

Supplement Publication Policy JJPHT v3

A supplement is a collection of articles that addresses a particular theme or topic. Supplements are published as a separate issue of the journal and are usually funded by sources other than the journal's publisher. They are intended to facilitate the presentation and exchange of research findings. Editorial policy for supplements published in the Japanese Journal of Public Health Physical Therapy is discussed below.

1) Editorial and peer review

Supplements will be considered for publication only if their content is original and unbiased. If previously published research is to be included, this must be made clear, and the original publication must be acknowledged. Members proposing the publication of a supplement ("proposing members") should specify a guest editor who will be responsible for reviewing all manuscripts before submission, after revision, and immediately before publication. As with regular submissions, the journal editor retains the right to assign to peer review any manuscripts submitted for a supplement and to reject any such manuscripts. The journal editor must inform the guest editor of these conditions before beginning the editorial process for the supplement. Submission of manuscripts for supplements must proceed according to procedures specified by the editorial office. The process of peer review of manuscripts submitted for supplements must be the same as that used for regular publication. Sources of funding for research and publication, as well as any other conflicts of interest, must be clearly disclosed in the supplement.

2) Publishing The number of printed copies of a supplement must equal or exceed that of regular issues of JJPHT. Proposing members (or the sponsor) may order reprints of the supplement. The JJPHT editorial office must be involved in the preparation and publication of supplements, including the submission process and issues related to financing. The publication schedule should be agreed in advance and strictly adhered to. Supplements will be published no earlier than 3 months after all manuscripts (including the Preface) are received by the JJPHT editorial office.

3) Commercial concerns Proposing members (or the sponsor) are responsible for all costs of publication, including, but not limited to, costs related to print publication, online journal publication, the online submission process, peer review, English proofing, editing, and mailing. Proposing members (or the sponsor) should provide a rough estimate of costs, after

publication of the supplement has been tentatively approved. Advertising will not be displayed in commercially sponsored supplements.

4) Other issues for submission from Japan, the first and corresponding authors for each manuscript in a supplement must be current, paid members of the Japan Society of Public Health Physical Therapy. For submission from other countries, authors do not need to be paid members of the Society. Manuscripts must be prepared in accordance with the journal's Instructions for Authors (<http://kimuakilabo.main.jp/jjphpt.html>). (April 2021)

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