

Japanese Journal of Comprehensive Rehabilitation Science

Instructions to Authors

Japanese Journal of Comprehensive Rehabilitation Science is a vital new journal covering the full range of topics in rehabilitation science. The journal aims to be a forum for its global readership – which includes medical doctors, nurses, medical specialists, and regulatory authorities – to connect, exchange information and increase their knowledge and skills.

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AIMS & SCOPE

Japanese Journal of Comprehensive Rehabilitation Science (JJCRS) is an international, Open Access and fully peer-reviewed journal covering all areas of rehabilitation science. Supported by the Kaifukuki Rehabilitation Ward Association, the journal aims to be a forum for exchanging information on new developments and ideas. JJCRS welcomes manuscripts describing rigorous research on topics about rehabilitation science and related research.

JJCRS is an official journal of the Kaifukuki Rehabilitation Ward Association and the Japanese Society of Dysphagia Rehabilitation.

JJCRS publishes Original Articles, Brief Reports, Case Reports, and Review Articles, which are freely available online. The journal's broad international audience includes clinicians, nurses, medical specialists (co-medicals) and regulatory authorities.

MANUSCRIPT TYPES

The journal welcomes four manuscript types, all of which are subject to peer review.

Original Articles

Original Articles are descriptions of new and significant research.

Article length limit: Maximum 4,500 words excluding the abstract, references, and Figures/Tables

Abstract: Maximum 300 words

References: Maximum 40 references

Figures/Tables: Maximum 10 figures and tables in total

Brief Reports

Brief Reports are designed to present and report new concepts, new experimental phenomena, and other new findings or observations that merit early publication.

Article length limit: Maximum: 3,000 words excluding the abstract, references, and Figures/Tables

Abstract: Maximum 300 words

References: Maximum 20 references

Figures/Tables: Maximum 5 figures and tables in total

Case Reports

Case Reports present information that is useful to JJCRS readers: for example, system design parameters and experimental results, as well as survey results related to medical and biological engineering.

Article length limit: Maximum: 3,000 words excluding the abstract, references, and Figures/Tables

Abstract: Maximum 300 words

References: Maximum 20 references

Figures/Tables: Maximum 5 figures and tables in total

Review Articles

Review Articles are invited by the Editorial Board to provide comprehensive and insightful overviews of the latest advances in the field's technology and research. In addition, authors can send Review Article proposals to the Editor-in-Chief.

Article length limit: Maximum: 6,000 words excluding the abstract, references, and Figures/Tables

Abstract: Maximum 300 words

References: Maximum 50 references

Figures/Tables: Maximum 20 figures and tables in total

JOURNAL & ETHICS POLICIES

JJCRS upholds the highest standards regarding research and publishing practice. This comprehensive suite of policies covers the main responsibilities of the journal's authors, reviewers, editors and publisher.

Author responsibilities

Submission

JJCRS welcomes manuscript submissions from authors anywhere in the world.

Submission to the journal implies that all authors have read and approved the manuscript, have agreed to its submission, and have the right to publish their work.

Submission to the journal also implies that all authors have read and complied with the journal's policies on publication ethics. Authors of submitted manuscripts acknowledge that the journal's editors reserve the right to reject or retract any manuscript that they believe may breach any of these policies.

Duplicate submission

Authors must not submit manuscripts that have been previously published (in part or in whole, in any language), or that are in press or under consideration for publication elsewhere.

Authors must inform the editors if any related manuscripts are under consideration, in press or published elsewhere. The availability of a manuscript on a publicly accessible preprint server does not constitute prior publication (see ‘Preprints’).

Note that manuscripts that have been published as Proceedings are considered prior publications. Proceedings articles often contain one or more pages, figures and tables and describe details of the research undertaken. Preprints (see below) or abstracts without figures or tables and less than 400 words are not considered prior publications.

If authors choose to submit their manuscript elsewhere before a final decision has been made on its suitability for publication in JJCRS, they should first withdraw it from JJCRS.

Originality

Submission to the journal implies that the manuscript is original work. The journal may use software to screen manuscripts for unoriginal content. By submitting a manuscript to the journal, authors agree to this screening. Any manuscript with an unacceptable level of unoriginal material may be rejected or retracted at the editors’ discretion.

Preprints

To support the wide dissemination of research, the journal encourages authors to post their research manuscripts on community-recognized preprint servers, either before or alongside submission to the journal. This policy applies only to the original version of a manuscript that describes primary research. Any version of a manuscript that has been revised in response to reviewers’ comments, accepted for publication or published in the journal should not be posted on a preprint server. Instead, forward links to the published manuscript may be posted on the preprint server.

Scooping

When assessing the novelty of a manuscript submitted to the journal, the editors will not be influenced by other manuscripts that are posted on community-recognized preprint servers after the date of submission to JJCRS (or after the date of posting on a preprint server, if the manuscript is submitted to the journal within 4 months).

Authorship

Authors are responsible for their published work and must follow the International Committee of Medical Journal Editors (ICMJE) Recommendations on ‘[Defining the Role of Authors and Contributors](#)’. The journal’s authorship policy follows the four ICMJE author criteria, which are that each author:

- 1) Makes substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work.
- 2) Drafts the work or revises it critically for important intellectual content.
- 3) Provides final approval of the version to be published.
- 4) Agrees 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.

Note that authors should meet all the criteria above; those who do not meet all criteria should be mentioned in the Acknowledgements section, not added as an author. In addition, authors must be able to identify who is responsible for all parts of the submitted work.

The corresponding author is the author who takes primary responsibility for communications with the journal's editors or the Editorial Office.

Submission to the journal implies that all authors have seen and approved the author list. Changes to the author list after manuscript submission – such as the insertion or removal of author names, or a rearrangement of author order – must be approved by all authors and the editor.

Image integrity

Authors may digitally manipulate or process images, but only if the adjustments are kept to a minimum, are applied to the entire image, meet community standards, and are clearly described in the manuscript. All images in a manuscript must accurately reflect the original data on which they are based. Authors must not move, remove, add or enhance individual parts of an image. The editors reserve the right to request original, unprocessed images from the authors. Failure to provide requested images may result in a manuscript being rejected or retracted.

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Availability of data and materials

Authors must disclose the source of publicly available data and materials, such as public repositories or commercial manufacturers, by including accession numbers or company details in their manuscript, as appropriate.

Authors may make their own data and materials available in Supplementary Material, or by linking from their manuscript to relevant community-recognized public databases or digital repositories. All data sets must be made available in full to the editors and reviewers during the peer review process, and must be made publicly available by the date of publication. Authors commit to preserving their data sets for at least five years from the date of publication in the journal.

The journal encourages authors to grant reasonable requests from colleagues to share any data, materials and experimental protocols described in their manuscript.

Animal/human experimentation

Authors of manuscripts describing experiments involving humans or materials derived from humans must demonstrate that the work was carried out in accordance with the principles

embodied in the Declaration of Helsinki, its revisions, and any guidelines approved by the authors' institutions. Where relevant, the authors must include a statement in their manuscript that describes the procedures for obtaining informed consent from participants regarding participation in the research and publication of the research. Anonymity must be strictly maintained for the protection of personal information.

Authors of manuscripts describing experiments involving animals or materials derived from animals must demonstrate that the work was carried out in accordance with the guidelines approved by the authors' institution(s). In addition, the research must be undertaken in accordance with applicable international and national laws and guidelines.

The Editorial Board reserves the right to reject manuscripts when high ethical standards are not maintained, even if formal approval for work has been obtained.

Clinical trial registration

The journal adheres to the International Committee of Medical Journal Editors (ICMJE) policy on Clinical Trials Registration and the CONSORT statement, which recommend that all clinical trials are registered in a public trials registry in a standard format, at or before the time of first patient enrollment, as a condition of consideration for publication. Manuscripts describing clinical trials must include the registration number of the trial and the name of the trial registry.

Reporting guidelines

The journal requires authors to follow the EQUATOR Network's Reporting Guidelines for health research. Study types include, but are not limited to, randomized trials, observational studies, systematic reviews, case reports, qualitative research, diagnostic and prognostic studies, economic evaluations, animal pre-clinical studies and study protocols.

Authors of systematic reviews and/or meta-analyses are required to follow the PRISMA Guidelines.

Conflicts of interest

In the interests of transparency, the journal requires all authors to declare any conflicts of interest in relation to their submitted manuscript. This declaration should be included in the 'Conflicts of Interest' section of each manuscript (see the Manuscript Preparation section for more details). A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an author's ability to conduct or report research impartially. Potential conflicts include (but are not limited to) competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity. If in any doubt, please contact the journal's Editorial Office.

If the authors have no conflicts of interest, they should declare as follows in the Conflicts of Interest section of the manuscript: "The authors declare no conflicts of interest".

Authors should list all funding sources for their work in the Acknowledgements.

Confidentiality

The journal maintains the confidentiality of all unpublished manuscripts. Further, JJCRS recognizes that manuscripts submitted to the journal are privileged communications and are authors' private and confidential property. JJCRS keeps the editorial process confidential,

including whether a manuscript has been received or under review, the contents, the status of review, and any criticism provided by reviewers. Reviewers of JJCRS also agree to keep the review process confidential.

By submitting their manuscript to the journal, the authors warrant that they will keep all correspondence about their manuscript (from the Editorial Office, editors and reviewers) similarly in strict confidence.

PEER REVIEW PROCESS

Editorial and peer review process

The journal uses single-blind peer review.

When a manuscript is submitted to the journal, it is assigned to one of the journal's Editorial Board Members (hereafter the member is referred to as Editor), who is responsible for the peer review process. The assigned Editor invites reviewers who are selected according to the field of the submitted manuscript. If the opinions of the reviewers diverge greatly, another reviewer may be asked to review the manuscript. The deadline for submission of the reviewers' reports varies by article type.

When the reviewers' reports are returned, the Editor prepares a decision recommendation based on the manuscript, the reviewers' reports, and the acceptance criteria (as described in the section below). The Editor-in-Chief then makes the first decision. If the decision is to request revision of the manuscript, authors have 3 months to resubmit their revised manuscript. Revised manuscripts submitted after this deadline will be withdrawn and treated as new submissions.

The Editor may send revised manuscripts to peer reviewers for their feedback or may use his or her own judgement to assess if the authors have adequately attended to the Editor's and the reviewers' comments on the original manuscript. The Editor then makes a recommendation to the Editor-in-Chief on the manuscript's suitability for publication. The Editor-in-Chief is responsible for making the final decision on each manuscript. It should be noted that a second round (or more) of revisions may be required if necessary.

The members of the International Advisory and Editorial Boards act in advisory roles, providing feedback as reviewers and making suggestions to improve the journal. In cases where the Editor-in-Chief is an author on a manuscript submitted to the journal, a member of the Editorial Board is responsible for making the final decision on the manuscript's suitability for publication in the journal.

Acceptance criteria

If a manuscript satisfies the journal's requirements and represents a valuable contribution to the published literature, the Editor may recommend acceptance for publication in the journal.

In brief, the acceptance criteria are that articles published in JJCRS are:

- within the subject area as outlined in the Aims and Scope
- novel and important to the field
- scientifically, ethically, and otherwise rigorous
- of interest to the journal's broad audience, even if focussed at a local or regional scale

- thoughtfully constructed and well written in English

If a manuscript does not meet the journal's requirements for acceptance or revision, the Editor may recommend rejection.

Reviewer reports

The journal reserves the right to edit reviewers' comments, without consulting the reviewers, if the Editor or Editor-in-Chief judges it necessary. For example, if the comments contain offensive language, confidential information or recommendations for publication.

Editorial independence

The Kaifukuki Rehabilitation Ward Association has granted the journal's Editorial Board complete and sole responsibility for all editorial decisions. The association executive will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests. The authors' ability to pay any publication charges has no bearing on whether a manuscript is accepted for publication in the journal.

Appeals

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are considered only if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final.

Editor / publisher responsibilities

Confidentiality

The journal maintains the confidentiality of all unpublished manuscripts. Editors will not:

- disclose a reviewer's identity unless the reviewer makes a reasonable request for such disclosure
- discuss the manuscript or its contents with anyone not directly involved with the manuscript or its peer review
- use any data or information from the manuscript in their own work or publications
- use information obtained from the peer review process to provide an advantage to themselves or anyone else, or to disadvantage any individual or organization.

Conflicts of interest

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence an editor's ability to act impartially when assessing a manuscript. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, or having a financial stake in the work or its publication.

Members of the journal's Editorial Board undertake to declare any conflicts of interest when handling manuscripts. An editor who declares a conflict of interest is unassigned from the manuscript in question and is replaced by a new editor.

Errata and retractions

The journal recognizes the importance of maintaining the integrity of published literature.

A published article that contains an error may be corrected through the publication of an Erratum. Errata describe errors that significantly affect the scientific integrity of a publication, the reputation of the authors, or the journal itself. Authors who wish to correct a published article should contact the editor who handled their manuscript or the Editorial Office with full details of the error(s) and their requested changes. In cases where co-authors disagree over a correction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If an Erratum is published, any dissenting authors will be noted in the text.

A published article that contains invalid or unreliable results or conclusions, has been published elsewhere, or has infringed codes of conduct (covering research or publication ethics) may be retracted. Individuals who believe that a published article should be retracted are encouraged to contact the journal's Editorial Office with full details of their concerns. The Editor-in-Chief will investigate further and contact the authors of the published article for their response. In cases where co-authors disagree over a retraction, the Editor-in-Chief may consult the Editorial Board or external peer reviewers for advice. If a Retraction is published, any dissenting authors will be noted in the text. The decision to publish an Errata or a Retraction is made at the sole discretion of the Editor-in-Chief.

Editors' own publications in the journal

Any member of the journal's Editorial Board who is an author on a submitted manuscript is automatically excluded from the peer review process.

Any manuscript authored by an editor of JJCRS undergoes the same standards of peer review and editorial decision making as any manuscript submitted to the journal.

Responding to potential ethical breaches

The journal responds to allegations of ethical breaches by following its own policies and, where possible, the guidelines of the Committee on Publication Ethics.

Reviewer responsibilities

Confidentiality

As part of their responsibilities, reviewers agree to maintain the confidentiality of unpublished manuscripts at all times. By accepting the invitation to review a manuscript, reviewers agree not to:

- disclose their role in reviewing the manuscript
- reveal their identity to any of the authors of the manuscript
- discuss the manuscript or its contents with anyone not directly involved in the review process
- involve anyone else in the review (for example, a post-doc or PhD student) without first requesting permission from the Editor
- use any data or information from the manuscript in their own work or publications
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Conflicts of interest

A conflict of interest exists when there are actual, perceived or potential circumstances that could influence a reviewer's ability to assess a manuscript impartially. Such circumstances might include having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

Editors try to avoid conflicts of interest when inviting reviewers, but it is not always possible to identify potential bias. Reviewers are asked to declare any conflicts of interest to the Editor or Editorial Office, who will determine the best course of action.

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Article Processing Charges

There are many costs associated with publishing scholarly journals, such as those of managing peer review, copy editing, typesetting and online hosting. 30,000 yen / one accepted article, 5,000 yen / printed page are charged. The rapid judgment fee for accepted and rejected articles is 50,000 yen and 20,000 yen, respectively.

The total charge is reduced by 20% in case the first author belongs to a hospital that is a member of the Kaifukuki Rehabilitation Ward Association. Additionally, if the first author is a member of the Japanese Society of Dysphagia Rehabilitation (JSDR) and the submitted article is related by dysphagia rehabilitation, the total charge is reduced by 20%. Therefore, the charge may be discounted by 40%.

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Self-archiving (Green Open Access) policy

Self-archiving, also known as Green Open Access, enables authors to deposit a copy of their manuscript in an online repository. JJCRS encourages authors of original research manuscripts to upload their published article to an institutional or public repository immediately after publication in JJCRS.

MANUSCRIPT SUBMISSION

Please send the author information file, manuscript file, figures file, tables file, and Submission Consent Form file as e-mail attachments from the e-mail address of the

corresponding author to the address below. Include the initials of the lead author and then, authors, text, figures, tables, submission in that order in the file name. We recommend PDF file format, but we will also accept Microsoft Word, Microsoft PowerPoint, and jpeg format. The total size of the files must be 8 MB or less. If the total file size is too large, you can send the files separately. Please make the subject line of the e-mail read as "JJCRS submission." As soon as we have confirmed that we have received all of the files, including the Submission Consent Form, we will commence the examination of the article.

The e-mail address to send the articles to and for making inquiries is jjcrs_ed@capj.or.jp.

MANUSCRIPT PREPARATION

1) Please put the page numbers on the top right corner of the pages. Write the manuscript double-spaced on A4 paper. Please do not record any information in the manuscript file that could reveal the names or affiliations of the authors.

2) Title page: please write the category of the manuscript (original article, brief report, case report, or review article), article title and a running title of 65 characters or less, including spaces, on this page.

3) Abstract page: please append an abstract of no more than 300 words and 5 or less key words on this page. Please divide the abstract for original articles and brief reports into Objective, Methods, Results, and Conclusion(s) (structured abstract).

4) Main text: please divide the main text into chapters in the following order: Introduction, Methods, Results, and Discussion.

5) Conflicts of interests

Authors must declare all competing interests, as described in the 'Conflicts of interest' section in these Instructions to Authors.

6) Ethics declaration

If the research reported in a manuscript was conducted on animal or human subjects, the authors must include statements concerning their ethical treatment and conduct. Documentary evidence that the authors have complied with research ethics guidelines, such as ethics committee approvals, must be supplied with the manuscript.

Example 1): This study was conducted in accordance with the ethical principles of the Helsinki Declaration, and after obtaining informed consent from each subject. The study was approved by the [ethics committee] of [the affiliated institution].

Example 2): This study was conducted in accordance with the Fundamental Guidelines for Proper Conduct of Animal Experiment and Related Activities in Academic Research Institutions (Ministry of Education, Culture, Sports, Science and Technology (Japan), Notice No. 71). The study was approved by the [ethics committee] of [the affiliated institution].

Example 3): This study was conducted in accordance with the Ethical Guidelines for Human Genome/Gene Analysis Research by the Ministry of Education, Culture, Sports, Science and Technology; the Ministry of Health, Labour and Welfare; and the Ministry of Economy, Trade and Industry (Japan), and was approved by the [ethics committee] of [the affiliated institution].

7) Acknowledgments

Authors should list all funding sources for their work in the Acknowledgements section.

8) References: please list the references in the order they are cited in the manuscript. Please use the abbreviations of the names of journals given in the Index Medicus. When citing references in the main text, write them like this: [1], [2].

Within 6 authors

Sonoda S, Saitoh E, Nagai S, Kawakita M, Kanada Y. Full-time integrated treatment program, a new system for stroke rehabilitation in Japan: comparison with conventional rehabilitation. *Am J Phys Med Rehabil* 2004; 83: 88-93.

More than 6 authors

Sugiyama K, Kondo T, Oouchida Y, Suzukamo Y, Higano S, Endo M, et al. Clinical utility of diffusion tensor imaging for evaluating patients with diffuse axonal injury and cognitive disorders in the chronic stage. *J Neurotrauma* 2009; 26: 1879-90.

Article not in English

Ishikawa M. Sub-acute rehabilitation hospital--merits of in-patient care. *Nippon Rinsho* 2006; 64 Suppl 7: 774-7. Japanese.

Books

Palmer JB, Monahan DM, Matsuo K. Rehabilitation of patients with swallowing disorders. In: Braddom RL, editor. *Physical Medicine and Rehabilitation*. 3rd ed. Philadelphia: Saunders Elsevier; 2007. p. 597-616.

Article on the Internet

International Committee of Medical Journal Editors (ICMJE). Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Sample References. Available from: http://www.nlm.nih.gov/bsd/uniform_requirements.html (cited 2010 May 16).

9) Figure legends: if figures are included in the article, please add the explanations at the end of the manuscript.

4. Figures file

This can be in black and white or in color. Please number the figures in the order they are cited.

5. Tables file

Please put all of the tables together in one file and number them in the order they are cited. This can be in black and white or in color.

6. Submission Consent Form

Download the Submission Consent Form from the Web site, tick the applicable boxes, sign the form in your own handwriting, and send it to us. If you are having difficulty sending the Submission Consent Form by e-mail, please send it by fax to +81-3-3817-5830.

7. Others

1) Please prepare your manuscript with reference to the format of articles published recently in JJCRS.

2) Use Arabic numerals. Quantities must be in MKS (CGS) units.

English standard

All manuscripts should be written in clear, grammatically and technically correct English. Authors whose native language is not English must provide a certificate (or invoice) of English editing from a professional editing company, or certification that the manuscript has been English edited by an accredited or specialist editor. If you are unable to submit a certificate, please contact the Editorial Office.

If a manuscript is not clear due to poor English, it may be returned to the authors without peer review.

POST-ACCEPTANCE

Manuscripts that are accepted, and deemed to require it, undergo light proofreading by the editorial team; this version is sent to the corresponding author for their approval. After this step, galley proofs are prepared via our copyediting and typesetting processes. All communication regarding accepted manuscripts is with the corresponding author.

Proofs

Galley proofs are sent to the corresponding author and must be returned within 48 hours of receipt. Only essential corrections to typesetting errors or omissions are allowed; excessive changes are not permitted at the proofing stage. If the corresponding author anticipates being absent during the production process, please inform the Editorial Office. In the case of delays, proofreading will be undertaken by the journal and regarded as final.

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