

## Instructions for Authors

Articles to be published in “RESEARCH REPORTS FROM THE MOA HEALTH SCIENCE FOUNDATION,” based on the “Articles” of the MOA HEALTH SCIENCE FOUNDATION, have scientific value in addition to philosophical, practical, or academic information that is of interest to researchers, engineers, and general readers from the fields of medicine and health. The following types of articles are accepted for publication: ORIGINAL ARTICLES, REVIEW ARTICLES, RESEARCH REPORTS, CASE REPORTS, RESEARCH NOTES, and REPRINTS.

Manuscripts should be submitted to the Editorial Board by e-mail (electronic copies) or mail (hardcopies).

Manuscripts submitted as RESEARCH GRANT REPORTS are reviewed by the Editorial Board. The date of receipt is the date on which the manuscript reaches the Editorial Board; the date of acceptance of the manuscript by the Editorial Board is specified in a footnote in the article. In case a manuscript is considered for publication, the Editorial Board may ask the author to revise the contents and manner of expression, and may modify words and phrases.

The language used in the articles shall be restricted to Japanese and English. However, the Instructions for Authors (English version) are aimed mainly at authors who write their papers in English.

For Japanese authors, an abstract in Japanese should be provided with the English-language article; however, this is not mandatory for submissions by non-Japanese authors. In the case of a manuscript written in English and submitted without a Japanese abstract, the Editorial Board has the right to translate the English abstract of an accepted paper into Japanese for publication.

If the paper or the abstract is written in Japanese, please refer to the Japanese version of the Instructions for Authors.

### 1. Composition of Articles

In general, an article should be arranged in the following order:

- (1) Title
- (2) Name(s) of author(s)
- (3) Author affiliation(s) with mailing address(es), and Contact information for the corresponding author (complete postal address, e-mail address, and telephone and fax numbers)
- (4) Abstract
- (5) Keywords
- (6) Text, Figures, Tables, and Photographs
- (7) References
- (8) Abstract in Japanese language

#### 1-1 Title Page

The title page should include the Title (research theme); Name(s) of author(s) (this should be listed based on the order of the statement of authors); Affiliation(s) with mailing address(es) of all author(s) (indicated by superscripted numbers placed after each author's name); The corresponding author and contact information (phone number, fax number, and e-mail address) of the corresponding author; Abstract of not more than 400 words; and about 5 keywords.

## 1-2 Text, Figures, Tables, and Photographs

The text should be arranged in the following order: **Introduction**, **Methods**, **Results**, and **Discussion**. Note that the **Results and Discussion** may be combined into one section. Figures, tables, and photographs should be numbered consecutively and referred to as “**Figure 1**,” “**Table 1**,” “**Photograph 1**,” etc. The location of the figures, tables, and photographs should be specified in the text. Authors should strive to submit each figure, table, or photograph with a suitable title and caption that can be understood without referencing the text.

In addition, a survey questionnaire etc. can be attached to the text as the **Appendix**.

### 1-2-1 Footnotes in Text Pages

When the paper is especially in the field of humanities or the social sciences, footnotes can be used on each text page to add comments to words and phrases.

Comments should be listed in the order in which they appear in the text. In the text, use superscripted Arabic numerals preceded by a dagger ( † ), corresponding to the appropriate comment(s) in the footnote. These numerals should be placed before a punctuation mark.

## 1-3 References

References should be listed in the order in which they appear in the text. In the text, use superscripted Arabic numerals followed by a closing parenthesis, corresponding to the appropriate reference(s) in the list. These numerals should be placed after a punctuation mark.

Example

Weil<sup>1)</sup> suggested that, . . . was discussed.<sup>2, 3)</sup> In museums<sup>7-10)</sup> and gardens,<sup>4, 13, 15)</sup>

To state name(s) of author(s), list the surname (last name) first, regardless of the language used. Initials should be used in place of the name, except for the surname, and initials of names other than the first name may be omitted.

Up to three authors can be listed. When the number of authors exceeds three, list the first three followed by “et al.” When a Digital Object Identifier (DOI) is given, it must be stated clearly.

### 1-3-1 Journal Articles

For a journal article, include the following details:

Name(s) of author(s). Title: Subtitle. Journal. Volume number, Inclusive page numbers.

Year of publication

Name(s) of author(s). Title: Subtitle. Journal. Volume number, Inclusive page numbers.

Year of publication. DOI.

To indicate a Western journal name, use abbreviations that comply with Index Medicus. Additionally, use abbreviations to denote a Japanese journal. If available, state the DOI after the year of publication.

**Example**

- 1) Suzuki K, Uchida S, Kimura T, et al. A large cross-sectional, descriptive study of self-reports after biofield therapy in Japan: Demography, symptomatology, and circumstances of treatment administration. *Altern Ther Health Med.* 18(4), 38-50. 2012
- 2) Hatayama M, Suzuki K, Ishida A, et al. Long-term efficacy of Okada Purifying Therapy (bio-energy healing) on menopausal symptoms. *Res Rep MOA Health Sci.* 12, 5-19. 2009
- 3) Wong J, Ghiasuddin A, Kimata C, et al. The impact of healing touch on pediatric oncology patients. *Integrative Cancer Therapies.* 12(1), 25-30. 2012. doi:10.1177/1534735412446864.

**1-3-2 Books**

For a book reference, include the following details:

Name(s) of author(s). "Item." Title of book: Subtitle. Volume number, Edition.  
 Publisher. Place of issue. Inclusive page numbers. Year of issue

However, an "Item" is included only to add detailed descriptions.

**Example**

- 4) Koenig HG. *Medicine, religion, and health.* Templeton Foundation Press. PA, USA. 2008

**1-3-3 Compiled Books**

For a compiled book, indicate bibliographic information related to the editor, in addition to the author(s) and the title.

**Example**

- 5) Mori K, Ikemi Y. Stress reduction effects of acupuncture as an oriental approach. In Ikemi Y (ed). *Integration of Eastern and Western psychosomatic medicine.* Kyushu University Press. Fukuoka. 139-155. 1996

**1-3-4 Web Pages**

For web pages, include the following details:

Name(s) of author(s). "Item." Web site. URL, (Date accessed).

However, an "Item" is included only to add detailed descriptions.

**Example**

- 6) Alliance for Healthy Cities. "Healthy cities." About the alliance. [http://www.alliance-healthy-cities.com/htmls/about/index\\_about.html](http://www.alliance-healthy-cities.com/htmls/about/index_about.html), (accessed 2013-09-26).

#### **1-4 Abstract in Japanese Language**

The abstract in Japanese language should contain the (1) Title (2) Name(s) of author(s) (3) Affiliation(s) with mailing address(es) of author(s) and contact information of the corresponding author (4) Abstract (5) Keywords

## **2. Preparation of the Manuscript**

### **2-1 Format of the Manuscript File**

The manuscript should be prepared using Microsoft Word. A4-size paper with portrait orientation should be used.

The font size should be 12-point, and the font style should be Times or Century. However, only the font style of headings should be Gothic.

Margins should be set at 20 mm or more. Each page should contain approximately 30 lines; use continuous line numbering (for English version only).

The size of the figures and tables that are to be inserted in the text should be greater than half the size of an A4 paper and should be prepared in vivid monochrome, to be printed separately from the text. The font of the figures and tables should be Gothic.

Authors must bear in mind the resolution, font size, thickness of lines, layout, etc. of the tables, figures, and photographs, but not their titles and captions.

#### **2-1-1 Medical Papers, Scientific Papers, and Papers in the Field of Natural Sciences**

The length of the manuscript should be less than 20 A4-size pages (less than 8,000 words). However, each figure, table, and photograph shall be counted as 320 words; the total number of figures, tables, and photographs should not be more than 8.

The total number of pages for articles published in "RESEARCH REPORTS FROM THE MOA HEALTH SCIENCE FOUNDATION" must not exceed 11, which does not include 1 page for the abstract in Japanese language, regardless of the word count of the manuscript.

#### **2-1-2 Papers on Philosophy of Medicine, the Sciences, and Papers in the Field of Humanities and the Social Sciences**

The length of the manuscript should be less than 40 A4-size pages (less than 16,000 words) in principle. However, each figure, table, and photograph shall be counted as 320 words; the total number of figures, tables, and photographs should not be more than 16.

The total number of pages for articles published in "RESEARCH REPORTS FROM THE MOA HEALTH SCIENCE FOUNDATION" must not exceed 21, which does not include 1 page for the abstract in Japanese language, regardless of the word count of the manuscript.

### **2-2 Language Specifications**

Use either British or American English consistently throughout the manuscript.

### 2-3 Numerals and Units

Use Arabic numerals throughout the manuscript.

All units must conform to the SI system.

## 3. Submission of Manuscripts

After the manuscript is accepted, data files must be submitted to the Editorial Board for publication. All of the data files must be sent as an attachment by e-mail or should be copied on a disk, such as a CD-R, and mailed.

### 3-1 The Data File of Accepted Manuscripts

The data files containing the text, which are to be saved in Microsoft Word, should be submitted. If the text is created in a format other than Microsoft Word, the original data file should also be submitted. In such cases, the software used, its version, and the operating system must be specified on the label of the disk or on the container of the disk.

Furthermore, the data files of titles and captions of the figures, tables, and photographs, which are inserted in the text, are to be provided.

The data files of figures and tables saved in Microsoft Excel or Adobe Illustrator format should be submitted. The data files are submitted even if the figures and tables are created in formats other than the ones mentioned above.

Even if the data files were submitted only as Microsoft Word documents, the figures and tables created in their original formats, which have already been inserted in the text, must be submitted simultaneously.

### 3-2 Picture Data File

Data files of digital camera photographs are to be submitted in their original format as well as in a converted general image file format. High-resolution photographs in .eps or .tif format are preferred.

### 3-3 Special Charges for Color Prints

If you wish that figures, tables, and photographs be printed in color, you should send in an application requesting for the same by the time the first proof is modified. The fee is approximately 70,000 yen per page (billed at cost), irrespective of the number of figures, tables, and photographs. However, if you wish to specify the pages on which color figures, tables, and photographs must be placed, you should do so at the time of submitting the manuscript.

## 4. Publication of Articles

### 4-1 Page Layout of Published Articles

For published articles, A4-size paper with portrait orientation is to be used.

Each page consists of two columns. The number of lines for each column should be set at 40. However, this does not apply to the layout of the figures, tables, and photographs.

#### **4-2 Order of Published Articles**

The articles are published in the following order: ORIGINAL ARTICLES, REVIEW ARTICLES, RESEARCH REPORTS, CASE REPORTS, RESEARCH NOTES, and REPRINTS.

### **5. Reprints of Published Articles**

Reprints of published articles are provided as per orders received. The first 50 copies will be provided free of charge, until the correction of the first proof. Printing charges will be levied for additional copies.

### **6. Copyrights of Publication**

All copyrights relating to “RESEARCH REPORTS FROM THE MOA HEALTH SCIENCE FOUNDATION” in addition to published articles, such as ORIGINAL ARTICLES and RESEARCH GRANT REPORTS, except REPRINTS, are the property of the research institution.

(These instructions are effective from December 23, 2017)