

# **Journal of Otemae University Institute of Global Nursing (JIGN)**

## **Submission Guidelines and Manuscript Formatting Guide**

### **I. Guidelines for Submission**

#### **1. Submission Rules**

In accordance with Article 3 of Otemae University Institute of Global Nursing Regulations, the Guidelines for Manuscript Submission for the Journal of Otemae University Institute of Global Nursing (JIGN) shall be as follows.

#### **2. Qualification for Submission**

At least one of the authors should be a faculty member of this university. In addition, full-time faculty members are limited to one paper as the first author for the same issue, but this does not apply if the editorial committee approves. There is no limit to the number of co-authored papers. Authors' research and writing contributions should be clearly indicated, whenever possible. Further, in cases of approval from the Editorial Board and submission of feature articles, articles can also be authored by non-faculty members.

#### **3. Authorship**

##### **1) Authors**

The term “author” is normally considered to refer to a person who has made a major intellectual contribution to the research reported. Authorship should be based on the following four points, and all of them must be satisfied. Merely obtaining funding, collecting data, or providing partial advice to a research group does not qualify a person for authorship.

- (1) Substantially contributed to the conception and design of the study, to the acquisition of data, or to the analysis and interpretation of data.
- (2) Participated in the drafting of the article or in the critical review of important intellectual content.
- (3) The author gave final approval of the manuscript for submission.
- (4) The author agrees to take responsibility for all aspects of the research and to appropriately investigate and resolve any questions about the accuracy or consistency of the paper. When a substantial number of researchers from multiple institutions are involved in the research, such as in industry-academic joint research, the person directly responsible for the submitted manuscript must be clearly identified.

##### **2) Research Contributors**

All research contributors who do not meet the criteria for authorship should be listed in the “Acknowledgments” section.

#### **4. Categories**

##### **1) Categories of articles**

Submitted articles are divided into review articles, original articles, reports, and information, and the content of each is as follows. Articles are reviewed by two reviewers.

##### **(1) Review articles**

A review article is a paper that outlines the overall academic situation of a specific theme related to nursing science and related fields, including historical background, importance, progress, future directions, etc., by collecting domestic and international knowledge from multiple perspectives and reviewing literature, etc., and clarifying considerations and prospects.

##### **(2) Original article**

Research that is original and logically presents new findings and suggestions for practice, and that is clearly significant academically. Systematic reviews written in accordance with the JBI protocol and conceptual analyses using the Rodgers or Walker & Avant approaches may be treated as original articles at the discretion of the editorial board of the Institute of International Nursing at Otemae University (hereafter referred to as the editorial board).

##### **(3) Reports**

Reports on practical examples of systems, assistance techniques, and items that have been improved or developed from a nursing perspective, and examples of the application of new or useful assistance techniques, which are summarized in paper format.

Proposals and recommendations that do not reach the level of an original paper, but whose research results are significant and are recognized as contributing to the development of nursing science and related fields, and useful surveys that serve as a reference for research and practical activities.

##### **(4) Information**

Materials that provide some kind of suggestion for clinical or educational practice and have some documentary value in the development of nursing science.

##### **2) Special Articles (non-peer reviewed, supplements)**

(1) Articles that need to be published quickly in reports on education, practice, and activities, and that have been written at the request of JIGN to related universities, etc.

(2) Articles that have not been peer reviewed but that the editorial committee has deemed appropriate.

#### **5. Research ethics**

It must be clearly stated that this research was conducted with ethical considerations.

1) If the research requires ethical considerations, it has been reviewed by the ethics committee of the affiliated institution, etc.

2) The explanation of the research participation to the subjects and the consent procedure have been appropriately conducted.

- 3) Consideration has been given to ensure that the subjects do not suffer any mental or physical burden, pain or disadvantage.
- 4) Personal data has been kept confidential and personal information has been protected.
- 5) The research does not violate researcher ethics, the references cited are clearly stated, there is no plagiarism, and the paper is not a duplicate submission to another academic journal.

## **6. Conflict of Interest**

- 1) At the time of submitting a paper, the COI status of all authors in relation to the content of the paper for the previous year must be stated in the “Conflict of Interest Statement” (Form 3).
- 2) If you have received financial support that constitutes a conflict of interest in the execution of the research or in the preparation of the paper, please state this in the “Conflict of Interest” section, which is located after the “Acknowledgements” section. If there is no conflict of interest, please state “There is no conflict of interest in this research”.

## **7. Submission of Manuscript**

The person who plans to submit the paper should fill in the necessary information on the Submission Form (Form 1) and send it as an email attachment to the Editor-in-Chief within the submission period for the publication schedule. All co-authors must affix their seals or provide their signatures.

## **8. Pre-submission check**

Before submitting the paper, check it against the Submission Checklist (Form 2) and make sure that it is complete and free of errors.

## **9. Submission method (electronic submission)**

- 1) One week before the submission deadline, the JIGN editorial committee chair will contact authors who have submitted a manuscript notification to provide the address of the submission folder that has been set up individually on OneDrive. Authors should submit the PDF manuscript to the designated submission folder, along with an “original” copy with the author's name included and a “copy” with the author's name deleted.
- 2) The Submission Checklist (Form 2) and the Conflict of Interest Disclosure Form (Form 3) must also be submitted at the same time as 1). In addition, if the manuscript is written in English, it must be proofread by a native English speaker before submission, and the proofreading certificate must also be submitted at the same time.

## **10. Manuscript Acceptance/Rejection**

- 1) Manuscripts will be accepted during the submission period in accordance with the publication schedule. The Research Collection is published twice a year.
- 2) Manuscripts that do not conform to the submission guidelines may not be accepted.

- 3) The date of submission will be the date of receipt. After submission, the editorial committee will notify the author by email that the paper has been received.
- 4) Papers will be reviewed by a person appointed by the editorial committee. Acceptance or rejection will be decided by the editorial committee after the review process.
- 5) Depending on the reviewer's judgment, the author may be asked to change the category of the paper. Manuscripts that are returned for review and require resubmission must be re-submitted as a PDF file to the designated folder by the person in charge by the specified date and time from the date of return. If the manuscript is not resubmitted by the specified date and time, it will be treated as a new submission.

## **11. Copyright**

The copyright of the articles published in this journal belongs to Otemae University in accordance with the regulations concerning copyrighted works of the Otemae Gakuen Educational Corporation.

## **12. Costs**

There is no publication fee.

## **13. Digitization and Web Publication**

If you give permission for digitization and web publication in the notification of writing, it is considered that you have given permission for registration and publication in the Otemae University Repository. Separate volumes will not be published. Papers will be published as “○ issue”, and non-papers will be published as “○ issue supplement”.

## **II. Writing Guidelines**

1. The submitted manuscript should be created in Word, and figures and tables should be created in Word or Excel.
2. The format should be A4 landscape. Set the margins to 30mm on the left, right, top and bottom, and write the page number in the lower center of each page, and include consecutive line numbers.
3. For Japanese manuscripts, set the number of characters per line to 35 characters x 28 lines, and leave an appropriate amount of space between lines. For English manuscripts, double-space the text.
4. The language used should be Japanese or English. The font for the main text should be MS Mincho for Japanese and Century for English, and the font size should be 10.5 points for Japanese and 12 points for English. English papers and Japanese papers with English abstracts should be proofread by a native English speaker and a certificate of proofreading should be submitted.
5. The structure should be as follows: title, author name and affiliation, abstract, keywords, main text, references, and citations. Other sections such as conclusions, appendices, and acknowledgements

may be included as necessary.

### **[Original Papers]**

The main text should be organized into Introduction, Purpose, Methods, Results, and Discussion, and should be no more than 16,000 characters in the case of Japanese text and no more than 10,000 words in the case of English text, including citations and references (the title and abstract are not included in the character count for both Japanese and English text). Charts and tables should be converted to 400 characters or 250 words per page. Figures and tables should be numbered consecutively and prepared separately from the main text. The location of figures and tables should be clearly indicated in the main text. A Japanese abstract of approximately 400 characters and an English abstract of approximately 250 words should be included. In addition, no more than five keywords (in both Japanese and English) should be included.

### **[Review Articles, Reports, and Materials]**

The same as for original papers, but may be changed as appropriate according to content. For Japanese, the text should be no more than 12,000 characters, and for English, no more than 7,500 words. A Japanese abstract of approximately 400 characters and an English abstract of approximately 250 words should be included.

### **[Special Articles]**

The same as for original papers, but may be changed as appropriate according to content. For Japanese, the text should be no longer than 12,000 characters, and for English, no longer than 7,500 words.

6. Headings should be written as follows.

- ① Chapters: I, II, III... Sections: 1, 2, 3...
- ② Sub-sections: 1), 2), 3)...
- ③ Sub-sub-sections: (1), (2), (3)...

7. References and citations should be written in APA style. For details, please refer to the “APA Manual for Writing Research Papers” or the “Publication Manual of the American Psychological Association: The Official Guide to APA Style”.

- Journal article in print: Author name. (Year of publication). Title of article. Name of journal, volume (issue), start page - end page.
- Online journal article (without DOI): Author name. (Year). Title of article. Name of journal, volume (issue), start page - end page. URL
- Online journal article (with DOI): Author name. (Year). Title of article. Name of journal, volume (issue), start page - end page. doi: DOI number
- Book: Author name. (Publication year). Book title. Publisher.

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