

Submission Rules for Japanese Journal of Headache

July 15, 2025 Revised

1. Submission Rules

- (1) The first author of a submitted manuscript must be a member of the Japanese Headache Society, and its contents should be broadly related to headache.
- (2) Manuscripts (original papers and case reports) must not have been published in other journals in Japan or abroad, or be in submission elsewhere. Manuscripts in English are also accepted.
- (3) Acceptance or rejection of submitted manuscripts will be decided by the Editorial Board.
- (4) There is no charge for reviewing and publishing papers. The authors must pay for reprints.
- (5) The copyright of all papers belongs to the Japanese Headache Society.

2. Structure of the paper

Distinguish between papers (Original, Case report, Letters to the editor):

- (1) The original text should be 300 words or less for the summary, 3,000 words or less for the text, 30 documents or less for the references, 8 or less for the figures and tables.
- (2) The case report can contain 300 words of abstract, 2,000 words of text, 20 documents for references, 3 figures and tables at maximum.

(3) Submission to Letter to the Editor

Letters to the editor are accepted for articles recently published in this journal. The purpose of the Letters to the Editor is to summarize the arguments against or in favor of the article in the form of a letter of no more than 500 words (without figures or tables). Acceptance or rejection will be decided by the Editorial Board. The text may be modified without changing the main idea of the contributor. The authors of the original paper may be asked to respond to or comment on the letter as necessary.

- (4) For Special Feature Papers and Invited Papers, the number of words, number of references, and number of figures and tables should be the same as those for Original Research Papers. However, this does not apply when the Editorial Board approves.
- (5) In principle, the author's proofreading should be completed only once, and the due date should be strictly adhered to.

3. Clinical Research Ethics and Personal Information Protection

- (1) When presenting a case in the article, a statement that consent was obtained from the patient should be included at the end of the article. In clinical research, comply with the “Ethical Guidelines for Life Science and Medical Research Involving Human Subjects” of the Ministry of Health, Labour and Welfare in Japan, and depending on the subject, complete the research ethics review at each institution and state in the paper that it has been approved by the review committee of the relevant institution. If your institution does not have a review committee, ask another institution that does to conduct a research ethics review and obtain approval. In the case of submissions to the Japanese Journal of Headache only, if no appropriate ethical review organization can be found, you may request Tokai University School of Medicine Clinical Research Review Committee, which is commissioned by the Society, to review your paper. Please refer to the following for guidelines (Japanese).
<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hokabunya/kenkyujigyou/i-kenkyu/index.html>
- (2) When presenting a case in the article, a statement that consent was obtained from the patient should be included at the end of the article. Refer to the “Guidelines for the Protection of Patient Privacy in Medical Papers Including Case Reports and Presentations at Scientific Meetings” by the Council of Surgical Associations. Authors are responsible for any issues related to the protection of personal information.
https://jp.jssoc.or.jp/modules/aboutus/index.php?content_id=44
- (3) When presenting a case in the article, a statement that consent was obtained from the patient should be included at the end of the article.

4. COI status

- (1) All authors, regardless of whether they are members or non-members, must submit a "Self-reported COI Report" indicating their COI status with companies, organizations, or groups related to the content of the paper for a period of one year from the time of submission.
- (2) The self-reported COI status will be listed at the end of the main text of accepted papers.
- (3) The Editorial Committee will consider self-reports of suspected serious COI status and consult with the Board of Directors as necessary.

5. Writing Outline

- (1) Manuscripts: The text should be approximately 12-point font with ample line spacing. The cover page should be a single page and should be double spaced. We recommend that the manuscript be written in Microsoft Word using a standard font.
- (2) The first page of the main text should contain the category of submission, title of paper, authors' names, up to five keywords, names of affiliated institutions, and contact information, and the second page should contain the abstract. The main text, references, should be prepared as a single file, with figures and tables in separate files.
- (3) The main text should include the following items: "Introduction," "Objectives," "Subjects and Methods," "Results," "Discussion," and "Conclusion". As for a case report, a section titled "Cases" may be included.
- (4) Numbers and units: Arithmetic numerals are used. Weights and measures units are CGS units, such as m, cm, mm, cm², dl, ml, kg, g, mg, etc.
- (5) Figures and photographs: JPG, GIF, EPS, TIFF, AI and PSD formats are recommended. Staining method and magnification should be indicated on the tissue specimens, and if the file spans multiple pages, such as DOC (X), XLS (X), PPT (X), etc., numbers should be written in each figure/photograph. The resolution should be 300 dpi or higher, and the file should be clear enough to be printed as is. If there is a preferred size, it should be clearly indicated. The explanations of the figures should be written on a separate sheet of paper.
- (6) Tables should be prepared in Microsoft Excel using standard fonts. Tables should include numbers, titles, and footnotes.

(7) References: List references in the order in which they are cited in the text, with shoulder numbers where they are cited in the text. The references should be listed as follows.

- 1) In the case of a journal, the author's name: title, journal name, number of pages: start page - end page, year of publication.
- 2) For books,
Author's name: book name, edition number, publisher's name, place of publication, year of publication, number of volumes, citation page.
Author's name: name of the paper, name of the book, name of the editor, chapter, name of the publisher, place of publication, year of publication, citation page (start page - end page).
- 3) When citing an abstract of a conference presentation, use (meeting) at the end of the title.
- 4) When citing authors, list all authors if there are three or less authors, and list the first three authors followed by "et al." if there are four or more authors.
- 5) For Web site:
Website Name [Internet]. Location of Publisher: Publisher Name; Date Published [cited Date Accessed]. Available from: URL. (For "Date Published," provide as much information as is available.)

(8) Reference Example

- 1) Fukuda M, Suzuki N, Maruyama S, et al : Effects of sumatriptan on cerebral blood flow under normo- and hypercapnia in rats. Cephalalgia 22 : 468-473, 2002.
- 2) Giammarco R, Edmeads J, Dodick D : Critical Decisions in Headache Management. B.C.Decker Inc, Hamilton-London, 1998 pp1-10.
- 3) National Center for Intractable Diseases. Eosinophilic Granulomatosis with Polyangiitis [Internet]. Tokyo : Ministry of Health, Labour and Welfare ; 2022 Mar 1. [cited 2023 Jan 11] . Available from : <http://www.nanbyou.or.jp/entry/3878>

(9) It is the responsibility of the author(s) to obtain permission from the primary publication copyright holder and submit a permission form to the Editorial Board. The source of the article should be clearly indicated.

6. Submission Guidelines

- (1) Papers should be submitted using the electronic submission system

“ScholarOne Manuscripts™”. Submission website:

<https://mc.manuscriptcentral.com/jjh>

*Accessible from the website of the Japanese Headache Society and the link in the journal's website.

- (2) On the cover page of the main text, write the classification of submission, title of paper, author(s), keywords (up to 5), name of affiliated institution, contact information. The main text, references, should be prepared as a single file, and figures and tables should be prepared as separate files and uploaded from the submission website.
- (3) Always open the full-text PDF file before submission to check for garbled text, clarity of images, and numbering and descriptions of figures and tables.
- (4) File name: Uploaded files should be named using one-byte alphanumeric characters as follows (extensions are examples)
Manuscript: MainText.docx
Figure: Fig1.jpg Fig2.jpg Fig3.jpg
Table: Table1.xlsx Table2.xlsx Table3.xlsx
- (5) Acceptance Form for Submission and COI Report Form: Fill out and seal the Acceptance Form for Submission and COI Report Forms for all authors, name the scanned data (PDF file) using one-byte alphanumeric characters (extension is shown in the example) as follows, and upload them.
Submission consent form: shodaku.pdf
COI report form: coi.pdf
- (6) File size: The total size of all uploaded files should not exceed 20MB.

7. Contact

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