

Journal of Japanese Society for International Nursing

Instruction to Authors (version 1 corrected, 2017/07)

I. Submission Regulations

1. The Journal of Japanese Society for International Nursing is the official, annual Journal of the Japanese Society for International Nursing (JSIN) and includes reviews, original articles, short reports, field reports, and others concerning international health and/or international nursing.
2. The main objective of the journal is to present study/research results and to contribute to the development of international nursing and international health.
3. Manuscript submission eligibility: The first author should be a member of the Japanese Society for International Nursing. Manuscripts of request are an exception.
4. Submitted articles should not have previously been published.
5. Submitted articles should be submitted between July 1 and September 30 every year.
6. Manuscripts should be written in Japanese or English. Articles in English must be checked by an English native speaker before submission.
7. The Editorial Board will inform the author once the article has been received.
8. The Editorial Board assumes full responsibility for acceptance decisions. The Board will inform submitters of the result within three months after receiving the article. The author may be asked to revise the article or alter the type of the article. When the author has modified the article to reflect the reviewer's comments, he/she should reply within the specified period.
9. Authors should be responsible for the reproduction of tables, figures, questionnaires and photographs.
10. Duplicate submissions are prohibited.
 - 1) Manuscripts should not be pending publication in other journals simultaneously.
 - 2) In cases of ascertaining duplicate submissions, the manuscript will be removed from JSIN and information will be posted on the JSIN Home Page.
11. JSIN holds the copyright of the article published and JSIN has the right to make the article electronically available to the public.
12. Authors should submit the following contents in separate files via e-mail: a. Cover Page, b. Article Body, c. Figures and Tables, d. Certification of English proofreading, if the author is a non-native speaker of English writing an article in English. When an author has questions, he/she should contact the editorial board by e-mail.

Address to:

(Title of e-mail) Manuscript Submission _Type of Manuscript_ author's name

(to whom) Editorial Board of Journal of Japanese Society for International Nursing
(e-mail address) journal@jsin.jp

II. Submission Details

1. Types of manuscripts

- 1) There are multiple types of manuscripts, such as review, original, short report, field report, and others.
- 2) Authors should decide the manuscript type using the following metric. However, the editorial board may request that authors change the type in when an improper type has been chosen.

Review article: Review of articles related to international health or international nursing with comments and analysis from the authors.

Original article: Original research includes original and new information related to international health or international nursing.

Short report: Concise but complete descriptions of original research related to international health or international nursing.

Field report: Reports on projects, programs, and activities in the field of international health or international nursing that demonstrate implications or ideas for related practices by sharing experiences.

Others: Information, reports on conferences or meetings, and comments regarding newly-published books are included in this category. The editorial committee may request articles in advance.

2. Research Ethics

Ethical consideration is given to research subjects, and the ethics of the research itself should always be mentioned in the Methods section.

3. Disclosure of Conflict of Interest (COI)

Author should disclose COI conditions regarding the research included in the article. If needed, refer to: <http://www.sci.go.jp/ja/info/kohyo/pdf/kohyo-22-t183-1.pdf> to understand COI disclosure.

4. Peer-Review

- 1) The editorial board reviews the submitted manuscripts using two professionals, including at least one member of JSIN.
- 2) The editorial board should send papers back to authors for revision within three months.
- 3) Authors should send back a revised version of the manuscript with comments where changes have been made.

5. Contents and Structure

- 1) The submitted Cover page should contain: the type of article, the article title in English, the names of the authors in English, keywords (maximum of five), affiliation(s), and the contact details of the corresponding author, which must include his/her name, telephone number, and e-mail address.

2) Structure and Subdivision of Articles

Type of manuscript	Structure	Word counts/Tables and Figures
Review	① Cover page ②Keywords (maximum of five) ③300-word abstract in English ④Text ⑤References	Max 3,000 words in English. The combined maximum number of tables and figures allowed is seven, which is treated as being equivalent to 200 words
Original article	① Cover page ②Keywords (maximum of five) ③300-word abstract in English ④ Text (consists of introduction, objective, methods, results, and discussion) ⑤References	Max 3,000 words in English. The combined maximum number of tables and figures allowed is seven, which is treated as being equivalent to 200 words
Short report	① Cover page ②Keywords (maximum of five) ③300-word abstract in English ④ Text (consists of introduction, objective, methods, results, and discussion) ⑤References	Max 1,000 words in English. The combined maximum number of tables and figures allowed is seven, which is treated as being equivalent to 200 words
Field report	① Cover page ②Key words (maximum of five) ③300-word abstract in English ④ Text (consists of introduction, objective, methods, results, and discussion) ⑤References	Max 3,000 words in English. The combined maximum number of tables and figures allowed is seven, which is treated as being equivalent to 200 words

Others	As per the Editorial Board's requests	As per the Editorial Board's requests
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6. Arrangement of Manuscripts

- 1) Manuscripts should be sent in a .doc, or .docx file format and A4 paper size.
- 2) Arabic numerals should be used for the numbers.
- 3) English documents should be double-spaced. Text should be in single-size characters with a font size of 12 in Times New Roman.
- 4) Page numbers should be given beginning at the cover page on the bottom right.
- 5) Units of measurement should be abbreviated, such as mm, cm, ml, %, and so on.
- 6) Abbreviations should be written in full when they first appear in the article body.
- 7) Manuscript Submission
 - (1) First page:
The first page should be the cover page with its required contents.
 - (2) Second page:
The author should write a maximum of five keywords and an abstract. Providing an abstract in Japanese is not required.
 - (3) The article body should begin on the third page.
 - (4) Both figures and tables should be simple and clear. Figures, tables, and photographs should be saved as .doc, .docx, or an Excel file in a single file separated from the cover page and article body files.

7. References and Quotations

- 1) All references should be listed at the end of the text.
- 2) References should be consecutively numbered in the order that they are mentioned in the text.
- 3) Reference numbers in the text body should be in superscript, like so¹
- 4) In general, references should be formatted as in the APA Manual of Style.

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