

## INSTRUCTIONS TO CONTRIBUTORS

*JOURNAL OF HUMAN ERGOLOGY* is an international medium for presenting scientific research on human behaviours in daily work and living. The nature of the research to be reported may vary from fundamental studies on how the ordinary human behaviour in daily work and living affects the human body and human nature in evolution, to more applied studies in the field of, for example, ergonomics, which attempts to apply the acquired knowledge to our actual living for improving human well-being and the quality of daily work and life. The journal, which appears as one volume annually, is issued twice a year.

Original papers written in English will be accepted for publication with the understanding that they are not considered for publication elsewhere. Membership in the Human Ergology Society is not a prerequisite for the publication in the journal.

Communications in the form of short papers will also be accepted. These may include remarks on specific subjects, brief reports, or comments on scientific research and methods. The length of papers must be such that the text, tables, and figures may be covered in 4 printed pages. The number of papers cited in references should be as small as possible. Other regulations are the same as for the original papers.

Review papers written in English will be accepted for publication. They may synthesize the results from several primary literature papers to produce a coherent argument about recent progress in a particular topic or focused description of a field.

### Submission of manuscripts

The journal strongly encourages all the authors to deliver the manuscripts (text, tables and illustrations) by e-mail (e-Submission). An electronic version of the manuscript should be sent to:

Dr. Masahiro Shimoda, Editor-in-Chief, JHE

e-mail: [jhe@humanergology.com](mailto:jhe@humanergology.com)

### The guidelines for the preparation of manuscripts are as follows:

1. Manuscripts should be formatted for A4 size pages, with wide margins and double spacing. It should consist of the subdivisions such as title page, abstract, text, references, etc. Every pages of the manuscript should be numbered.
2. Manuscripts should be organized in the following order:
  - 1) Title page including (i) the title of the articles, (ii) the names and complete affiliations of the author(s), (iii) e-mail, fax, and the telephone number of the corresponding author, (iv) abbreviated title (running head line) not exceeding 48 characters and spaces and (v) keywords up to five that should not repeat terms in the article title.
  - 2) Abstract up to 200 words outlining the objectives, research design, observations, and conclusions of the paper.
  - 3) The text, suitably divided under headings, such as Introduction, Methods, Results, Discussion, etc.
  - 4) Acknowledgements (if any).
  - 5) References.
  - 6) Captions to all figures.
3. The use of footnotes should be avoided.
4. SI units and their accepted abbreviations should be used.

### Tables

1. Tables should be prepared separately from the main text.
2. Indicate the location where the tables appear in the text with comments such as \*\*\*\*Table 1 near here \*\*\*\*, separated by at least one line space from the main text.
3. Tables, referred to in the text as Table 1, Table 2 and so on, should be numbered in the order in which they occur.
4. Authors should take notice of the limitations set by the size and layout of the Journal. Large tables should be avoided. If many data are to be presented, an attempt should be made to divide them into

- two or more tables.
5. Avoid the use of vertical lines. Horizontal lines should be put only between the table caption and column headings, between the column headings and the main body of the table, and after the main body of the table.
  6. Tables should not duplicate results presented in figures.

### *Figures*

1. All figures (line drawings and photographs) should be prepared separately from the main text, with their numbers indicated appropriately.
2. Indicate the location of figures in the text with comments such as \*\*\*\* Figure 1 near here\*\*\*\*, separated by at least one line space from the main text.
3. Figures, referred to in the text as Figure 1, Figure 2 and so on, should be numbered in the order in which they occur.
4. Figures must be submitted in an electronic file form, and should preferably be produced using a computer drawing or graphic software (at least 300 dpi). All figures should be designed with the format of the page of the journal in mind and cannot exceed 140(W) x 180(H) mm.
5. Authors should take notice of the appropriate size of fonts and line thickness. For legibility, a sans serif typeface (e.g., "Arial") is recommended. When printed, desired type size is 8-12 points.
6. The captions to figures should be grouped on a separate page or pages of the manuscript.
7. Photographs are only acceptable if they have good contrast and intensity.
8. Color figures are available if the author is willing to bear the additional printing costs.

### *References*

1. References should be made only to articles that have been published or in press. Unpublished results and personal communications should be cited parenthetically in the text and should not be included in the References list. Authors are responsible for the accuracy of the references.
2. In the text, references to the literature should be cited by author's surname followed by year of publication. If more than two authors, use only the first author and add "et al."
  - ... Studies by Matsumura (2015)
  - ... Studies by Sudo and Ohtuka (2011)
  - ... Studies by Nanthavanij et al. (2008)
  - ... an earlier report (Al-Haboubi, 1998)
  - ... earlier reports (Harada and Inoue, 1999; Kouch et al., 1990)
3. When references are made to more than one paper by the same authors published in the same year, they should be designated in the text as (Kawahara et al., 1998a,b) and in the References list as follows:
  - Kawahara, M, Namihara, E and Sato, H (1998a) How is a Seita fitted to the body? *J. Hum. Ergol.*, **27**:39-46.
  - Kawahara, M, Sako, H and Sato, H (1998b) Experimental study of Seita-fitting. *J. Hum. Ergol.*, **27**:47-54.
4. The References list must be arranged alphabetically, not chronologically, by surname(s) of the author(s) in the following style: Author's name(s), year of publication, complete title, name of periodical, volume, and inclusive pages. The names of periodicals should be abbreviated in accordance with *the Institute for Scientific Information Abbreviation* ([www.library.caltech.edu/journal-title-abbreviations](http://www.library.caltech.edu/journal-title-abbreviations)).

#### **Journal Article:**

Maeda, A, Ebashi, H, Nishizono, H, Shibayama, H and Tanaka, M (1998) Influence of landing on the supination and pronation in the foot joint. *J. Hum. Ergol.*, **27**:1-8. doi: 10.11183/jhe1972.27.1

#### **Book:**

Ulijaszek, SJ (1995) *Human Energetics in Biological Anthropology*. Cambridge University Press, Cambridge.

#### **Book chapter:**

Kalimo, R, Llundström, K and Smith, MJ (1997) Psychosocial approach in occupational health. In: *Handbook of Human Factors and Ergonomics*, ed. by Salvendy, G, John Wiley & Sons Inc., New York: pp.1059-1084.

5. Avoid quoting information on the Internet as References as much as possible.

### **Ethical Declaration**

Many countries have adopted strict guidelines with respect to the use of human subjects in experimental work. Guidelines for medical research have been laid down in the Declaration of Helsinki by the World Medical Association. Journal of Human Ergology wishes to adopt the spirit of declarations of this kind and requires authors reporting on experimental work involving human subject to make a declaration in the text of the article indicating that the experiments have been carried out according to the ethical guidelines laid down by appropriate committee.

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