

## **Journal of the Japanese Society for International Nursing**

### **Instructions for Authors**

#### **I. Submission Regulations**

1. *The Journal of the Japanese Society for International Nursing* is the official journal of the Japanese Society for International Nursing (JSIN). It includes review articles, original articles, research notes, and field reports concerning international nursing and/or international health.
2. The main objective of the journal is to present the results of research and to contribute to the development of international nursing or international health.
3. The journal is published twice a year, and consists of academic assembly abstracts and submission manuscripts.
4. Eligibility for submission: The first author should be a member of JSIN and should have paid annual membership fees before submission of the manuscript. Invited manuscripts are exceptions to this rule.
5. The submitted manuscripts should be related to international nursing and/or international health.
6. Manuscripts can be submitted at any time of the year. Accepted manuscripts will be open in J-Stage as in press and be published in the next volume (from April 2022).
7. Manuscripts should be written in Japanese or English. Articles and abstracts in English should be proofread by a native English speaker and submitted with a certificate stating it has been edited by a native English speaker.
8. If any part in the text identifies the author (acknowledgment, research fund assignment number, ethics committee name, etc.), submit it in hidden letters (e.g., blacked out lettering).
9. The Editorial Board will inform the author(s) of receipt of an article. In the case that an article fails to meet the submission regulations, the Board will return the work to the author.
10. The Editorial Board assumes full responsibility regarding decisions related to 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 article type. If the author(s) agree with the reviewers' comments, they should reply within the allowed period.
11. Author(s) bear the responsibility for the initial calibration in which they can proofread only for typographical errors. Authors are not allowed to make any further corrections regarding the content of the manuscript.
12. If authors use existing scales or tools, they must obtain the creator's permission, submit a document proving they have obtained the permission (email exchange is also acceptable), and specify they have obtained permission in the text. If permission is not required to use the scale or tool, cite the explanation (URL) in the text. Authors are responsible for reproducing tables, figures, questionnaires, and photographs.

13. Duplicate submissions are prohibited.
  - 1) Manuscripts should not have been published in other journals. Please note that manuscripts being uploaded or that are planned to be uploaded to another journal will be considered a duplicate submission.
  - 2) Revised reports for a subsidy or revised presentation summaries from academic conferences are exceptions to the duplicate submission rule. In these cases, the author should clearly state that the manuscript has been revised from the original.
  - 3) In the case of determining a duplicate submission, the manuscript submitted to the JSIN will be removed, and this will be announced on the JSIN home page.
14. JSIN holds the copyright to all published articles and has the right to open the articles to be electronicized and printed for the public.
15. Authors should submit the following six requirements via e-mail: **a. Checklist, b. Cover page file, c. Abstract file, d. Article body file, e. Figures and tables file, and f. Certification of English proofreading for manuscripts written in English.** If author(s) have any questions, they should contact the Editorial Board via e-mail.

**E-mail submissions should be formatted as follows:**

E-mail title: Manuscript Submission \_Type of Manuscript Author's Name

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

E-mail address: [journal@jsin.jp](mailto:journal@jsin.jp)

\*Questions regarding manuscript submission will be accepted via email.

## **II. Submission Details**

### **1. Types of Manuscripts**

- 1) Types of manuscripts eligible for submission to this journal include review articles, original articles, research notes, and field reports.
- 2) Authors should identify the type of manuscript they are submitting based on the following criteria. The Editorial Board reserves the right to change the manuscript classification or request a modification so that a submitted article fits one of these categories.

**Review article:** Review of previously published articles related to international nursing and/or international health with comments by the author(s).

**Original article:** Original research that provides new information related to international nursing and/or health.

**Research note:** This document consists of a concise but complete description of original research related to international nursing and/or international health.

**Field report:** Reports related to the experience of projects, programs, and activities related to international nursing and/or international health, which have implications for related practical

experiences.

**Others:** In addition to the above, if the editorial committee deems it necessary, they will invite a book review paper, new publication introduction, academic meeting report, information, etc.

## **2. Research Ethics**

For research involving human subjects, both the original article and research note should be approved by the associated affiliation/institution or research ethics review committee of the JSIN. The name of the ethics review committee and date of approval should be mentioned. Furthermore, in the case of field reports, authors should describe ethical considerations regarding the research subjects and overall research design in the Methods section. Even for research targeting people other than life science/medical research stipulated in the “Ethical Guidelines for Life Science/Medical Research for Humans,” the approval of the Institutional Review Board, which is not covered by the guidelines, shall be obtained.

## **3. Disclosure of Conflict of Interest**

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

## **4. Authorship**

As a general rule, co-author qualifications must meet requirements (1) to (4) below. If they do not meet the requirements, they should be acknowledged in the Acknowledgment section.

- (1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
- (2) Drafting the work or revising it critically for important intellectual content; AND
- (3) Final approval of the version to be published; AND
- (4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part thereof are appropriately investigated and resolved.

Reference: International Committee of Medical Journal Editors

<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

## **5. Peer Review**

- 1) The Editorial Board reviews the submitted manuscripts through two professionals, at least one of who is a member of the JSIN.
- 2) The Editorial Board contacts the authors for revisions within approximately three months of submission. A peer review will be conducted within one year of the posting, and the acceptance or rejection of the publication will be decided. Papers will be published in the latest journal,

Issue 2, in the order of acceptance. However, submitted papers that do not comply with the Code of Ethics may be rejected immediately.

- 3) When the authors are required to revise their submission, they should resend the revised set of manuscripts within the specified period along with an answer sheet (the format is free, but it is required that authors respond to each comment).

## 6. Content and Structure

- 1) The submitted cover page should contain the following information:

- Type of manuscript; article title in English; author(s) name(s) in English; author affiliation(s); and contact details of the corresponding author, including his or her name, telephone number, and e-mail address.

- Author's contribution (specify the contribution each author made in the research: research design, data collection, analysis, draft writing, confirmation/revision of the manuscript, etc.)

For example:

Kokusai Taro: Research design, data collection, analysis, drafting the manuscript,

Kango Hanako: Research design, analysis, manuscript correction, final confirmation

- 2) Structure and Subdivision of Articles

Type of Manuscript	Structure	Word Count/ Tables and Figures
Review Article	① Cover page ② Keywords (max. of five) ③ Abstract in English of no more than 300 words ④ Text (consists of introduction, objectives, results, discussion, and conclusion) ⑤ References	<ul style="list-style-type: none"> <li>● Maximum of 4,000 words for English manuscripts</li> <li>● Fewer than five tables and figures</li> <li>● A table/figure that takes up half a page is equivalent to 200 words</li> <li>● A table/figure that takes up a quarter of a page is equivalent to 100 words</li> </ul>
Original Article	① Cover page ② Keywords (max of five) ③ Abstract in English of no more than 300 words ④ Text (consists of introduction, objectives, results, discussion, and conclusion) ⑤ References	<ul style="list-style-type: none"> <li>● Maximum of 4,000 words (including references) for English manuscripts (including references)</li> <li>● Fewer than five tables and figures</li> <li>● A table/figure that takes up half a page is equivalent to 200 words</li> <li>● A table/figure that takes up a quarter of a page is equivalent to 100 words</li> </ul>
Research Note	① Cover page ② Keywords (max of five) ③ Abstract in English of no more than 300 words ④ Text (consists of introduction, objectives, results, discussion, and conclusion) ⑤ References	<ul style="list-style-type: none"> <li>● Maximum of 4,000 words (including references) for English manuscripts</li> <li>● Fewer than five tables and figures</li> <li>● A table/figure that takes up half a page is equivalent to 200 words</li> <li>● A table/figure that takes up a quarter of a page is equivalent to 100 words</li> </ul>

Field Report	①Cover page ②Keywords (max of five) ③Abstract in English of no more than 300 words ④Text (consists of the introduction, objective, results,discussion, and conclusion) ⑤References	<ul style="list-style-type: none"> <li>● Maximum of 4,000 words (including references) for English manuscripts</li> <li>● Fewer than five tables and figures</li> <li>● A table/figure that takes up half a page is equivalent to 200 words</li> <li>● A table/figure that takes up a quarter of a page is equivalent to 100 words</li> </ul>
Others	As requested by the Editorial Board	As requested by the Editorial Board

## 7. Arrangement of Manuscripts

- 1) Manuscripts should be submitted as an A4 .doc or .docx file.
- 2) Arabic numerals should be used for numbering.
- 3) English documents should be double-spaced with left and right margins of 30 mm. The text should be Times New Roman single-sized characters in font size 11.
- 4) The title page should include information on the type of article, title, all author(s)' name(s), author(s)' affiliations, a structured abstract, and keywords (max. of five). Abstracts should be separated from both the cover page and body of the article. The abstract should include the Purpose, Methods, Results and Conclusion. An abstract in Japanese is not required.
- 5) Manuscript submission
  - (1) Page numbering should start from the first page of the article body and be placed in the bottom right corner of the page.
  - (2) Insert the line numbers as serial numbers for all pages on the first page.
  - (3) The type of article and title should be mentioned first on the first page.
  - (4) The following numbering scheme is required: I, 1, 1
- 6) Figures and tables should be simple and clear. Figures, tables, and photographs should be saved as a single page with a readable font size (pt). 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.
- 7) The period (.) and comma (,) should be used consistently.
- 8) Units of measurements should be written such as mm, cm, ml, %, etc.
- 9) Abbreviations: acronyms and initialisms should be written as a full word when they first appear in the article.
- 10) In accordance with the APA bibliographic citation system, citations in the text are indicated by author name and year of publication (Author, Year).
- 11) In principle, the references should follow the latest version of the APA Manual of Style. American Psychological Association's APA Style (<https://apastyle.apa.org/>)
- 12) The reference list should be listed in alphabetical order based on the name of the first author.
- 13) Insert the line numbers through the pages in the manuscript to indicate line numbers for

peer review.

\*Set by Word Layout → Line Numbers → Continuous

Supplementary provisions:

These rules shall be enforced from May 1, 2020 following revision.

The revision of the rules shall be enforced from June 1, 2022 following revision.

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