

Guide for Authors (New submission from November 6, 2017)

INTRODUCTION

Types of article

1. Original Articles

Articles are full-length reports of original research.

- Maximum length: 3500 words.
- Papers should include a structured abstract containing Background, Methods, Results, and Conclusions (maximum length, 250 words).
- Figure legends should explain what is represented in the figure rather than repeating results, methods, and conclusions.
- Methods sections containing detailed, widely available protocols may be partly limited to online publication, at the Editor's discretion.

2. Short Communications

Short Communications are concise reports of preliminary findings, or an epidemiologic study with narrowly focused or limited findings. Manuscript style (excluding word length) should conform to the requirements for original articles.

- Maximum length: 2000 words.

3. Reviews

Review articles are summaries of recent insights into specific research areas within the scope of the Journal of Epidemiology. Key aims of reviews are to provide systematic and substantial coverage of established topics, evaluations of progress in specified areas, and critical assessments of emerging studies.

- Maximum length: 5000 words.

4. Statistical Data

Reports based on statistical analyses of data sets available in the public domain, such as information on mortality, morbidity, and disease surveillance systems.

- Maximum length: 2000 words.

5. Study Profiles

Description of a study design or overview of a potentially influential cohort or intervention study, including background and purpose, participants and follow-up, main outcome measures, baseline descriptive statistics, and strengths and limitations.

- Maximum length: 2000 words.

6. Letters to the Editor

Letters to the Editor include opinions regarding any material previously published in the Journal of Epidemiology or by the Japan Epidemiological Association.

- Maximum length: 600 words.

BEFORE YOU BEGIN

Ethics in Publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see <https://publicationethics.org/resources/international-standards-for-editors-and-authors>.

Policy on funding by tobacco companies

Journal of Epidemiology will not consider research and manuscripts that have been supported either directly or indirectly by tobacco companies.

Human and animal rights

If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans, <http://www.wma.net/en/30publications/10policies/b3/index.html>; Uniform Requirements for manuscripts submitted to Biomedical journals, <http://www.icmje.org>. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

Conflict of Interest

Authors must state all sources of funding and any other financial and personal relationships that could potentially bias their work. If any author has involvements that might raise any question of bias, they are required to provide details of such involvements.

All of the authors must complete the “Authorship and Disclosure Form” to declare their Conflicts of Interest to disclose interests that could influence how readers interpret your work by electric form which will be requested upon submission by e-mail.

- (1) Research was commissioned by or collaborative with industry (including paid or unpaid work).
- (2) Co-own patent or rights over method of therapy, medication, or instruments used in the study.
- (3) Has been provided medication or instruments for free or for a favorable price.
- (4) A grant or donation has been provided for the research.
- (5) Has been provided unapproved medication or medical instruments.
- (6) Has been sponsored for lectures.

Failure to reveal all pertinent information could result in the article being classified as a fraudulent submission and may cause a published paper to be retracted and the authors

prohibited from further submission to the Journal of Epidemiology. The corresponding author must include a section titled "Conflicts of interest" at the end of the Acknowledgments. If the manuscript is accepted for publication, the disclosures will be published in the Journal as they appear in the Acknowledgments section of the manuscript. If the authors have no conflicts of interest to declare, they should declare this with an explicit statement, such as "The authors declare they have no conflict of interest with respect to this research study and paper."

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis, that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Similarity Check <https://www.crossref.org/services/similarity-check/>

Contributors

Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure.

Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted, and (4) agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Submission of a document for publication implies that it has been approved by all named authors, that it describes unpublished work, and that the content is not simultaneously under consideration for publication elsewhere. All authors must complete the online Authorship and Disclosure form. All authors will receive email notification advising on how to access and complete the form after manuscript submission. The review process is not started until all forms are received from all authors.

Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions, and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in the Journal of Epidemiology publication.

Written consents must be retained by the author and copies of the consents or evidence that such consents have been obtained must be provided to the journal's editorial office on

request. Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. If your study is exempted from committee approval and informed consent, authors should document detail behind exemption.

Changes to authorship

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

Reporting guidelines

The Journal of Epidemiology encourages authors to follow statements of reporting guidelines for authors.

[STROBE](#) Statements: reporting observational studies

<http://www.strobe-statement.org/index.php?id=strobe-home>

[CONSORT](#) Statements: reporting the results of randomized controlled trials.

<http://www.consort-statement.org/>

[PRISMA](#): reporting systematic reviews and meta-analysis of randomized trials.

<http://www.prisma-statement.org/>

Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related

interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

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Membership

Submissions from Japan require that both first author and corresponding author are members of JEA at the time of submission. “Submissions from Japan” means “Authors are affiliated in institution in Japan”.

Publication Fee

This journal does not charge submission fees.

The publication fees for this journal are 70,000 JPY per article for Japan Epidemiological Association members and 120,000 JPY per article for non-members. Both members and non-members alike will be charged 10,000 JPY per publishing page when the article exceeds 8 publishing pages.

Publication of Letters will cost 10,000 JPY per Letter regardless of membership status. There are no charges for responses to Letters.

Publication of Erratum will cost 10,000 JPY per page notwithstanding membership.

Submissions from other countries will be charged the membership price if the first author is a member of the JEA at the time of submission.

The publication fee will be waived if the senior and corresponding authors can document

that they are resident nationals of a country having a low-income economy.
The publication fee includes taxes.
(see <http://jeaweb.jp/english/journal/about.html#publication> for more details.)

Submission

Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

Peer review

This journal operates a single blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final.

PREPARATION

Use of word processing software

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns.

Note that source files of figures, tables, and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

Insert continuous line numbers from the Abstract to the Acknowledgments (do not number references or graphics).

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Cover letter for new submissions

All submissions must be accompanied by a cover letter, which should include the following:

- a) The name of the journal (ie, Journal of Epidemiology) to which you are submitting your manuscript;
- b) The title of the manuscript;
- c) The article's principal findings and their significance for the field of epidemiology;
- d) A statement indicating that all authors have approved the manuscript and that the materials have not been published in or submitted to any other journal.

Your submission will not be approved for review until all the above information has been received.

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
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- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.
- **Short Title (Running Title).** Please restrict running titles to a maximum of 8 words.
- Numbers of Tables, Figures, and Supplementary materials.

ORCID

ORCID is an Open Researcher and Contributor ID (ORCID) is a 16-digit code (e.g. 0000-0003-2460-7854) that uniquely identifies an academic author.

First authors are required to link their profiles on the Journal of Epidemiology submission site with their ORCIDs in order for them to be reflected in the manuscript.

To include author's ORCID, simply add it to one's account after he/she login.

Go to user name at the top of the login screen and select from the drop down menu 'Email/Name'. From the options on screen, select either register for an ORCID (if the author doesn't already have one) or associate his/her account with an existing one via the links.

ORCID is also strongly recommended for corresponding authors.

Abstract

A structured abstract should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. Name of headings should be Background, Methods, Results, and Conclusion. It should emphasize new and important aspects of the study or observations.

Original Articles, Short Communications, Statistical Data, and Study Profiles should include a structured abstract of no more than 250 words. Unstructured abstracts are permitted for review articles.

Keywords

Immediately after the abstract, provide three to five keywords, using either British or American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. The sources of special reagents or instrumentation used in the study should be provided, along with the location of the manufacturer.

Methods for statistical analysis should be included in this section.

Results

Results should be clear and concise.

Authors are encouraged to specify exact p-values.

Means, standard deviations, and standard errors. To report means, standard deviations, and standard errors, use the following format: "mean (SD)" and "mean (SE)." Do not use "±."

Confidence intervals. In the text, express confidence intervals using a comma, and separate values with a hyphen, eg. "95% CI, 1.20-1.90," unless one or both values of any CI is negative, in which case all values in the manuscript should be separated by the word "to," eg, "-2.3 to -1.4."

Equations can appear within the text or be displayed on a separate line. Whenever possible, mathematical equations should be written on a single line, eg, $a/(a + b)$ and $\exp(x)$. With proper use of braces, brackets, parentheses, and exponents, even complicated expressions can be put into this form. However, any mathematical expression that contains a character taller than a line of type should be displayed and numbered as an equation. When referring to an equation in the text, use eg. "equation 6" or "expression 6." When preparing mathematical equations, use italic type for variables and single letters, bold type for vectors

and matrices, and regular type for short words such as “exp” or “lim” and Greek letters. Insert a space before and after any mathematical sign or symbol.

For multiplication, use a times sign rather than an asterisk or centered dot. For \pm , $<$, and $>$, do not use an underline, as the underline may be lost during software conversion, thereby changing the meaning of the data.

Regression analyses. When presenting results of regression analyses, regression coefficients should usually be converted into more generally meaningful terms (eg, relative odds instead of beta coefficients). Note that, because regression coefficients are unit-dependent for continuous variables and category-dependent for discrete or ordinal variables, the Journal requires statements specifying the units or categories, namely as parenthetical statements in the text or in table footnotes or figure legends.

Odds ratio vs relative risk. When reporting the results of a case-control study or a cross-sectional study, where the parameter of interest is an odds ratio, the authors should refer to that parameter as an odds ratio, not as a relative risk.

Discussion

This should explore the significance of the results of the work, not repeat them. A conclusive statement should be included in this section. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Appendices

Provide information that is explanatory or statistical in nature in an Appendix. If the author list is longer than the space in the author byline area of the first page of the published paper, the authors whose names do not fit will be listed in an Appendix. This list includes collaborators in multicenter trials attributed to corporate or multiple authors, if the investigators qualify as authors according to one of the criteria specified in ‘Definition of authorship’.

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Formatting of Funding Source

List funding sources in this standard way to facilitate compliance to funder's requirements: Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United

States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Highlights

Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 150 characters, including spaces, per bullet point). You can view [example Highlights](#) on our information site.

Artwork

Image manipulation

Whilst it is accepted that authors sometimes need to manipulate images for clarity, manipulation for purposes of deception or fraud will be seen as scientific ethical abuse and will be dealt with accordingly. For graphical images, this journal is applying the following policy: no specific feature within an image may be enhanced, obscured, moved, removed, or introduced. Adjustments of brightness, contrast, or color balance are acceptable if and as long as they do not obscure or eliminate any information present in the original. Nonlinear adjustments (e.g. changes to gamma settings) must be disclosed in the figure legend.

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version. Submit each illustration as a separate file.

Formats

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic

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EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Tables

Please submit tables as editable text and not as images. Tables can be placed on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules.

Reference style

Text: Indicate references by (consecutive) superscript Arabic numerals in the order in which they appear in the text. The numerals are to be used *outside* periods and commas, *inside* colons and semicolons. For further detail and examples you are referred to the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition, ISBN 0-978-0-19-517633-9 (see <http://www.amamanualofstyle.com>).

List: Number the references in the list in the order in which they appear in the text.

Examples: Reference to a journal publication:

1. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *J Sci Commun.* 2010;163:51-59.

Reference to a book:

2. Strunk W Jr, White EB. *The Elements of Style.* 4th ed. New York, NY: Longman; 2000.

Reference to a chapter in an edited book:

3. Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, eds. *Introduction to the Electronic Age.* New York, NY: E-Publishing Inc; 2009:281-304.

Reference to a website:

4. Cancer Research UK. Cancer statistics reports for the UK.
<http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>; 2003
Accessed 13.03.03.

Supplementary Material

Supplementary material can support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Please note that such items are published online exactly as they are submitted; there is no typesetting involved. Please submit the material together with the article and supply a concise and descriptive caption for each file. If you wish to make any changes to supplementary data during any stage of the process, then please make sure to provide an updated file, and do not annotate any corrections on a previous version. Please also make sure to switch off the 'Track Changes' option in any Microsoft Office files as these will appear in the published supplementary file(s).

Required Files

These items should be uploaded via ScholarOne Manuscripts in the following order:

1. Highlights (required)
2. Main document (required)
3. Tables, Figures
4. Supplementary files

AFTER ACCEPTANCE

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