

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 for the Japanese Society for International Nursing (JSIN). It includes reviews article, 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 studies/research and to contribute to the development of international nursing or international health.
 3. The journal is published twice a year; the journals will consist of academic assembly abstracts and submission manuscripts.
 4. Eligibility for submission: The first author should be a member of JSIN and should have paid the annual membership fees before the 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 any time through the year. Accepted manuscripts will be open in J-Stage as I press and published in the next volume (from April 2022).
 7. Manuscripts should be written in Japanese or English. The articles and abstracts in English should be proofread by a native speaker and submitted with a certificate stating it has been edited by a native English speaker.
 8. If there is a part in the text that identifies the author (acknowledgment, research fund assignment number, ethics committee name, etc.), submit it in hidden letters (e.g. covered with black).
 9. The Editorial Board will inform the author(s) of the receipt of an article. In the case that an article fails to meet the submission regulations, the Board will return the work back to the author.
 10. The Editorial Board assumes full responsibility regarding the decision of acceptance. The Board will inform the corresponding author of the results within three months of the receipt of the manuscript. The author could be asked to revise the article or the type of article. If the author(s) agrees with the reviewers' comments, he/she should reply within the allowed period.
 11. Author(s) bear the responsibility for the initial calibration in which he/she can proofread only for typographical error. He /she is not allowed to make any further corrections regarding the content of the manuscript.
 12. If authors use an existing scales or tools, obtain the creator's permission, submit document that can prove that you had obtained the permission (email exchange is also acceptable), and specify that you have obtained the permission in the text. If permission is not required to use the scale or tool, cite the explanation (URL, etc.) in the text. Authors are responsible for the reproduction of tables, figures, questionnaires and photographs.
 13. Duplicate submissions are prohibited.
- Manuscripts should not have been published in other journals. Please note that the manuscript being uploaded or planned to be uploaded to another journal will be regarded as a duplicate submission.

- 1) 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 has been revised from the original.
- 2) In the case of the ascertainment of a duplicate submission, the manuscript submitted to the Journal of the JSIN will be removed, and this will be announced on the JSIN home page.
14. JSIN holds the copyrights to all published articles, and JSIN has the right to open the articles to be electricized 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 any manuscripts written in English.** If author(s) have 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 General Incorporated Association Journal of Japanese Society for International Nursing

E-mail address: journal@jsin.jp

II. Submission Details

1. Types of Manuscripts

- 1) Types of manuscripts eligible for submission to this journal include review articles, original articles, research notes, field reports and others.
- 2) Authors should identify what type of manuscript they are submitting based on the following criteria. 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.

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

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

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

Field report: Report related to the experience of projects, programmes and activities that are related to international nursing and/or international health and that have implications for related practical experiences.

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

2. Research Ethics

For research involving human subjects, both the original article and research note should be

approved by the associated affiliation/institution or the research ethics review committee of the JSIN. The name of the ethics review committee and the date of approval should be mentioned. Furthermore, in the case of the field reports, authors should describe ethical considerations with regard to the research subjects and the 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 the requirements from (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; AND
- (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 of the work 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 and at least one of whom is a member of the JSIN.
- 2) The Editorial Board contacts the authors for revisions within about three months of submission. Peer review will be conducted within one year from 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 not be rejected immediately.
- 3) When the authors are required to revise, they should resend the revised set of manuscripts within the specified period, along with an answer sheet (the format is free, but answer for each comment).

6. Content and Structure

- 1) The submitted cover page should contain the following information:
 - the type of manuscript, the article title in English, the author(s)' name(s) in English, author

affiliation(s) and the contact details of the corresponding author, including his or her name, telephone number and e-mail address.

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

Example) Kokusai Taro: Research design, data collection, analysis, drafting the manuscript
 Nursing 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 ②Keywords (max of 5) ③Abstract in English within 300 words ④Text (consists of introduction, objective, results, discussion and conclusion) ⑤References	<input type="checkbox"/> Maximum of 4,000 words for English manuscripts <input type="checkbox"/> Fewer than five tables and figures <input type="checkbox"/> A table/figure that takes up half a page is equivalent to 200 words <input type="checkbox"/> A table/figure that takes up a quarter of a page is equivalent to 100 words
Original Article	① Cover page ②Keywords (max of five) ③Abstract in English within 300 words ④Text (consists of introduction, objective, results, discussion and conclusion) ⑤References	<input checked="" type="checkbox"/> Maximum of 4,000 words (including references) for English manuscripts (including references) <input checked="" type="checkbox"/> Fewer than five tables and figures <input checked="" type="checkbox"/> A table/figure that takes up half a page is equivalent to 200 words <input checked="" type="checkbox"/> A table/figure that takes up a quarter of a page is equivalent to 100 words
Research Note	① Cover page ②Keywords (max of five) ③Abstract in English within 300 words ④Text (consists of introduction, objective, results, discussion and conclusion) ⑤References	<input checked="" type="checkbox"/> Maximum of 4,000 words (including references) for English manuscripts <input checked="" type="checkbox"/> Fewer than five tables and figures <input checked="" type="checkbox"/> A table/figure that takes up half a page is equivalent to 200 words <input checked="" type="checkbox"/> A table/figure that takes up a quarter of a page is equivalent to 100 words
Field Report	① Cover page ②Key words (max of five) ③Abstract in English within 300 words ④Text (consists of the introduction, objective, results, discussion and conclusion) ⑤References	<input checked="" type="checkbox"/> Maximum of 4,000 words (including references) for English manuscripts <input checked="" type="checkbox"/> Fewer than five tables and figures <input checked="" type="checkbox"/> A table/figure that takes up half a page is equivalent to 200 words <input checked="" type="checkbox"/> A table/figure that takes up a quarter of a page is equivalent to 100 words

	②Keywords (max of five) ③Abstract in English within 300 words ④Text (consists of introduction, objective, results, discussion and conclusion) ⑤References	<input type="checkbox"/> a page is equivalent to 100 words
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 numbers.
- 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) Title pages should include information on the type of article, title, all of the author(s)' name(s), the author(s)' affiliations, a structured abstract and keywords (max of five). Abstracts should be separated from both the cover page and the body of the article itself. Abstract should include 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 number as a serial number for all pages from 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 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) The period (.) and comma (,) should be used consistently.
- 8) Units of measurements should be written such as mm, cm, ml, % and so on.
- 9) Abbreviations, acronyms and initialisms should be written as a full word when they first appear in the article body.
- 10) In accordance with the APA bibliographic citation system, citations in text are indicated by author name and year of publication (Author, Year).

8. References

- 1) In principle, the references should follow the latest version of the **APA Manual of Style**.

American Psychological Association: APA Style (<https://apastyle.apa.org/>)

- 2) The reference list should be listed in alphabetical order based on the name of the first author.

Supplementary provisions:

These rules shall be enforced from April 3rd, 2023.

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