

## **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 between July 1 and July 31 every year. Furthermore, abstracts for an academic assembly have a different submission period, which will be clarified on the JSIN homepage.
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 the text includes the author(s)'s names/possible ways of identifying them, the text should be submitted in a way that allows the authors to remain anonymous for reviewers.
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. Authors are responsible for the reproduction of tables, figures, questionnaires and photographs.
13. Duplicate submissions are prohibited.
  - 1) 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.

- 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 has been revised from the original.
  - 3) 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 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 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 Journal of Japanese Society for International Nursing

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

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

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

- 3) 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

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.

## 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. 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 three months of submission.
- 3) The authors should send back a revised version of the manuscript with comments illustrating where changes have been made within the allotted time period.

## 5. 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.

### 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 ⑤References	<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</li> </ul>

		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	<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>
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	<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>
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	<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>
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 Times New Roman single-sized characters in font size 11.
- 4) Abstracts should be separated from both the cover page and the body of the article itself. It 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). 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) The type of article and title should be mentioned first on the first page.
  - (3) 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).

#### 7. **References**

- 1) In principle, the references should follow the latest version of the **APA Manual of Style**.
- 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 May 1, 2020 following revision.

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