

Journal of Health Care and Nursing

Submission Regulations

I. Submission qualifications

Faculty members and persons who have been approved by the editorial committee.

II. Author qualifications

Authors who have made a significant intellectual contribution to the submitted paper. These authors must have sufficiently participated in the research, be involved in the preparation of the manuscript, and be responsible for the paper content. Those who only provided partial advice or assistance, such as obtaining funds or data collection, may not be considered authors. The co-authors must review the final manuscript before submission and sign the co-author agreement consent form before the author submits the manuscript.

III. Paper acceptance or rejection

The editorial committee will determine whether or not to accept the submitted paper for publication. The results of the peer review will be used as a reference when considering acceptance.

IV. Manuscript types

Manuscript types include reviews, editorials, original articles, research reports, practice reports, and materials with the following contents.

【Review】

Comprehensive discussion of a specific theme that gathers internal and external knowledge from multiple perspectives.

【Editorial】

An article that expresses one's opinion, outlook, or proposal on a specific theme.

【Original article】

An article with a logical and clear concept based on research results obtained from unique data, logically shows new knowledge, is original, and has a clear academic significance.

【Research report】

Although the content does not reach the level of that of an original article, the research results are significant and worthy of presentation.

【Practice report】

A report on educational activities and health care and nursing practices contributing to the improvement and development of educational and health care and nursing practices, whose results are worthy of presentation.

【Material】

Includes useful survey data and literature examined and deemed worthy of presentation.

【Other】

Those approved by the editorial committee, such as academic conference participation reports.

V. Ethical considerations

Research involving humans and animals must be approved by the Research Ethics Review Committee of the institution where the author is affiliated. The ethical review approval number and details should be written on the submission application form and in the main text. Since individuals may be identified in manuscripts submitted for peer review, the information will not be displayed in the main text.

VI. Conflicts of interest

If financial support has been received within the previous year that would create a conflict of interest with a company, organization, or group related to the presented content, this should be disclosed after the acknowledgments section. If there is no conflict of interest, the phrase “Authors declare no conflict of interest” should be inserted.

VII. Writing guidelines

1. Manuscript format

The manuscript size should be A4, with at least 2.5cm margins on the top, bottom, left, and right sides. Each page must contain 40 lines. The text should be written in 12-point Times New Roman font. The marker function should be used to conceal texts that may reveal the identity of the author, such as the ethical review approval number in the main text or the acknowledgments. Each page of the submitted manuscript should include the page number (bottom center) and line numbers.

2. Manuscript length

Submitted manuscript must be $\leq 8,000$ words, including the main text, figures, tables, and references, regardless of the paper type.

3. Manuscript composition

Generally, the manuscript should be written in accordance with the American Psychological Association (APA) Style. Please submit a submission application form when submitting a manuscript. The composition of the submitted manuscript is as follows.

1) Submission application form

The submission application form should include the paper title, author name, affiliation, preferred article type, contact information, conflicts of interest, and ethical considerations, all according to the format.

2) Title and abstract

Write the paper title, abstract (approximately 300 words), and up to 5 keywords

3) Main text

- (1) The section headings should be numbered in the following order I, 1, 1) and (1) for sections, subsections, and subsubsections, respectively.
- (2) Generally, the paper should be presented in the following order: introduction (background and purpose), methods, results, discussion, conclusion, and acknowledgment.
- (3) Numerical units should be expressed according to APA style.
- (4) Commonly used abbreviations should be used. If uncommon abbreviations are used, they should be defined at their first appearance in the paper.

4) Creation of figures and tables

- (1) Original figures and tables are defined as those that have not been published or presented elsewhere. Figures and tables should be original drawings made on a personal computer. Figures and photographs must be of a sufficient resolution (approximately 600 dpi or higher) and must be submitted in PDF format when submitting the final manuscript.
- (2) Figures and tables are created in a separate file from the main text, and the position to be inserted in the main text is specified. As a guideline for converting figures and tables into characters, those with the maximum size of an A4 sheet are approximately 400 words, those with half the size of an A4 sheet are approximately 200 words, and those with a quarter of the A4 paper are approximately 100 words. Next to the title of the figure/table, clearly indicate how many characters the figure/table corresponds to.

5) References

- (1) It is preferable to use printed or available documents as references. Citations from web pages must take full account of requirements such as whether the URL is unchanged and whether anyone can view the page.
- (2) In the main text, the reference should be indicated as “author/publication year method (author name and publication year in Western calendar),” and the list of references should be listed in alphabetical order by the first author’s name, according to the example.

〈Example of references in main text〉

Example 1) Sato (2008) ...

Example 2) ...was stated (Sato, 2008) .

Example 3) Yamada et al. (2011) ...

Example 4) ...was stated (Sawada et al., 2012) .

Example 5) Erikson et al. (1997/ translated by Murase et al 2001) ...

Example 6) ...was reported (Sato, 2008 ; Yamada, 2011) .

Note) Only the first author should be listed; if there are two or more authors, “et al.” should be written after the name of the first author. Additionally, if multiple papers are listed simultaneously, use “ ; ” as shown in Example 6)

〈Example of list of references〉

* The edition number should not be stated if it is the first edition.

* If the book or translation is published in Japan, then the place of publication may be omitted.

* Up to three authors should be listed, and if there are four or more authors, “et al.” should be included after the third author.

(1) Book (single citation)

Author name (publication year). Book name (edition number). pp. First page–last page. Publisher. Place of publication.

<Example>

Sato, T. (2013). Perspectives on qualitative psychology. pp.87-90. Shinyosha.

(2) Book (citation in multiple locations)

*Omit the pages and write the page in the main text citation.

Author name (publication year). Book name (edition number). Publisher. Place of publication.

<Example>

Sato, I. (2008). Qualitative data analysis methods: principles, methods, and practice. Shinyosha.

(3) Book (citation of a chapter from an edited book)

Chapter author name (publication year). Chapter title. Editor's name (ed.), Book name (edition number). pp. The first page of the chapter– the last page of the chapter. Publisher. Place of publication.

<Example>

Osada, Y. (2016). Chapter 2 : Psychology of learning and memory–B memory. Osada, H. (ed.), Psychology for nursing students (2nd edition). pp. 17-27. Igaku Shoin.

(4) Translation (single citation)

Original author name (original publication year/ translation publication year). Translator name (trans.), Translated book title (edition number), pp. First page–last page. Place of translation publication.

<Example>

Erikson, E.H., Erikson, J.M. (1997/2001), Murase, T., Kondo, K.(trans.), Completion of the life cycle (expanded edition), pp. 181-190. Misuzu Shobo.

(5) Journal Paper

Author name (publication year). Paper title. Publication journal name. Issue or volume (issue), First page–last page.

<Example>

Okajima, S., Hirota, A., Kimura, E., et al. (2013). Health-related quality of life and associated factors in patients with primary lymphedema. Japan Journal of Nursing Science, 10 (2), 202–211.

(6) Online version of academic journals (if there is no DOI)

Author name (year). Paper title. Journal name. Volume (issue), First page–last page. URL

<Example>

Sadanaga, C., Okamitsu, K. (2014). Factors influencing elderly patients' decision making to undergo cardiac

surgery. Journal of Japanese Nursing Ethics, 6 (1), 12 – 19. https://www.jstage.jst.go.jp/article/jjne/6/1/6_12/_pdf/-char/ja

(7) Online version of academic journals (if there is DOI)

Author name (publication year). Paper title. Journal name. Volume (issue), First page–last page. doi: DOI number

<Example>

Niiya, K. (2016). The trajectory of nursing based on the changes in patient education in Japan for 70 years after World War II: From the viewpoint of basic nursing education and clinical practice. Journal of Japan Academy of Nursing Science, 36, 9-18. doi: 10.5630/jans.36.9

(8) Citation from web page

*Avoid as much as possible; do not cite materials without an author name whose contents are subject to change.

Author name (publication year). Title. Website name. URL (search year, month, and date).

<Example>

Ministry of Health, Labour and Welfare of Japan (2017). Overview of 2016 vital statistics (confirmed numbers). Ministry of Health, Labour and Welfare of Japan website. <https://www.mhlw.go.jp/toukei/saikin/hw/jinkou/kakutei16/index.html> (Jan. 10, 2018)

4. Native language check

Non-native English speakers should have their manuscripts English proofread at the time of initial submission.

Have the manuscript checked by a native English speaker and submit the signature of the native English speaker or a certificate from the institution that have undergone native speaker checks the manuscript to the paper submission system. The form is optional.

VIII. Proofreading

The author will proofread only the first draft, and no major additions or revisions will be accepted during the proofreading.

IX. Authors bear the expenses

The publication fee is free. The author bears reprint expenses. Furthermore, if special printing expenses (e.g., color photos) are required, the author must bear the costs for these.

X. Copyright

The copyright of the papers published in this journal belongs to the Juntendo University Faculty of Health Care and Nursing, and this faculty has the right to digitize the paper.

XI. How and where to submit manuscripts

Generally, manuscripts must be submitted online, and the password specified by the editorial committee must be set for each manuscript. The URL for submission will be notified separately.

XII. Inquiry

If you have any questions, contact the editorial board listed below.

2-5-1 Takasu, Urayasu City, Chiba 279-0023

Journal of Health Care and Nursing Editorial Committee, Faculty of Health Care and Nursing, Juntendo University

TEL 047-355-3111

FAX 047-350-0654

e-mail kenkyuu@juntendo.ac.jp

These regulations will come into effect from July 15, 2003.

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