The Journal of Nursing Studies : National College of Nursing, Japan Information for Authors

Title: The Journal of Nursing Studies : National College of Nursing, Japan (henceforth referred to as The Journal).

Aim: To encourage and support scholarly works and provide opportunities to report the research of all professionals related to the National College of Nursing, Japan (NCNJ).

Publication: Issued once a year.

Types of contributions (manuscripts): Manuscripts should not currently be under review or about to be published elsewhere before appearing in The Journal. Manuscripts deriving from oral presentations at conferences or those which have previously appeared in conference proceedings are eligible if basic details with respect to the presentation, such as the name of the conference and the date of presentation, are noted.

Data-based, theory-based, and review articles are welcomed and The Journal Committee (henceforth The Committee) will accept them for publication after a double-blind peer review. Types of contributions (manuscripts) include scientific research papers (original articles or review articles) or other articles as follows:

1) Original article: Articles which provide new knowledge and perspective that are presented in a logical manner based upon originally collected data.
2) Review article: Articles which integrate and synthesize research findings in a specific area of study through a literature review.
3) Others: Other manuscripts which do not fulfill the above criteria but are thought to merit publication in The Journal by The Committee.

The research paper should include introduction, methods, results, and discussion.

Authorship qualification

1) Faculty and staff of the NCNJ.
2) Part time faculty of the NCNJ.
3) Former faculty and staff of the NCNJ whose investigation/s was/were conducted while working at the NCNJ.
4) The Committee may solicit contributions from other institutions.

Receipt and acceptance/rejection

1) The date of receipt will be the date on which it was delivered to The Committee; the manuscript must comply with the requirements of manuscript preparation and submission.
2) Submissions will be peer-reviewed by The Committee. The Committee will make a final decision regarding acceptance or rejection for the submission, and the type, the accepted date, and the order of articles in The Journal.

Ethical considerations

Authors must state that research has been undertaken with proper ethical consideration, or approved by a suitable research ethics committee.

Manuscripts submission process

1) The original and three copies of each manuscript should be submitted. Three copies are needed for the review process,

and therefore, information regarding the authors, such as names, affiliations, or addresses should be deleted from the title page. Once a manuscript is accepted, the manuscript should be submitted in Microsoft Word file.

2） The author must submit the paper in the style prescribed in "Manuscript Preparation."

3） Manuscripts can be delivered by hand, mailed to the below address, or e-mailed with Microsoft Word file attachment to kiyo@ncn.ac.jp. In the case of mailing, send via registered mail and write "contribution manuscript" in red on the envelope. In the case of e-mail, contact us if the confirmation message has not been sent in three days.

4） Contact and mailing address:

The Journal Committee, c/o National College of Nursing, Japan

1-2-1 Umezono, Kiyose-shi, Tokyo, 204-8575, Japan Tel: +81-42-495-2211 Fax: +81-42-495-2758

E-mail: kiyo@ncn.ac.jp.

Proofreading: Proofreading is once in principle. Corrections should be restricted to typesetting errors; any other amendments will not be accepted.

Public presentation on the Internet: Manuscripts accepted for publication will be posted on the Internet on the homepage of NCNJ.

Copyright: Once a manuscript is accepted for publication, all rights shall belong to the NCNJ.

Manuscript Preparation

Format and style of manuscripts should basically be according to the Publication Manual of the American Psychological Association (APA). The following guidelines of the journal represent the elements of APA editorial style.

Standard manuscripts form: Manuscripts should be typewritten on one side of white A4 size paper. Manuscripts should be double-spaced and be unjustified. The preferred typeface is Times Roman or Courier and the size of the type should be 12 point. Each page should have at least a one-inch margin (recommended 1.25 inches) at the top, bottom, right, and left of the page, with no more than 27 lines on a page. Pages should be numbered consecutively with the first two or three words from the title in the upper right-hand corner, beginning from title page, excluding table(s) and figure(s). The content of a typical manuscript should include a title page, abstract, text, tables and figures.

Paper length: Papers must not exceed 20 pages, including a title page, abstract, text, tables, and figures. Each table and figure will be counted as a half-page.

Title page: This should be numbered page 1 and should contain the following:

On the upper half of the page:

- Title
- Full name(s) and affiliation(s) of the author(s)
- Keywords

* For English manuscripts, it is necessary to attach the above information in Japanese.

On the lower half of the page:

- Type of manuscript
- Paper length, total number of tables and figures
- Contact details of the corresponding author, including the name, address, phone number, fax number, and e-mail address

Abstract: Approximately 250 words. A Japanese-written abstract of approximately 400 characters should also be submitted, if it is an original or review article.

Keywords: Up to five keywords should be listed at the end of abstract.

References:

Reference citations must be made from published materials. The usage of reference citations should be necessary and indispensable to the text. All publications cited in text must be presented in the reference list that should be styled according to the guidelines of APA format.

The reference list should be on a separate page, and should be in an alphabetical order. References should have a heading indent. Examples of the most common styles are as follows.

Journal article:

Matsumoto, A., Kanda, K., & Shigematsu, H. (2002). Development and implementation of a critical pathway for abdominal aortic aneurysms in Japan. *Journal of Vascular Nursing*, *20*, 14-21.

Journal article in a journal paginated by issue:

Stillman, F. A. (1995). Smoking cessation for the hospitalized cardiac patients: Rationale for and report of a model program. *Journal of Cardiac Nursing, 9*(2), 25-36.

Book:

Polit, D. F., & Hungler, B. P. (1999). *Nursing research: Principles and methods* (6th ed.). Philadelphia: J. B. Lippincott.

Chapter of book:

Newton, K. M., & Froelicher, E. S. (2000). *Coronary heart disease risk factors*. In S. L. Woods, E. S. Froelicher, & S. U. Motzer (Eds.), *Cardiac nursing* (4th ed., pp. 739-756). Philadelphia: J. B.Lippincott.

Internet source:

Author(s) (if possible), document title or description, date (either the date of publication or update or the date of retrieval), URL.

Whenever possible, identify the author of document. For each example of various types of documents refer to the APA book.

For more detailed information, refer to the APA book.

Tables and figures: These should be presented on a separate page following the references. Each table and figure should be numbered and placement of each should be noted in the text.

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(Revised January 7, 2015)