. The electronic files are to be submitted to the Editorial Office as attachments of e-mail, or on data media such as a CD-ROM.

b) **Submission by postal mail**

One set of original, **camera-ready art** (laser prints or glossies) is to be supplied with each submittal.

(i) **Original papers:** Submit **one original** and **two copies**, including photocopies of all tables and figures.

(ii) **Notes, reviews, technical data, reports, and topics:** Submit **one original** and **one copy** including photocopies of all tables and figures.

(3) **Author introduction**

The author can submit an article to introduce the author/authors. An article of about 30 words is to be provided. Author's photo(s), name(s), brief bibliography(s), etc. are to be included. Please note that this article is also disclosed on electronic journals.

#### **5. Judgment, Revision and Proofreading**

(1) **Reception**

If the manuscript submitted is prepared following the instructions outlined herein without extreme violation, it will be assigned as received. The day the manuscript is obtained by the Editorial Office is defined as the date the manuscript is received. A notification that includes the manuscript number assigned to the article will be sent to the corresponding author listed in the submission form. The author must use the reference number for future correspondence, and should thus write the number down for safekeeping.

If there is a need to change the corresponding author, or said author is expected to have a long-term absence, etc. following submission of the article, the author should inform the Editorial Board.

(2) **Judgment**

The Editorial Board will judge the propriety for article publication. Referees review manuscripts. Referees' names will remain anonymous. One of the following processes will be implemented for the manuscript after the Editorial Board makes a judgment based on the referees' comments.

(a) Publication will be approved immediately if there is no problem with the contents of the manuscript, expression, etc.

(b) Publication will be approved after the author makes suggested amendments, such as correcting wording.

(c) When revision of the contents is necessary, the revised manuscript will be reviewed by the Editorial Board. The Editorial Board will approve publication when the manuscript has been improved in accordance with the referees' comments.

(d) When revision of the contents is necessary and the Editorial Board recognizes the necessity of review for the revised manuscript again, the Editorial Board asks the same referees for comments

on the revised manuscript. The Editorial Board will approve publication when the manuscript has been improved in accordance with the referees' comments.

- (e) However, when the Editorial Board recognizes the author's correspondence is insufficient for referees' comment, and the progress of the improvement of the manuscript can not be admitted, the Editorial Board will reject the manuscript.

### **(3) Revision**

When content modification or revision is recommended, the author should incorporate the referees' comments into the text and art accordingly, or rebut them on a point-by-point basis in the cover letter submitted together with the revised manuscript. Both the original manuscript and the revised manuscript are to be returned to the Japanese Journal of Health Physics. At this stage, the author should take care to ensure that the numbering of figures, tables and, references is correct.

If the revised manuscript is not resubmitted within six months, the Editorial Board shall assume that the manuscript has been retracted from the submission process.

### **(4) Acceptance**

The date that the final revised manuscript is received by the Editorial Board is defined as the acceptance date.

### **(5) Objections**

When the author objects to referees' comments, such as text modification or elimination, the author should quote each section and give a clear explanation of the reasons for objection in a cover letter, and submit the cover letter together with the revised manuscript. Documents supporting the objection, such as data or thesis, should be submitted as well.

### **(6) Retraction**

If the author decides to retract the manuscript, such intention is to be informed to the Editorial Board immediately. The author may be charged a submission retraction fee (decided on a case-by-case basis).

### **(7) Addition of content or data after submission**

In principle, no content or data should be added after submitting the manuscript. However, if deemed essential, the author is to submit a request to the Editorial Board.

### **(8) Proofreading**

The author will proofread the manuscript only one time. After receiving the manuscript, the corresponding author has two days to complete the proofread and return it to the Editorial Board.

A delay in proofreading may cause a delay in journal publication. If the corresponding author cannot be reached after notification of publication acceptance has been received, the author should entrust proofreading to a representative or contact the Editorial Board.

In principle, the adding and correcting the words and phrases, except for misprints, isn't possible during the proofreading process. However, if correction is absolutely necessary, minimum additions and corrections will be accepted.

### **(9) Publication**

Once a manuscript has been accepted for publication, an acceptance notice will be sent to the corresponding author. The volume and number of the journal in which the manuscript is scheduled to appear are mentioned in the acceptance notice. If the author would like to provide a self-introduction, said author should send a photograph and self-introduction manuscript, including a biography and his/her e-mail address to the Editorial Office.

Accepted articles are first issued on the printed version of the Japanese Journal of Health Physics journal. Then they are also published on the electric version of the journal via the "J-STAGE (The Japan Science and Technology Information Aggregator, Electronic)" website (<http://www.jstage.jst.go.jp/browse/jhps/-char/ja/>), which is operated by the Japan Science and

Technology Agency.

#### **(10) Additions or corrections after journal publication**

##### **(i) Misprints**

If the corresponding author declares corrections of misprints after the journal has been published, the misprint will be corrected in an announcement. However, if the Editorial Board judges that the misprint is not significant and there is no fear of creating a misunderstanding, correction(s) will not be inserted.

##### **(ii) Addition or correction of content**

The addition of, or correction to contents is not accepted. If it is necessary, the author should contribute the revised content as a letter in **Topics**.

### **6. Publication Fee**

(1) There is no fee for contributed articles if the number of pages is within the prescribed amount and the author is a member of the Japan Health Physics Society. If the author is not a member of the Japan Health Physics Society, he/she will be charged a fee of 2,000 yen per published page. All authors will be charged the following rates:

- 6,000 yen per page for extra pages published.
- Appropriate fee for color and special prints.
- Support for Submission from Outside of Japan

Non-Japanese authors submitting from outside of Japan who may have difficulties in paying the Publishing Fee including indicated above, may apply for partial waiver of payment by submitting a letter of request at the initial submission.

- (2) Request for reprints should be made at the time of submitting the article proof. An order form for a multiple of 50 reprints can be made. The charge for reprints is listed in the following table.
- (3) If the author is invited to provide an article, publication is free of charge.
- (4) The author can request a PDF file of the article free of charge. The request should be made at the time of returning the proofreading.

#### **Address manuscripts to:**

Editorial Office of the Japanese Journal of Health Physics

c/o Center for Academic Publications Japan

2-4-16 Yayoi, Bunkyo-ku, Tokyo, 113-0032 Japan

Tel: +81 3 3817 5821

Fax: +81 3 3817 5830

E-mail: [hobutsu@capi.or.jp](mailto:hobutsu@capi.or.jp)

Reprint Fee

Pages	Cost
1~2	30 yen
3~5	35 yen
6~8	40 yen
9~16	45 yen

### **7. Originality**

Authors should be certain that their manuscript, or a similar version, has not been or will not be published elsewhere, except in the case of reviews and topics. Manuscripts should contain new findings, (merits),

accuracy, logicity and consistency with previous studies (theory, heuristics and well-known experimental results).

### **8. Copyrights**

The copyrights of all articles printed in the Japanese Journal of Health Physics are the property of the Japan Health Physics Society. A copyrights status form must be submitted to the editor.

Appendix A

Submission Form

Editorial Board  
Japan Health Physics Society

If you would like to contribute a paper to the journal, please make a photocopy of this form, fill in the required spaces, and submit it together with the manuscript. Please also see, Instructions to Authors.

Manuscript No.		Date Received		Date Accepted	
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<b>Category of Manuscript</b>	<input type="checkbox"/> <b>Original Paper</b> <input type="checkbox"/> <b>Note</b> <input type="checkbox"/> <b>Review</b> <input type="checkbox"/> <b>Technical Data</b> <input type="checkbox"/> <b>Report</b> <input type="checkbox"/> <b>Topics</b>					
<b>Title</b>						
<b>Author's Name</b>	<b>Member ID:</b>					
<b>Address for Correspondence</b>						
<b>Tel. No.</b>						
<b>Fax. No.</b>						
<b>E-mail</b>						
<b>Publishing of Author Introduction</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Pages</b>	<b>Abstract</b> p	<b>Text</b> p	<b>Figure caption</b> p	<b>Tables</b> p	<b>Figures</b> p	<b>Total</b> p

Appendix B

Copyright Status Form

To Japan Health Physics Society

Copyrights Transfer Agreement

I/We hereby agree to transfer to the Japan Health Physics Society the copyrights of my/our paper, title specified below, when it is published in the Japanese Journal of Health Physics. When there is more than one author, the signature of only one author is sufficient. The author reserves the following rights: 1) All proprietary rights, such as patent rights other than copyright, and 2) the right to use all or part of the manuscript in personal future work such as books and lectures.

Title:

Author:

Date            Signature\* \_\_\_\_\_

\*The author must sign in person using cursive writing.