

*Journal of Otemae University Institute of Global Nursing (JIGN)***Submission checklist**

Title of paper \_\_\_\_\_

Name of author/s \_\_\_\_\_

When submitting your paper, please check and confirm that you have met the following requirements.

- ☐ A written notification (Form 1) has been submitted to the editor-in-chief by e-mail prior to submission
- ☐ One or more faculty members of this university are included in the authors (exceptions apply to submissions from overseas)
- ☐ The manuscript is prepared in Word and the charts in Excel.
- ☐ The manuscript is prepared in A4 paper, with 30-mm left, right, top, and bottom margins, and with the page number printed at the bottom center of each page. Continuous line numbers are written.
- ☐ The text is double spaced and font is Century.
- ☐ The text uses 12-point font size.
- ☐ Figures and tables are numbered consecutively, and each one is on one page separately from the main text.
- ☐ The number of characters in the manuscript, including figures and tables, is within the prescribed limits (each figure/table is equivalent to 400 words in Japanese and 250 words in English).  
[Original article] Japanese: within 16,000 characters, English: within 10,000 words  
[Review, Report, Information, Other] Japanese: within 12,000 characters, English: within 7,500 words
- ☐ Articles are organized and compiled in one file in the order of title, author names and affiliations, abstract, key words, main text (including figures and tables), and references.
- ☐ Heading levels are indicated as follows:  
Level 1: Roman numerals  
Level 2: Arabic numerals  
Level 3: Arabic numerals followed by closing parenthesis  
Level 4: Arabic numerals enclosed in parentheses  
1. Introduction    2. Heading level 2    3) Heading level 3    (4) Heading level 4
- ☐ The study is conducted according to the appropriate ethical considerations specified.
- ☐ The content is clear, concise, and written in sentences that can be clearly understood by the reader.
- ☐ Citations and references are in APA style.
- ☐ The abstract is written in about 250 English words.
- ☐ The English paper and abstract have been proofread by a native English speaker, and the proofreading certificate is attached.
- ☐ There are no typos, omissions, spelling errors, etc.
- ☐ There is no plagiarism or duplicate submissions.