

## INSTRUCTIONS TO CONTRIBUTORS

### Sections

1. Aims and Scope
2. Manuscript Types
3. Ethics Policies
4. Copyright and Fees
5. Manuscript Submission
6. Manuscript Preparation
7. Accepted Manuscripts
8. Contact

### 1. Aims and Scope

*JOURNAL OF HUMAN ERGOLOGY (JHE)* is an international medium for the presentation of scientific research on human behaviour in daily work and life. The journal publishes a wide variety of research. Published studies include fundamental research on ordinary human behavior in daily work and life, examinations of factors affecting the human body and nature in evolution, and practical work in other fields, such as ergonomics, applying the knowledge acquired to real-life to enhance well-being and improve the quality of daily work and life in all human environments. This journal, which appears as one volume annually, is issued twice a year.

### 2. Manuscript Types

The journal welcomes four types of manuscripts, all subject to peer review.

- i. Original papers: Unpublished papers that present new findings and creative work on human ergology based on straightforward logic.
- ii. Communications: Unpublished papers that contain novel information that needs to be published quickly. Such papers should briefly describe the main points of information to be published. The details can then be reported again within a full paper.
- iii. Reviews: Papers that integrate research results from multiple sources and develop a consistent discussion of recent trends and developments on a particular subject.
- iv. Practical case studies: Papers that present new practical findings and methods. These papers accurately describe on-site activities and events and comprehensively analyse and discuss on-site improvement interventions or highly rare cases.

### 3. Ethics Policies

Many countries have adopted strict guidelines with respect to using human subjects in experimental work. The World Medical Association put forth broad guidelines

for medical research in the Declaration of Helsinki. *JHE* adopts the spirit of this and other declarations of this kind and requires that authors who report on experimental work involving human subjects declare in the article's text that their experiments were carried out according to the ethical guidelines laid down by the appropriate committee. The following ethical guidelines must be strictly observed in submissions to *JHE*:

### ***Conflict of Interest***

*JHE*'s conflict of interest guidelines are based on those of the American Psychological Association (*APA Manual*, 7th Edition), that is, limiting the involvement of those researchers with 'personal, scientific, professional, legal, financial, or other interests or relationships' that could be considered by a third party to have the potential to affect their actions adversely or harm other parties involved. At the time of submission to *JHE*, the existence of conflicts of interest for all article authors must be explicitly declared after careful consideration. The presence or absence of conflicts of interest will not affect the decision to accept the article for publication.

Authors should declare any conflicts of interest in the 'Conflict of Interest' section before the Reference section as described in the 'Manuscript Preparation' section below.

### ***Authorship***

The authorship guidelines for *JHE* are as follows: All of the following four criteria must be satisfied for each author, and all qualified authors must be listed as authors for the manuscript. In addition, authorship must be assigned according to the guidelines provided by the International Committee of Medical Journal Editors.

1. Substantial contribution to the conception or design of the study or the acquisition, analysis, or interpretation of the study data.
2. Drafting or critical elaboration of the manuscript concerning significant intellectual content.
3. Final approval of the manuscript and agreement to accept responsibility for its content.
4. Agreement that any questions regarding the accuracy or fairness of any part of the research are appropriately investigated and resolved. The authors agree to be accountable for all aspects of the research.

Each manuscript must contain a 'Contributions' section before the References section as described in the 'Manuscript Preparation' section below.

### ***Ethics***

*JHE*'s guidelines for research ethics in the submission of papers. Additional requirements follow the APA's guidelines.

1. Obtain permission in writing from a third party to use unpublished equipment, procedures, or data that may belong to that third party.
2. Appropriately cite all publications, unpublished works and third-party ideas or creations in the manuscript.

3. The ethical review procedure and approval should be reported in the text for research requiring ethical review.
4. Informed consent, assent and debriefing procedures should be fully presented in the text.
5. The relevant ethical guidelines, such as Ethical Guidelines for Medical Research Involving Human Subjects, should be observed for research involving human participants.
6. If the research involves non-human animal subjects, the animals must be treated humanely.
7. The confidentiality of the test subjects, clients/patients, organisations and third parties, must be appropriately observed.
8. Subject data can only be released upon informed consent.
9. A trial summary should be appropriately reported if the research stems from a clinical trial and is registered with a public authority.

#### **4. Copyright and Fees**

##### ***Copyright***

All copyright for the articles published in the journal belong to and are transferred to the Human Ergology Society. Each author takes responsibility for any statement in their article.

##### ***Article Publication Charge***

All articles published by the *Journal of Human Ergology* are fully open access: and are freely available to read, download and share upon publication. To cover the cost of publication, the *Journal of Human Ergology* charges a publication charge (termed the article publication charge, APC). The APC will be charged to the corresponding author on acceptance of the paper. The APC can be paid by PayPal or credit card through the PayPal system. The cost of the APC is 350 USD, regardless of manuscript type and length.

##### ***Page and Colour Charges***

There is no submission fee and no page charges.

#### **5. Manuscripts Submission**

Membership in the Human Ergology Society is not a prerequisite for publication in the journal.

The journal strongly encourages all the authors to deliver the manuscripts (text, tables and illustrations) by e-mail (e-Submission). In addition, an electronic version of the manuscript should be sent to *JHE* Editorial Board [[jhe@humanergology.com](mailto:jhe@humanergology.com)].

#### **6. Manuscript Preparation**

##### ***Style***

Manuscripts should be formatted for A4 size pages, with wide margins and

double spacing. The manuscript should be subdivided into title page, abstract, keywords, main text and references, in that order. Every page should be numbered.

### ***English Standards***

Only manuscripts written in clear and concise English will be considered for peer review. The journal uses British English form. If English is not the authors' first language, the Editorial Board strongly encourages the authors to have the manuscript checked by a native English speaker or an editing service before submission. A certificate of English editing should accompany the submission. If the manuscript is unclear due to inadequate English, it may be rejected before peer review.

### ***Title page, Abstract, keywords and other elements***

Manuscripts should be presented in the following order:

1. Title page includes (i) type of manuscript (Original paper, Review, Communications, practical case study), (ii) title, (iii) the names and complete affiliations of the author(s), (iv) mailing address(es), (v) an abbreviated title (running head) not exceeding 48 characters including spaces. The corresponding author's e-mail address should be included on the title page. An asterisk (\*) should be added to the right of the corresponding author's name.
2. Abstract of up to 200 words, outlining the paper's objectives, research design, observations and conclusions.
3. Up to five keywords, which should not repeat terms from the article title.
4. The main text should be suitably divided into Introduction, Methods, Results and Discussion (The Contributions and Conflicts of Interest sections should follow the main text). For Reviews, the results can be replaced with the paper's central argument. The presentation of the practical case study can likewise be substituted in a practical case study, as appropriate.
5. Acknowledgements (if any)
6. References
7. All figure captions

The use of footnotes should be avoided. SI units and their accepted abbreviations should be used.

### ***References***

1. Reference should be made only to articles that have been published or are in press. Unpublished results and personal communications should be cited parenthetically in the text and should not be included in the Reference list. Authors are responsible for the accuracy of the references.
2. In the text, references to the literature should be cited using the author's surname followed by the year of publication. If there are 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 multiple papers by the same author and published in the same year are cited, they should be designated in the text using letters in this manner: (Kawahara et al., 1998a,b), and 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 Reference 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 using *Institute for Scientific Information's* abbreviation conventions ([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. As far as possible, avoid using information solely available on the internet as a reference.

**Tables**

1. Tables should be prepared separately from the main text.
2. Indicate the location where the tables appear in the text with a note in the form \*\*\*\*\*Table 1 near here \*\*\*\*\*, separated by at least one line space from the main text.
3. Tables, cited in the text as Table 1, Table 2...Table *n* should be numbered in the order in which they are cited.
4. Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. If significant amounts of data are to be presented,

they should be divided into multiple tables.

5. Avoid the use of vertical lines in tables. 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 table's main body.
6. Tables should not duplicate any results also presented in the 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 a note in the form \*\*\*\*Figure 1 near here\*\*\*\*, separated by at least one line space from the main text.
3. Figures, which are to be cited in the text as Figure 1, Figure 2...Figure *n* should be numbered in the order in which they are cited.
4. Figures must be submitted in an electronic file form. All figures should be designed, taking the format of the page of the journal in mind, and cannot exceed 140 (width) × 180 (height) mm.
5. Authors should take notice of the appropriate size of fonts and line thickness. A sans serif typeface (e.g., Arial) is recommended for legibility. The 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 show good contrast and intensity.

### ***Movies***

1. Movies should be submitted separately from the text and figures, numbered appropriately.
2. A note should indicate the movie's location in the form \*\*\*\*Movie 1 near here\*\*\*\* in the text. Please indicate the insertion location using at least one line above and below the text.
3. The movies should be numbered in the order of their citation, e.g., Movie 1, Movie 2, Movie 3...Movie *n*.
4. All movies should be submitted in a standard format, such as mp4.
5. They should have good contrast and clarity of image.
6. Good image quality is preferred, but the editorial committee may adjust the image quality and length of the movie depending on data volume.
7. The length of the movie should be the minimum necessary.
8. Movies should be appropriately captioned.

## **7. Accepted Manuscript**

### ***Proofreading***

Page proofs are sent to the corresponding author, who should check and return them

within seven days. Only essential corrections to typesetting errors or omissions are accepted; significant alterations are not permitted at the proofing stage.

*Access and Sharing*

All articles published in this journal are available from J-STAGE (<https://www.jstage.jst.go.jp/browse/jhe/-char/en>).

**8. Contact**

JHE Editorial Board: [jhe@humanergology.com](mailto:jhe@humanergology.com)