

Journal of Japanese Society for International Nursing

Instructions for Authors (revised June 2018)

I. Submission Regulations

1. *The Journal of Japanese Society for International Nursing* is the official annual journal for the Japanese Society for International Nursing (JSIN). It includes reviews, original articles, research note, and field reports concerning international health and/or international nursing
2. The main objective of the journal is to present fruits of study/research results and to contribute to the development of international nursing or international health.
3. **Eligibility for submission:** The first author should be a member of JSIN and should have paid the annual membership fees before submission of the manuscript. Invited manuscripts are exceptions to this rule.
4. The submitted manuscripts should not have been previously published elsewhere or have been submitted to another journal for future published.
5. Manuscript can be submitted between July 1 and September 30 every year.
6. Manuscripts should be written in Japanese or English. The article and abstract in English should be proofread by a native speaker and submitted with its certificate.
7. After receiving each article, Editorial Board informs the author of receiving the article.
8. The Editorial Board assumes full responsibility for the decision of acceptance. The Board will inform the corresponding author of the results within three months of receipt of the manuscript. The author could be asked to revise the article or the type of the article. If the author agrees with a reviewer's comments, he/she should reply within period.
9. Authors are responsible for the reproduction of tables, figures, questionnaires, and photographs.
10. Duplicate-submission is prohibited.
 - 1) Manuscripts should not have been published in another journals. Please note that the manuscript being posted or planned to be posted will be taken as a duplicate submission.
 - 2) Revised reports for subsidy or revised presentation summaries from academic conferences are exceptions to the duplicate submission rule. In these cases, the author should clearly mention that the manuscript is a revised version.

- 3) In case of ascertainment of duplicate-submission, the manuscript to Journal of Japanese Society for International Nursing(JSIN) is removed and this will be announced on the JSIN home page.
11. JSIN holds the copyrights of all published articles published and JSIN has the right to open the article electrized and printed to the public.
12. Authors should submit the following contents via e-mail: **a. Checklist, b. Cover page file, c. Article body file, d. Figures and tables file, e. Certification of English proofreading for any manuscripts written in English and abstract written in English.** If an author has any questions, he/she should contact the Editorial Board via e-mail.

Email submissions should be formatted as follows:

Subject of e-mail: Manuscript Submission _Type of Manuscript_Author's Name

Recipient: Editorial Board of Journal of Japanese Society for International Nursing

E-mail address: journal@jsin.jp

II. Submission Details

1. Types of Manuscripts

- 1) Types of manuscripts are such as review article, original article, research note, field report, and others.
- 2) Authors should identify what type of manuscript they are submitting from the following.

Review article: Review of previously published articles related to international health or international nursing with comments by the authors.

Original article: Original research that provides new information related to international health or international nursing

Research note: Concise but complete description of original research related to international health or international nursing

Field report: Sharing the experience of projects, programs, and activities that are related to international health or international nursing and that have implications for related practices experiences.

Others: Information, conferences reports, or meeting comments regarding new books are

included in this category. The Editorial Board may request articles to prepare it.

The Editorial Board reserves the right to change the manuscript classification or to request modification so that a submitted article fits one of these categories.

2. Research Ethics

Ethical consideration with regard to the research subjects and the overall research design should be covered in the Methods section.

3. Disclosure of Conflict of Interest (COI)

Authors should disclose any conflicts of interest regarding the research at the end of the main body of the article.

4. Peer Review

- 1) The Editorial Board reviews the submitted manuscripts by two professionals at least one of whom is a member of JSIN.
- 2) The Editorial Board refers back to the authors for revision within three months of submission.
- 3) The authors should send back a revised version of the manuscript with comments illustrating where changes have been made.

5. Content and Structure

- 1) The submitted cover page should contain: the type of manuscript, the article title in English, the authors' names in English, author affiliation(s), and the contact details of the corresponding author, including name, telephone number and e-mail address.
- 2) Structure and Subdivision of Articles

Type of Manuscript	Structure	Word Count/ Tables and Figures
Review Article	① Cover page ② Keywords (max. of 5) ③ Abstract in English within 300 words ④ Text ⑤References	<ul style="list-style-type: none"> ● Maximum of 3,000 words for English manuscripts. ● Fewer than 5 tables and figures ● A table/figure that takes up half a page is equivalent to 200 words. ● A table/figure that takes up a quarter of a page is equivalent to 100 words

Original Article	① Cover page ② Keywords (max. of 5) ③ Abstract in English within 300 words ④ Text (consists of introduction, objective, results, discussion, and conclusion) ⑤References	<ul style="list-style-type: none"> ● Maximum of 3,000 words for English manuscripts. ● Fewer than 5 tables and figures ● A table/figure that takes up half a page is equivalent to 200 words. ● A table/figure that takes up a quarter of a page is equivalent to 100 words
Research Note	① Cover page ② Keywords (max. of 5) ③ Abstract in English within 300 words ④ Text (consists of introduction, objective, results, discussion, and conclusion) ⑤References	<ul style="list-style-type: none"> ● Maximum of 3,000 words for English manuscripts. ● Fewer than 5 tables and figures ● A table/figure that takes up half a page is equivalent to 200 words. ● A table/figure that takes up a quarter of a page is equivalent to 100 words
Field Report	① Cover page ② Key words (max. of 5) ③ Abstract in English within 300 words ④ Text (consists of introduction, objective, results, discussion, and conclusion) ⑤References	<ul style="list-style-type: none"> ● Maximum of 3,000 words for English manuscripts. ● Fewer than 5 tables and figures ● A table/figure that takes up half a page is equivalent to 200 words. ● A table/figure that takes up a quarter of a page is equivalent to 100 words
Others	As requested by the Editorial Board	As requested by the Editorial Board

6. Arrangement of Manuscripts

- 1) Manuscripts should be submitted as an A4 .doc or .docx file.
- 2) Arabic numerals should be used for numbers.
- 3) English documents should be double-spaced with left and right margins of 30 mm.
The text should be in single-size character in font size 11 of Times New Roman.
- 4) Page numbers should be included starting from the Cover Page in the bottom right corner of

the page.

- 5) Units of measurements should be written such as mm, cm, ml, %, and so on.
- 6) Abbreviations, acronyms, and initialisms should be written as a full word when they first appear in the article body.
- 7) Manuscript submission
 - (1) First page: Cover Page with the necessary information (see 5.1))
 - (2) Second page: Type of manuscript, article title, abstract and keywords (max. of five). An abstract in Japanese is not required.
 - (3) Third page: Start of the article body. The type of article and title should be mentioned first.
 - (4) Figures and tables should be simple and clear. Figures, tables, and photographs should be saved together in a single .doc, .docx, or Excel file separate from the cover page file and article body file. The insertion points for the figures, tables, and photographs should be mentioned in the article body.

7. **References and Quotations**

- 1) The references should be listed at the end of the text.
- 2) The references should be consecutively numbered in the order that they are mentioned in the text.
- 3) Reference numbers should be included as a superscript notation next to the corresponding text. e.g.) ○○¹⁾
- 4) In principle, the references should follow the **APA Manual of Style**.

Supplementary provision:

These rules shall be enforced from June 19, 2018, following a revision.

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