

Guide for Authors (New submission from December 1, 2016)

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).
- Tables longer than two double-spaced manuscript pages (including the legend) will be published online as supplementary material.
- 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

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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

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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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- **Short Title (Running Title).** Please restrict running titles to a maximum of 8 words.
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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.

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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.”

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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.

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Discussion

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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.).

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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].

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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.

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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.

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

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