

Total Rehabilitation Research

Instruction for Authors

1. The first author or the responsible author of a manuscript submitted to this journal is limited to a member of the Asian Society of Human Services, a general incorporated association. Free membership can be registered from "MEMBERSHIP > MEMBER REGISTRATION" on the official website of the Society.
2. Manuscripts submitted to this journal are scientific papers that contribute to the advancement of various fields related to human services, and are not published or planned for publication in other journals (academic journals, commercial journals, university/research institute order books, or manuscripts). However, this does not apply to research reports such as conference presentation abstracts and scientific institute expenditures.
3. Manuscripts submitted to this journal should be downloaded SUBMISSION FORM on the official website and two Word files of SUBMISSION FOAM, FORMAT should be prepared in accordance with the Writing Regulations (final revised June 24, 2020).
4. The classification of published articles in this journal shall be based on the following criteria.
 - "Original work (ORIGINAL ARTICLE)" is a study report that is original and has clear conclusions.
 - "Review (REVIEW ARTICLE)" is a report that summarizes prior research on a particular field or topic.
 - "SHORT PAPER" refers to research reports that are novel and require prompt publication.
 - "Patient report (CASE REPORT)" is an interesting case report that is highly suggestive to members and readers.
 - "Practice Reporting (ACTIVITY REPORT)" is an interesting practice report that is informative to members and readers.
5. Manuscripts submitted to this publication should be sent to E-mail addresses of TRR Editorial Office.
6. All co-authors shall be deemed to have agreed to be responsible for the contents of the manuscript when submitting the manuscript.
7. Manuscripts submitted shall conform to the following.
 - Human studies should be based on Helsinki Declaration of Human Rights. In doing so, it is desirable to obtain informed consent, the ethics committee of the research institution or institution to which the research institution belongs, or the equivalent organization.
 - In accordance with the protection of personal information, anonymity shall be made in case reports, etc. If it is difficult to anonymize the scientific papers sufficiently, obtain written consent on the publication of the scientific papers and the associated risks.

8. The approval of submitted papers will be decided by the Editorial Committee, referring to the opinions of several reviewers who are experts in the field. Write back the editorial committee's opinion if it needs to be revised. If a correction is requested, re-submit the correction manuscript within a specified time limit. After the deadline, it will be processed as a new publication.
9. In principle, the author's calibration shall not be allowed to rewrite the text or modify the figures and tables.
10. Every journal is published as an electronic journal on the official website.
11. The copyright of a paper after publication in this journal belongs to the Asian Society of Human Services, a general incorporated association, and after publication, it is prohibited to publish it in another journal without the consent of the Society.
12. Commercial matters that may conflict of interest (e.g. consultant fees, donations, ownership of shares, patent acquisition, etc.) shall be reported.
13. All English-language papers must be reviewed by native English speaker (native checked), and this should be clearly indicated at the time of submission.
14. The actual cost of publishing a paper in this journal shall be borne by the Company.

Enforced on December 1, 2013

1st Revised on December 20, 2018

2nd Revised on June 24, 2020

Applied from TRR Vol. 9 (June 2021)



Total Rehabilitation Research Editorial Office

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Total Rehabilitation Research Publication Manual

- Restrictions on the number of manuscripts for each submission category shall be in accordance with the following provisions, and manuscripts that do not conform to the format shall not be accepted.

Category	Text (excluding title page)	Abstract	Key-word
ORIGINAL ARTICLE	Less than 20 pages		
REVIEW ARTICLE		About 500 words	Less than 5 words
SHORT PAPER	Less than 15 pages		
CASE REPORT / ACTIVITY REPORT			

- Languages shall be English, and use "century" except for thesis titles and subject matter provisions.
- The font size of the manuscript and the items shall be subject to the following provisions.
 - Title: The title should be 20pt in bold, and the font should be "Times New Roman". Subtitles should be 14pt and separated by a "; (colon)".
 - Authors: The authors are listed in the order shown on the left and are 12pt. In the notation of Affiliation, superscript single parenthesis numbers are used after Author's name. If the first author and the responsible author are different, a " * (asterisk) " should be added after Affiliation of the responsible author. Family names are capitalized.
e.g.) Taro TANAKA¹⁾ Jiro SATO^{2)3)*}
 - Affiliation is 10pt. One-parenthesis numbers are used according to the order of authors. The faculty, department, or the like may be described to the extent that they conform to such faculty or department. Positions are not listed.
 - Contact: Describe the contact of the first author or the responsible author. For the responsible author, precede the address with "* Correspondence:".
e.g.) tanaka@japan.com (Taro TANAKA; Japan)
*Correspondence: sato@japan.com (Jiro SATO; Japan)

- List: The list used in a paper should be, in principle, starting with "I." and shall be arbitrary below "1.", "1)", "(1)". "I." shall be 12pt in bold, and "1." shall be 10pt in bold.
 - Text: In principle, 10 points shall be used, and a minimum of 6 points shall be used if it is unavoidable in appearance. Parentheses, commas, periods, spaces, and hyphens used in the text must be single-byte.
 - Figures: Figures should be listed below the figure. Headings should be provided above the headings. In principle, the title should be text (not a figure) using clear figures and tables. The width of the figure shall be up to the character width, but the width of the figure shall be centered if it is less than the character width.
4. Only "Author's name", "Affiliation" and "Author Contact" should be identified.
 5. The original shall use one-byte alphanumeric characters. For the figures in the manuscript, the numerals for calculation shall be used mainly.
 6. If an abbreviation is used, full text should be included at the beginning.
 7. The quantities shall be in MKS (CGS) units and shall be in millimeters, centimeters, m, ml, l, g, kg, cm², etc.
 8. When specifying the name of a specific device or chemical in the body, the following provisions shall be followed.
 - Apparatus name: Generic name (company name, product name).
e.g.) MRI (Siemens, Magnetom)
 - The name of the drug is generic name (trade name ®).
e.g.) Hydrochloric acid eperison (Myonal®)
 9. The mention of reference in text shall be subject to the following provisions.
 - At the end of the quoted sentence, the appropriate number of the bibliographic list is given in "Upper half-brackets". When multiple documents are cited, the references cited should be numbered separated by "(comma)". If the numbers of the cited documents are consecutive, they are linked by "-(hyphen)" and the first and last numbers are given.
e.g.) This sentence was written by editor of Asian Journal of Human Services.¹⁾
This sentence was written by editor of Asian Journal of Human Services.^{1,3,7)}
This sentence was written by editor of Asian Journal of Human Services.¹⁻³⁾

- When referring to a particular author's report, the year should not be filled in, but only the family name of the first author should be filled in, and "et al." should be added.
e.g.) 1 person: Smith reported that further research is needed. ¹⁾
2 or more: Smith et al. reported that further research is needed. ¹⁾

10. The reference should be followed below provisions. Parentheses, commas, periods, spaces, and hyphens used in the literature list are unified in half-width.

- ① Yamauchi M & Hirakawa M. Issues in spousal bereavement support for elderly men in Japan. *Asian J Human Services*. 2020, 1, 1-19. DOI: 10.14391/ajhs.18.33
 - ② Park LT & Zarate CA Jr. Depression in the primary care setting. *N Engl J Med*. 2019, 380, 559-568. DOI: 10.1056/NEJMcp1712493
 - ③ Yano N, Han CW & Kohzuki M. Construction Concept of Quality of Life Scale for Evaluation of Educational Outcomes. Abstract Journal, 2018 Asian Society of Human Services Congress in KYOTO, 2018, 28.
 - ④ American Psychiatric Association. *Diagnostic & Statistical Manual of Mental Disorders, 5th edition. (DSM-5)*. 2013, American Psychiatric Association Publishing, Washington DC.
 - ⑤ Cabinet Office (2016) Annual Report on the Aging Society. February 2016.
 - ⑥ Cabinet Office (2011) Public opinion poll on nursing care insurance system.
URL: <http://survey.gov-online.go.jp/h22/h22-kaigohoken/>(14, December 2017).
 - ⑦ The order of reference articles should be in the order of citation in the main text and should be numbered consecutively in single parentheses.
- If the editor and the author are the same, the first name and last name should be followed by a "(edit)". If the editor and author are different, enter the name and name of the editor (edit) after the title.
e.g.) Lemke T. Foucault, politics and failure. In Jakob Nilsson & Sven-Olov Wallenstein (Eds.), Foucault, biopolitics and governmentality. 2013, Sodertorn University. 35-52.
 - In the case of a translation, it must be defined original document (original author name, title, year, publisher). Then the translator name, translated year, translated page should be clearly defined.

- Reference: Indication of the person name should conform to the original reference. In the case of co-authorship, up to six persons should be listed.
 - 1) Up to 6 authors: Separate with "," and "&".
e.g.) Plavnick BJ, Tiffany K, & MacFarland CM. Effects of a School-Based Social Skills Training Program for Adolescents with Autism Spectrum Disorder and Intellectual Disability. *J Autism Dev Disord*, 2015, 45(9), 2674-2690. DOI: 10.1007/s10803-015-2434-5
 - 2) More than seven authors: After separating them with "," and add "et al."
e.g.) Zhi Z, Zachary W, Amy W, Qiang F, Huan Z, Amy S et al. Brief Report: Evaluation of an Intelligent Learning Environment for Young Children with Autism Spectrum Disorder. *J Autism Dev Disord*, 2016, 46(11), 3615-3621. DOI: 10.1007/s10803-016-2896-0
- If different documents are cited and Author's name and year of publication are the same, distinguish them with alphabets after the year of publication. It should be combined with the notation in the text.
e.g.) Japan Association of Geriatric Health Services Facilities. White Paper on Care in FY2016 -From the Standpoint of Geriatric Health Services Facilities-. 2016a, 78, Office TM Co., Ltd.
e.g.) Japan Association of Geriatric Health Services Facilities. White Paper on Care in FY2016 -From the Standpoint of Geriatric Health Services Facilities-. 2016b, 10-13, Office TM Co., Ltd.

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