

# Journal of Academic Society for Quality of Life (JAS4QoL)

## Submission Guidelines

### 1. Submissions

#### 1. Types of Submissions Accepted

##### 1. *Full papers*

Papers that include original empirical data that have not been published anywhere earlier (except as an abstract). Negative findings and replication/refutation findings are welcome for review as well.

##### 2. *Short Communication*

Short Communications are urgent reports of important preliminary results that are original, of interest and have a significant impact on the research theme. A Short Communication should have 2500-3500 words with a maximum number of 2-3 illustrations (figures, tables, etc.) and less than 15 key references.

##### 3. *Mini-review papers*

Mini-Reviews are brief historical perspectives, or summaries of developments in fast-moving areas associated with wholesome QoL. They must be based on published articles and may include unpublished data of contributing authors. Mini-Reviews serve to provide a concise summary of a particular field or theme in a manner comprehensive to all readers. Authors of Mini-Reviews may be invited by AS4QoL to write on a theme of his, her or their choice and excellence, or a topic proposed by AS4QoL.

##### 4. *Case reports/Case studies*

Case reports describe patient cases which are of particular interest due to their novelty and their potential message for health or clinical practice. Note that originality and clinical implications constitute the main virtues by which case reports are judged. Each report or study should not exceed 2500 words, 20 references, and 5 illustrations.

##### 5. *Wisdom/Philosophical Note (As I was passing by...)*

This is a column where author(s) can write about effects of the practice - of tradition, culture, social events, and daily life activities in your or other countries - on the quality of life of relevant people and some, if not all, in the world. Each column should not exceed 1500 words.

#### **Note:**

1. Case Reports should follow the structure of Abstract, Introduction, Presentation of Case, Discussion, Conclusion, Acknowledgements, Competing Interests, and References with illustrations (figures and/or tables, etc.). An abstract (not more than 250 words) of Case reports should have the following sections: Purpose, Presentation of Case, Discussion and Conclusion.

2. Mini-Review papers may have different headings of the sections and are exempted from following these suggestions.

3. Research Papers and Short Notes should follow the structure of Abstract, Introduction, Methodology, Results and Discussion, Conclusion, Acknowledgements, Competing Interests, Authors' Contributions, Consent (where applicable), Ethical approval (where applicable), and References plus figures and/or tables.

## 1. Method of Submission

JAS4QoL accepts only online submission of manuscripts. Manuscripts are to be submitted to the editorial office via [our online submission system](#). A submission will be reciprocated to the corresponding author within 2-3 days with a manuscript reference number after submission. For submission-related issues or all other correspondence, please [contact editorial office](#).

## 2. Review process

Manuscripts are reviewed by a minimum of two referees of the relevant field. During the review process, identity of both the authors and reviewers are kept confidential to ensure unbiased evaluation. Authors are advised not to contact the reviewer directly, as this may influence the reviewing process. After all, one of the main objectives of the review system is ‘to improve the quality of a candidate manuscript’.

It is a prerequisite to submit, with the manuscript, the names, addresses and e-mail addresses of 3 potential reviewers. Suggested reviewers **should NOT**: i) be from the same department or division as one of the authors (the same university, workplace should also be avoided); ii) have been a research guide or student of one of the authors within the past 3 years; and iii) have collaborated with one of the authors within the past 5 years. It is the exclusive right of the editorial board to finalize the suggested reviewers. Reviewer selection is a critical factor to maintain the standard of JAS4QoL. Factors such as proof of expertise in terms of published papers in the same area in reputed journals, affiliation and reputation, etc. have to be taken into consideration in selecting the reviewers. We try to avoid reviewers who are slow, careless, or do not provide sufficient justification for their positive or negative decisions. Authors can also identify peers that they want not to review their paper. As far as possible, JAS4QoL editorial team respects requests by authors to exclude reviewers whom they consider to be inappropriate.

The referees’ comments are generally sent to authors within 4-6 weeks after submission. With the help of the referees’ comments, the FINAL decision (accepted; or accepted with minor revision; or accepted with major revision; or rejected) will be sent to the corresponding author. Referees are asked if they would like to review a revised version of the manuscript. The editorial office may request a re-review regardless of a referee's response in order to ensure a thorough and fair review. Referees who may have offered an opinion not in accordance with the FINAL decision should not feel that their recommendation was not duly considered and their service not properly appreciated. Experts often disagree, and it is the job of the editorial board to make a FINAL decision.

Authors are encouraged to submit the revised manuscript within 60 days or earlier of receipt of reviewer’s comment (in case of minor corrections), although revised manuscript submission may go beyond 8 weeks (only for the cases of major revision, or which involves additional experiment, analysis etc.), in order to maintain our mission of prompt and reliable publication. Note that the Chief Editor of the journal will reserve the exclusive power to take the final decision for acceptance or rejection during any dispute.

One of the main policies of JAS4QoL is ‘prompt dissemination of findings’ by publishing accepted manuscripts when manuscripts are ‘accepted for publication’. Under special circumstance, if the review process takes more time, author(s) should write to enquire their manuscript status if acknowledgment from JAS4QoL has not been received within 10 working days after submission. The editorial board or referees may re-review manuscripts that are accepted pending revision. Manuscripts with latest and significant findings will be handled with the highest priority so that it could be published within the shortest time. In case of any suspected misconduct, ImexJapan management will reserve the right to re-review any manuscript at any stages before final publication.

## 3. General Guidelines for the Review Process

1. JAS4QoL and Publisher ImexJapan strongly oppose the practice of duplicate publication or any type of plagiarism. If any unethical practice is suspected in this manuscript, kindly report it providing evidence and web links.

2. Studies performed to reconfirm/replicate the results of any previously published paper with new and additional data may be considered for publication.
3. A manuscript should be rejected only on the basis of ‘lack of novelty’, if it is sufficiently logical, informative, and technically sound.
4. Title: A short and concise title is always preferred.
5. Materials & methods: Kindly comment on the suitability and technical standards of the methods. Sufficient details (with illustrations wherever and whenever needed) of the methods/procedures should be provided for methodological reproducibility and better comprehension.
6. Results: Kindly comment on data derivation and with or without proper controls. Advise on appropriateness of statistical verification methods in cases when and where differences are compared.
7. Discussion: Kindly comment on: i) proper use of tenses; ii) relevant and current references cited during discussion; iii) discussion should be based on actual facts and figures derived from reviewed manuscript. Baseless biased claims should be pointed out.
8. Conclusion: Kindly comment if: i) the conclusion is supported by data, discussed inside the manuscript; ii) whether or not the conclusion is biased and not based on data presented in the manuscript.
9. Citation of all references should be relevant and adequate. Or advise on other suitable and useful current references authors need to cite for better update.
10. Referees are encouraged to be rational and honest but not offensive in their language. It is expected that the referees should suggest to authors on proper revision of the manuscript to make it acceptable.
11. Comments of the referees should be sufficiently informative and helpful to reach a final editorial decision.
12. Note that a negative review of a manuscript should also explain weaknesses of the manuscript. In this manner, the concerned author(s) can understand the basis of rejection and he/she(they) can improve the manuscript based on those comments.
13. Authors also should not confuse straightforward and true comments with unfair criticism.
14. We are very much reluctant to go against suggestions (particularly on technical areas) of the reviewers. Therefore, authors are requested to treat the suggestions of reviewers with positive consideration and utmost importance.
15. Appeal: Rejected papers are given the opportunity for a formal appeal. Appeal requests should be made in writing, not by telephone, and should be addressed to [contact editorial office](#) with the word "appeal" in the written as the subject, citing the manuscript reference number. In this case, it is likely that a 2- to 3-week period will elapse before any response from JAS4QoL, and meanwhile the manuscript must not be submitted for publication review elsewhere. Authors should provide detailed reasons for the appeal and point-by-point responses to the reviewers' and/or Editor's comments. If an appeal is rejected based on inappropriateness of manuscript, further appeals of the decision will not be considered.

## 2. Resubmission

In order to support efficient and thorough review, once a manuscript is reviewed and is not accepted for publication in JAS4QoL, authors can resubmit the same manuscript with improvement and additional data and updated information after a lapse of not less than 6 months. The resubmitted manuscript is then treated as new submission that requires routine review and review period. However, authors should not submit a manuscript for the third time, when said manuscript has been rejected twice.

### 3. Manuscript structure

**Language:** Manuscripts submitted to JAS4QoL for review should be written in either the American or British/European English, although the choice of regional English used in each manuscript should be the same throughout said manuscript with simple layout.

**Text & Page Number:** The text should be prepared with page number printed in the middle lower portion, starting from page 1, followed by page 2 and so on.

**Type-Phase:** Plain text or Fonts of Times New Roman at size 12 are used overall, although Sizes 14, 11, and 10 are used for titles, references, and figure legends, respectively. Appropriate sizes may be used for tables and occasionally for figures, when and where necessary.

Japanese fonts should be avoided.

The text, excluding the Abstract, Introduction, Methods, Results, Discussion (or Results & Discussion) and Conclusion, can be divided into numbered sections with brief headings followed by subsections when and where appropriate. For example in the Methods section: Starting with Animals as section 1, Reagents as 2, Experimental Procedures as 3 and so on. In the event, for example section 3, where subsections are required, subsections should then be numbered accordingly (e.g. 3.1 followed by 3.1.1, 3.1.2, 2.1.3, etc.).

#### Notes:

1. Case Reports should follow the structure of Abstract, Introduction, Presentation of Case, Discussion, Conclusion, Acknowledgements, Authors' Contributions, Consent (where applicable), Ethical approval (where applicable), and References plus figures and/or tables. Abstract (not more than 250 words) of the Case reports should have the following sections: Aims, Presentation of Case, Discussion and Conclusion. Only Case Reports have word limits: Papers should not exceed 2000 words, 10 references or 3 figures. Other Type of papers have no word limits.
2. Mini-Review papers may have different headings of the sections and are exempted from following these suggestions.
3. Research Papers and Short Communications should follow the structure of Abstract, Introduction, Methods, Results, and Discussion (or Results & Discussion), Conclusion, Acknowledgements, Authors' Contributions, Consent (where applicable), Ethical approval (where applicable), and References plus figures and/or tables.)

### 4. Instructions for Authors

Articles are generally to be composed of the following sections, in this order: (1) Title, Author(s) and Affiliations (2) Abstract, (3) Introduction, (4) Methods, (5) Results, (6) Discussion, (7) Conclusion, (8) Acknowledgements, (9) References. The Results and Discussions sections may be combined into one. As appropriate and in appropriate places, section on Competing Interests, Participant Consent, and Ethical Approval should be included. In addition, certain guidelines are given below that apply for Fonts, Tables and Figures, Nomenclature, Copyrights, and Electronic Proofs.

#### 1. Title, Author(s) and Affiliations

The title page should contain a brief title, name(s) of author(s) and their affiliations. The title should be without any abbreviations and it should enlighten the contents of the paper. All affiliations should be provided with a lower-case superscript letter just after the author's name and in front of the appropriate address.

The name of the corresponding author should be indicated along with telephone and fax numbers (with country and area code) along with full postal address and e-mail address.

### 1. Title

Titles should be brief and concise with not more than 30 words. Except for articles and repositions (apart from the beginning of titles), the first alphabet of words should be written in Capitals: e.g. A Case Study: Human Errors are the Actual Causes of Accidents; Effects of Ultraviolet Irradiation on Vegetable Growth, etc. A period or full-stop should not be placed at the end of titles.

### 2. Authors

The person who did writing a manuscript should be deemed the ‘First’ author, and collaborative authors are placed after the first author. The maximum number of authors should not exceed fifteen, and only those who have contributed one way or another are recognized and be rightfully placed as authors. With the surname or family name (last name) written in full uppercase capital letters (e.g. CHURCHILL, WONG, ABDULLAH, etc.) and given name (first name) with first letter capitalized (e.g. Winston, Weng Win or Wing-Win, Fatimah, etc.). The authors full names should be provided in the order written in their native language (e.g. Winston Albert CHURCHILL, WONG Weng Win or WONG Weng-Win, Fatimah binte ABDULLAH, etc.). The use of maiden or married names of married female authors is at the discretion of the the relevant authors. In the event of authors from more than one affiliation being involved in writing the manuscript, superscripts in numeral should be attached to the respective authors for their relevant organizations or institutes and placed before the punctuation ‘comma’: e.g. a manuscript written by 3 authors from 3 different organizations should be written as follows:<sup>1</sup>

John CASE,<sup>1</sup> William James FROMM,<sup>2</sup> LONG Way-Ying<sup>3</sup>

### 3. Affiliations

Affiliations should be written in the form used officially by the organization or institute with relevant official addresses for proper location and linked communication. Note that if there is only one affiliation listed, the preceding superscript is to be omitted.

1. Department of Linguistics, Institute of Advance Language Study, University of ABC, London, United Kingdom, ([smathews@marmoset.com](mailto:smathews@marmoset.com))
2. School of Linguistics Study, Zimbabwe University; 3. Department of Science English, ABC Women’s College of Medicine.

The email address, postal address, and telephone number bearing the international/area code, and/or facsimile number of the corresponding author for communication purposes should be provided.

### 2. Abstract

The abstract should be concise and informative. It should not exceed 250 words in length. It should briefly describe the purpose of the work, techniques and methods used, major findings with important data, discussion of data, and conclusions. No references should be cited in this part. The abstract should be no more than one paragraph. (Larger papers with structured abstracts with headings such as **Purpose (Aim, Objective), Study design (Materials and Methods), Results, Discussion, and Conclusion(s)** may be acceptable. Please consult us.)

**Keywords:** Immediately after the abstract, about 5-6 keywords should be given. Except for standard abbreviations (e.g. DNA, RNA), use of abbreviations should be avoided. These keywords will be used for

<sup>1</sup> Please note that red text surrounded by paragraphs marked ☒ represent actual examples of properly formatted and typeset text.

indexing.

**Abbreviations:** Non-standard abbreviations of words or expressions that appear more than 3 times in the manuscript should be listed, and the full-form of each abbreviation should be given in parentheses at and when first used in the text or abstract.

### **3. Introduction**

Provide a factual background, defined the issue at hand, propose solution(s) using experimental approach if applicable, a brief literature survey and the scope and justification of the work done. Previously published findings should be cited when and where appropriate.

### **4. Methods**

Give adequate information for experimental reproducibility. Previously published methods should be cited with relevant references. Significant modifications of published methods and new methods should be described in detail. This section may include subsections. Tables & figures should be placed inside the text. Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text beside or below the placement of the respective tables and figures. Given tables or figures should be given discussion or reference inside the text.

Guidelines for writing medical papers are optional so long as standard practice in writing case reports, case series, clinical observations, etc. is followed.

### **5. Results**

Results should be clearly described in a concise manner. Results for different parameters should be described under subheadings or in separate paragraph. Table or figure numbers should be mentioned in parentheses for better understanding.

#### *1. Reporting p-values*

When stating p values, these may be expressed optionally as either less than (e.g.  $p < 0.05$ ) up to at least 2-decimal points, or as the actual value derived (e.g.  $p = 0.412$ , etc.) up to 3-decimal points.

### **6. Discussion**

The discussion should not repeat the results, but provide detailed interpretation of data. This should interpret the significance of findings. Citations should be given in support of published findings.

#### *1. Results & Discussion*

The results and discussion sections can also be combined and described accordingly.

### **7. Conclusion(s)**

This should briefly state the major findings of the study.

### **8. Acknowledgments**

A brief acknowledgement section may be given after the conclusion section just before the references. The acknowledgments of people who provided assistance in manuscript preparation, funding for research, etc. should be listed in this section. All sources of funding should be declared as an acknowledgement. Authors should declare the role of funding agency, if any, in the study design, collection, analysis and interpretation of data in writing the manuscript.



## 9. References

References must be listed at the end of the manuscript and numbered in the order that they appear in the text. Every reference referred in the text must also present in the reference list and vice versa. In the text, each citation should be indicated by the reference number after the relevant fact/finding in blue bold superscript numerals as shown in the following examples:

- At the end of a sentence:

es

These gardens were built in the Edo or Meiji to early Showa eras, about 100 years ago.<sup>1</sup>

es

Or:

es

... induce the transcription of target genes of cytokines by binding at gene promoters and enhancers.<sup>1-3,11</sup>

es

- In the midst of a sentence:

es

"... and visually related neural pathways to retrieve blissful memory and physiological changes<sup>6</sup> such as muscle tone with decreased skeletal muscle tone or relaxation of ..."

es

Only published or accepted manuscripts should be included in the reference list. Articles submitted for publication, unpublished findings, or personal communications should not be included in the reference list but may be mentioned in the text (e.g., unpublished results or personal communication with Dr. (name of person of institution, city name)). For scientific articles, obtain written permission and confirmation of accuracy from the source of a personal communication. Unpublished results (which have been accepted for publication) in any journal should be cited as "in press".

It is the author's responsibility to collect, prepare, verify, and provide all article references. We suggest following the APA style (<http://www.apastyle.org/>) though other styles are acceptable if they are used consistently and provide sufficient information to identify and locate the reference. For this purpose we suggest the aid of online citation generators such as <http://www.citationmachine.net/apa/cite-a-book>. Please refer to the published APA style guide for complete details, but below are some examples as guidelines.

### 1. References to Journals

#### 1. For Published Paper

es

1. Hanaya, R., Sasa, M., Ujihara, H., Fujita, Y., Amano, T., Matsubayashi, H., & Uozumi, T. (1995). Effect of Antiepileptic Drugs on Absence-Like Seizures in the Tremor Rat. *Epilepsia*, 36(9), 938-942.

es

#### 2. For Accepted Unpublished Papers

Same as above, but "In press" appears instead of the page numbers. Note the use of an ellipsis for a reference with more than 7 authors.

2. Kaptchuk, T. J., Friedlander, E., Kelley, J. M., Sanchez, M. N., Kokkotou, E., Singer, J. P., ... Lembo, A. J. (2010). Placebos without deception: a randomized controlled trial in irritable bowel syndrome. *PloS one*, 5(12), doi:10.1371/journal.pone.0015591. (In press).

## 2. *References to Books*

### 1. Personal author(s)

3. Spiro, H. M. (1986). *Doctors, patients, and placebos*. (pp. 10-12). Yale University Press.

## 3. *Reference to Websites*

### 1. For a website that lists authors

4. Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

### 2. For a website that lists no author:

5. Typhoon. (2015, May 6). In *Wikipedia, The Free Encyclopedia*. Retrieved 23:40, May 6, 2015, from <http://en.wikipedia.org/w/index.php?title=Typhoon&oldid=661172580>

## 4. *References to e-books*

The reference list entry for an e-book includes the author, date, title, and source (URL or DOI).

6. Speed, H. (2004). *The practice and science of drawing*. Retrieved from <http://www.gutenberg.org/etext/14264>

7. Rodriguez-Garcia, R., & White, E. M. (2005). *Self-assessment in managing for results: Conducting self-assessment for development practitioners*. doi: 10.1596/9780-82136148-1

## 10. **Competing Interests**

Declaration of competing interest should be placed here. All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If such a declaration has NOT been made by the authors, JAS4QoL reserves to assume and write this sentence: "Authors have declared that no



competing interests exist.”

### **11.Consent**

No manuscripts will be peer-reviewed if a statement of patient consent is not presented during submission (wherever applicable). This section is compulsory for medical reports.

If the person described in the case report has died, then consent for publication must be collected from their next-of-kin. If the individual described in the case report is a minor, or unable to provide consent, then consent must be sought from their parents or legal guardians.

Authors may use the following wordings for this section: "All authors declare that ‘written informed consent was obtained from the patient (or other approved parties) for publication of this case report and accompanying images. A copy of the written consent is available for review by the Editorial office/Chief Editor/Editorial Board members of this journal."

### **12.Ethical Approval**

For manuscripts involving animal experiments, authors may use wording for this section such as the following:

cs

“We hereby declare that "Principles of laboratory animal care" (NIH publication No. 85-23, revised 1985) were followed, as well as specific national laws where applicable. All experiments have been examined and approved by the appropriate ethics committee of (name of relevant institution)”

cs

For manuscripts involving human experiments, Authors may use wording such as the following for this section:

cs

“We hereby declare that all experiments have been examined and approved by the appropriate ethics committee of (name of relevant institution) and have therefore been performed in accordance with the ethical standards stipulated in the 1964 Declaration of Helsinki.”

cs

### **13.Typesetting**

For ease of preparation, Times New Roman is the preferred font. Articles were often previously converted to Linux Libertine O, due to its extensive glyph coverage, but this will no longer be the case. In order to preserve a (relatively) consistent appearance throughout the journal, alternative fonts may be converted to one of these at the discretion of the Journal editors. However in cases where these are insufficient, impractical, or otherwise undesirable, other fonts are acceptable.

### **14.Tables & Figures**

Tables should be self-explanatory and additional notes may be added below the table. Appropriate spacing should be maintained in the table, including table headings and footnotes. Table headings should be placed above the table. Footnotes should be placed below the table with referred superscripts.

Each figure should have a caption. The caption should be concise and typed separately outside the figure space. Figures should be self-explanatory. Information presented in the figure should not be repeated in the table. All symbols and abbreviations used in figures should be defined clearly in the figure legend. Figure legends should be given below the figures.

## **15. Nomenclature and Units**

Abbreviations of words or expressions that appear more than 3 times in the manuscript may be used, but should be written out at first appearance in both the text and abstract.

Internationally accepted rules and the **international system of units** (SI) should be used. If other units are mentioned, please give their equivalent in SI. For **biological nomenclature**, the conventions of the *International Code of Botanical Nomenclature*, the *International Code of Nomenclature of Bacteria*, and the *International Code of Zoological Nomenclature* should be followed. **Scientific names** of all biological creatures (crops, plants, insects, birds, mammals, etc.) should be mentioned in parentheses at first use of their English term.

**Chemical nomenclature**, as laid down in the *International Union of Pure and Applied Chemistry* and the official recommendations of the *IUPAC-IUB Combined Commission on Biochemical Nomenclature* should be followed. All biocides and other organic compounds must be identified by their Geneva names when first used in the text. Active ingredients of all formulations should be likewise identified. For **mathematical formulae**, all equations referred to in the text should be numbered serially at the right-hand side in parentheses. Meaning of all symbols should be given immediately after the equation at first use. Instead of root signs fractional powers should be used. Subscripts and superscripts should be presented clearly.

## **16. Copyright**

Submission of a manuscript clearly indicates that: 1) the study has not been published before or is not under consideration for publication elsewhere (except as an abstract or as part of a published lecture or academic thesis); 2) its publication is permitted by all authors and after accepted for publication it will not be submitted for publication anywhere else, in English or in any other language, without the written approval of the copyright-holder. The journal may consider manuscripts that are translations of articles originally published in another language. In this case, the consent of the journal in which the article was originally published must be obtained and the fact that the article has already been published must be made clear on submission and stated in the abstract.

It is compulsory for the authors to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party.

The author(s) should be the sole author(s) of the article and should have full authority to enter into agreement and in granting rights to JAS4QoL, which are not in breach of any other obligation. The author(s) should ensure the integrity of the paper and related works. Authors should mandatorily ensure that submission of manuscript to JAS4QoL would result into no breach of contract or of confidence or of commitment given to secrecy.

## **17. Electronic Proofs**

A PDF proof will be sent to the corresponding author as an e-mail attachment. Authors will be asked to check any typographical or minor clerical errors in the manuscript at this stage. No other major alteration in the manuscript is allowed.

## **5. Fees and Charges** (*officially from January 1, 2016*)

Regardless of the submission outcome, authors are requested to cooperate and pay non-refundable manuscript-processing charges on submission of manuscripts for the different papers as follows:

1. Full paper: JPY20,000 per manuscript for member, JPY30,000 for non-members.
2. Short communication: JPY10,000 per manuscript for members, JPY20,000 per manuscript for non-members
3. Accepted or invited - Wisdom (Philosophical) Note (As I was passing ...): No charge

#### 4. Accepted or invited - Mini Review: No charge

For normally written manuscripts with minor linguistic revisions, no additional charges are levied. However, when Chief Editors, Directors of Review Board Committee, and reviewers consider a certain manuscript requires proofreading, comments will be appropriately given. Authors can then contact our in-house rewriting/proofreading service ([kagakueigo@imexjapan.co.jp](mailto:kagakueigo@imexjapan.co.jp)) for prompt affirmative action at a reasonable rate. Japanese-English translation services are also available; however translations for languages other than Japanese to English are subject to availability there and then.

### 1. Checklist for manuscript Submission

#### 1. *For Review*

Authors are requested to kindly ensure the following are enclosed on submission:

- 1) Manuscript with properly attached figures and tables layout by the author per se.
- 2) A copy of the document for payment of manuscript submission charges. The Editorial Office will confirm the payment prior to acknowledgment of manuscript and manuscript review. Note that manuscripts will not be reviewed without prior payment (except for Mini-Reviews).
- 3) Email address of the corresponding author.

#### 2. *For Proof Submission*

- 1) Revised PDF proof: either as a file or facsimile copy of the PDF manuscript with revisions/corrections written at relevant places.
- 2) A scanned copy of the Letter of Manuscript Acceptance, or the reference number of the Letter of Acceptance from the Editorial Office.
- 3) A letter of authorship transfer and copy rights transfer of manuscript materials to JAS4QoL and AS4QoL signed by all contributing authors.

## 6. Manuscript Submission

Please read the online **Instructions to Authors** carefully before submitting your manuscript. We only accept online submission of manuscripts. Manuscripts should be submitted to The Editorial Office via **our online submission system**. After submission, prompt firsthand assessment of the manuscript will be executed, and a manuscript reference number (e.g. mnxxx) will be given to the corresponding author within 2-3 days upon acceptance of the appropriate content for JAS4QoL for peer-review. Do not hesitate to **contact the Editorial Office** for submission-related problems or enquiries of the manuscript status.

## 7. Journal Viewing, Membership & Non-membership

Only members can contribute articles of interest to JAS4QoL, although JAS4QoL is an open-viewing journal.

### 1. AS4QoL membership:

Payment of annual AS4QoL member fee of JPY3,000.

JAS4QoL offers open-viewing of online-published manuscripts to all. Both AS4QoL members and non-members can view, download, and attend AS4QoL-sponsored international conferences, symposia, and seminars. AS4QoL members are entitled to attend said events at members' rate; however, non-members are welcome to attend said AS4QoL-organized events at printed official rates.

## 8. Payment methods

1. **Credit card:** You can pay by credit card. Our website is integrated with PayPal, claimed to be one of the world's most loved payment gateways.
2. **Bank Transfer:** Kindly [contact editorial office](#) to know payment instructions for bank transfer.
3. **Other methods:** Kindly [contact editorial office](#) to know payment instructions for other methods such as postal transfer.