

## 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 reports 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. **Reports:** 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, staff and graduate students 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.

### Manuscripts submission process

1. If you plan to submit an article, register the article title (provisional) by the deadline set by the bulletin manager of the Committee to the National College of Nursing Academic Research. This can be submitted to [kiyo@ncn.ac.jp](mailto:kiyo@ncn.ac.jp). The committee will send a confirmation email and password to the submission representative's email within three days of registering. Please contact the enquiry desk if you do not receive a confirmation email within this period.
2. All manuscripts and other documents should be prepared using document preparation software (such as Microsoft Word), compiled into a single file, and converted to PDF format. Submit both the original and a copy of the manuscript (without personal information such as author name, affiliation, email address, etc.). Pledge, Consent, and Self-Declaration of Conflict of Interest (COI) forms should also be submitted when submitting your manuscript. After the manuscript has been accepted, submit an electronic file in the format specified by the committee.
3. The author must submit the paper in the style prescribed in "Manuscript Preparation."
4. The manuscript and other documents should be attached to an e-mail and sent to the person in charge of the Committee the

Journal. The subject line of the e-mail should read "Submission to the Journal of Nursing Studies, NCNJ". The text of the e-mail should include [1] the title of the paper, [2] the type of the paper, [3] the names and affiliations of all authors, and [4] the e-mail address of the point of contact for the submission. For the manuscript attached to the paper, you should set a password that we will be notified of after submitting the title of the paper. The committee will send a confirmation e-mail to the point of contact of the submission within three days of receiving the original email. If you do not receive a confirmation e-mail to the point of contact for the submission, contact us at the email address below.

5. Contact and mailing address:

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

E-mail: [kiyo@ncn.ac.jp](mailto:kiyo@ncn.ac.jp)

#### Receipt and acceptance/rejection

1. A manuscript that satisfies the submission requirements of the bulletin manager will be accepted on the same date it arrives at the committee.
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.

#### Ethics on research

Authors must state that research has been undertaken with proper ethical consideration, and approved by a suitable research ethics committee. Authors must state any financial support or relationship that may constitute a conflict of interest. The absence of any interest to disclose must be stated also.

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

**Publishing on the Internet:** Published papers will be made available on the open access by the institutional repository and on the National College of Nursing's website.

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

### Manuscript Preparation

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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 submitted in a Microsoft Word file. 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 New Roman or Courier New 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 text, tables, and figures. Each table and figure will be counted as a half-page. A title page and abstract are not included in the 20 pages.

**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:** A maximum of five keywords (all in lowercase) should be listed at the end of the 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* (6<sup>th</sup> ed.). 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* (4<sup>th</sup> ed., pp. 739-756). 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 in gray scale, in appropriate size, and on a separate page following the references. Each table and figure should be numbered and placement of each should be noted in the text.

**Tables:** Microsoft Excel is recommended to make Tables using a normal, plain font. Each table should be presented with comprehensive but concise title above the table. Tables should be appropriately spaced and vertical lines should not be used to separate columns. Regardless of positive or negative number, align the decimal point and the number of decimal places, depending on significant figures, in the same column. In case where the results in the table are theoretically below 1, record the number such as “.18” without 0.

**Figures:** Use an appropriate resolution that can be clearly identified in a print. Final figures should be submitted in normal format, such as doc(x), ppt(x), JPG, and EPS.

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The author is responsible for securing written permission from the copyright holder for the reproduction or adaptation of any copyrighted materials such as tables or figures. This written permission should be obtained and submitted to The Committee. The reference and a notice of permission should be written in a footnote of tables or figures.

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