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# Japan Journal of Aromatherapy Submission Guide

## 1. Preparation for Submission

Authors should carefully read the journal's submission guidelines along with this submission guide to prepare manuscripts using the provided template.

## 2. How to Prepare Manuscripts

- 1 A word-processing application, such as Microsoft Word™, should be used to prepare manuscripts for submission. Manuscripts must be typed horizontally in 12-point font and formatted in a single column. Each page should contain no more than 1,000 words, with line numbers in the left margin and the page number in the bottom right corner.
- 2 Manuscripts should be organized in the following order: Cover, Abstract, and Main Text sections. A page break must be inserted between each section.
- 3 Double-byte characters should be used for punctuation, parentheses, hyphens, and other typographical symbols. Numbers and letters should use single-byte characters. A single-byte space should be inserted between a number and its unit.
- 4 A double-byte indent should be applied at the beginning of each section.

## 3. Terminology

- 1 Names of enzymes should conform to the enzyme nomenclature system of the International Union of Biochemistry and Molecular Biology (IUBMB), whereas names of chemical compounds should follow the International Union of Pure and Applied Chemistry (IUPAC) nomenclature system.
- 2 Generic names must be used for drugs. If a brand name is included, it should be placed in parentheses immediately following the corresponding generic name.
- 3 If the name of an enzyme, compound, or drug is abbreviated or numbered, the abbreviation or number should appear in parentheses after the full name the first time it is mentioned in the main text.
- 4 Units of measurement should follow the International System of Units (SI).
- 5 The letter "p" representing a p-value should be italicized as *p*.
- 6 Company names, including those of essential oil manufacturers and laboratory equipment suppliers, must be written using their official designations, such as "Co., Ltd." or "Inc."
- 7 Aromatherapy-related terms should adhere to the Official Textbook for Aromatherapy Certification Levels 1 and 2 (Aroma Environment Association of Japan, 2020). For example, "aromatherapy" should be used as a generic term for natural therapeutic approaches using essential oils. The term "essential oil" should be used instead of "aroma oil."
- 8 Scientific names of plants must be italicized.
- 9 The term "massage" should generally be replaced with "treatment" or "procedure". The term "massage" may only be used when referring to massage performed by practitioners holding the relevant national license.

## 4. Figures, Tables, and Photographs

- 1 Figures, tables, and photographs should be limited to one per page. The total number of these items should not exceed 10.
- 2 Each figure or photograph must include its number, title, and caption. Additionally, all titles and captions should be listed together on a separate page titled Figure or Photo Caption(s).
- 3 Tables should be labeled sequentially as "Table 1," "Table 2," and so on. When cited in the text, they should be referred to by their labels, e.g., Table 1.
- 4 Figures should be labeled as "Fig. 1," "Fig. 2," etc. When cited in the text, they should be referred to by their labels, e.g., Fig. 1.
- 5 Photographs should be labeled as "Photo. 1," "Photo. 2," etc. When cited in the text, they should be referred to by their labels, e.g., Photo. 1.

## 5. Cover

- 1 The Cover page must provide the following information:
  1. Report Type  
Specify whether the submission is an original report, review, note, or case report.
  2. Title  
The title should be concise, clear, and accurately reflect the content of the report.  
If a series title is included, assign a reference number to it and describe it in the References and Notes section.
  3. Names of Authors  
For multiple authors, an asterisk (\*) should be placed to the right of the corresponding author's name.
  4. Official Names of Institutions Where the Study Was Conducted  
List all research institutions with which the authors are affiliated. If there are multiple institutions, number them and indicate authors' affiliations by number. Provide the address, telephone number, and email of the corresponding author.
  5. Number of Figures, Tables, and Photographs  
Indicate the number of figures, tables, and/or photographs included in the manuscript for each category.

## 6. Abstract

- The abstract should provide a concise summary of the study's objectives, methods, and results, including key numerical values, to help readers understand the main points of the report.
- 1 The abstract should be prepared in the following order:
    - (1) Title
    - (2) Author names
    - (3) Names of the institutions where the study was conducted
    - (4) Main text of the abstract
    - (5) Separate main title, if applicable
    - (6) Keywords (3–5 terms)
  - 2 The abstract has different word limits depending on the report type: No more than 600 words for an original report or a review and about 100-200 words for a note or a case report.

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## 7. Main text

- 1 The sections in the main text should be organized according to the submission guidelines: 3-1. Original reports, 3-2. Reviews, 3-3. Study notes, and 3-4. Case reports.
- (2) Level 1 headings should be labeled as 1. Introduction, 2. Experiments, and so on, and centered. Level 2 headings (subheadings under Level 1) should be labeled as 2.1, 2.2, and so on. Level 3 headings (subheadings under Level 2) should be labeled as 2.1.1, 2.1.2, and so on. Both Level 2 and 3 headings should be indented a double-byte space from the left margin. Subheadings under Level 3 or lower should be numbered as (1), (2), and so.

Example:

2. Methods (centered)
  - 2.1 Subjects (indented a double-byte space from the left margin)
    - 2.2 Measurement Conditions (indented a double-byte space from the left margin)
      - 2.2.1 Aromatherapy (indented a double-byte space from the left margin)
        - (1) Samples
        - (2) Sample presentation
      - 2.2.2 Measurement of Brain Waves (indented a double-byte space from the left margin)
        - 2.2.3 Analysis of Brain Waves (indented a double-byte space from the left margin)
          - 2.2.4 Questionnaire Form (indented a double-byte space from the left margin)

## 8. References and Notes

- 1 References and notes in the main text should be numbered consecutively (e.g., XXX<sup>1)</sup> or XXX<sup>2), 3)</sup> or XXX<sup>4)-6)</sup>) and placed in superscript at the right shoulder of the relevant word that appears first. All references and notes should be listed together at the end of the main text in the order of citation.
- 2 "Ibid.," "idem.," "the journal," and similar terms should not be used even when citing references published by the same authors in the same journal or book that differ in volume, year, or page numbers.
- 3 The initials of the authors should follow their last names. When a reference has multiple authors, the names of all authors should be provided. However, when the number of authors is five or more, the first four authors should be listed, and the remaining authors should be abbreviated as "et al."
- 4 Abbreviations for reference titles should follow the conventions used in Chemical Abstracts, the Chemical Handbook, and similar sources.
- 5 Japanese-language journals should be abbreviated as specified by the Journal. For journals with no abbreviations specified, the full title should be used without abbreviating. However, for a reference or a journal with no English title, the Japanese title should not be translated into English and should be listed in Japanese.
- 6 Journal titles should be italicized, the volume number should be in Gothic script, and the publication year should be in parentheses.
- 7 Book titles should be placed in double quotation marks ("").

- 8 Citing an author's own unpublished (submitted) research is undesirable. However, if such work is cited, it should be marked as "under submission," including the author's name and the title of the journal to which it was submitted.
- 9 Reports published in electronic journals should be cited as follows: author names: title, journal title, volume (issue), page numbers, year of publication, date of access, and URL.
- 10 Citations of web pages should be avoided whenever possible because they may be removed from electronic media or become inaccessible due to a URL change. If a web page must be cited because no alternative publication is available, it should be cited as follows:
  11. Name of the publishing institution or author names, year, reference title, date updated, <URL>, and date accessed. Any unknown item of information may be omitted.

Example: References

- 1) William S. C., Joseph C. S.: *Ann. NY Acad. Sci.*, 561, 29–38 (1989).
- 2) Shinzo Noda, Eri Daitoku, Wataru Okazaki: *Japan Journal of Aromatherapy*, 4, 26-29 (2004).
- 3) Sawamura M. (Ed.): "Citrus Essential Oils. Flavor and Fragrance", pp. 5–7, John Wiley & Sons, New Jersey (2010).
- 4) 鳥居鎮夫: "香りの謎", pp. 35–39, フレグランスジャーナル社, 東京(1994).
- 5) Aroma Environment Association of Japan (2014), *Aroma Laboratory*, September 10, 2014, <<http://www.aromakankyo.or.jp/basics/literature/>> Accessed December 10, 2014

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