

Instructions for Authors

Journal of Japanese Society of Wound, Ostomy, and Continence Management

1. Aim and Scope

The Journal of Japanese Society of Wound, Ostomy & Continence Management is the official journal of Japanese Society of Wound, Ostomy and Continence Management (JSWOCM). The purpose of the Journal is to provide continuing education for every aspect of WOC management. The JSWOCM is an authoritative resource devoted to evidence-based nursing practices and management of patients with issues related to ostomies, urinary/ fecal incontinence, and chronic wounds including pressure ulcers, fistulas, vascular ulcers. Original peer-reviewed articles examine these topics in hospital, home, and long-term care settings. This online journal is widely publicized.

2. Author requirements

- 1) First authors must be members of the Japanese Society of Wound, Ostomy, and Continence Management. If coauthors include non-members of the society, each non-member shall pay 5,000 yen at the time of submission unless they were invited to submit papers by the editorial committee. All authors must give signed consent to publication in a letter sent with the manuscript.
- 2) Only domestically and internationally unpublished articles (excluding abstracts) are accepted unless they infringe copyright.
- 3) Authors must send the manuscript form with an application.
- 4) Authors must certify that any contribution is their own original work, has not been published before, and is not being considered for publication elsewhere. The source of any material excerpted from other copyrighted works must be acknowledged.
- 5) The copyright of the articles published in the Journal is transferred from the authors to the Publisher (JSWOCM) upon acceptance of the manuscript.
- 6) Ensure that the main author and all coauthors consent to the above-mentioned statement.

3. Journal categories

Manuscripts are published in six categories: (a) Review; (b) Original Article; (c) Short Report; (d) Case Report and (f) Others (practical report, self-opinion, interpretation and new information on various aspects of wound, ostomy & continence).

4. Review process

All submitted papers are subject to blind review. Reviewers' comments will be shared with the authors. Accepted manuscripts are subject to editorial revision for clarity, punctuation, grammar, and conformity to our journal style. If substantive revision is necessary, the manuscript will be returned to the author for revision based on feedback from the editor. The final manuscript will not be returned to the author.

If a corrected paper is not submitted within the time limit, the paper will not be accepted.

The first proofreading is conducted by authors. The second and subsequent proofreadings shall be conducted by the editorial committee based on the paper corrected by the authors.

The copyright of papers, except for papers written upon request, shall belong to the Japanese Society of Wound, Ostomy, and Continence Management.

5. Documents that need to be submitted after the adoption of the paper

Be sure to sign the “pledge and consent form” and send it to the secretariat with proofreading at the time of author proofreading.

6. Manuscript style

- 1) Manuscripts should be typed double-spaced throughout on conventional A4 (210 × 297 mm) paper. All margins should be 2.5 cm. All pages should be numbered consecutively at the bottom center, beginning with title page.
- 2) The title page should include (a) complete manuscript title; (b) full names of all authors, highest academic degrees, and affiliations; (c) the first authors' name and contact information, including telephone number, fax number, and e-mail address; (d) address for reprints if different from that of corresponding author, and up to 5 keywords. Describe each above in English and Japanese.
- 3) Original articles should be arranged title page, abstract of not more than 250 words, Japanese abstract of up to 600 letters, text, references, figure and table legends, individual figures and tables.
- 4) Authors should use the following subheadings to divide the sections of their manuscript: Introduction, Methods, Results, Discussion and Conclusion.
- 5) In the manuscript, Arabic numerals should be used. As a rule, the units and abbreviation should conform to the following examples : m, cm, mm, μ g, day, h, min, l, dl, ml.
- 6) Tables and figures should be separate from the text, with their positions indicated in the text margin.
- 7) The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to anonymous reviewers are not appropriate.
- 8) Authors are encouraged to provide a final version of their manuscript on disk as well as in printed form. It is essential that the printed manuscript and the file on the disk are identical. Two copies of the manuscript and illustrations should be included.

7. References

- 1) Provide a list of references, double-spaced, after the text. Cite references in order of appearance in the text using superscripted Arabic numerals. Abbreviate titles of journals according to the Index Medicus.

- 2) List all authors for each reference, unless there are more than three, in which case only the first three followed by 'et al' should be given.
- 3) Examples of correct reference format: Standard journal articles:
Sugama J, Matsui Y, Sanada H, et al. A study of the efficiency convenience of an advanced portable Wound Measurement System. *J Clin Nurs* 16: 1267-1269, 2007.

Non-English journal articles, title translated into English:

Inoue A, Sugama J, Sanada H, et al. The outcome of patients with unhealed pressure ulcers at the time of discharge – One-year follow-up of patients after discharge. *Jpn JPU* 11: 520-527, 2009.

Books and other monographs:

Harding CR. Effect of moisturizing factor and lactic acid isomers on skin function. *Dry Skin and Moisturizers: Chemistry and Function*, In: Loden M eds, 229-241, CRC Press, New York, 2000.

Web site:

U.S. Department of Health and Human Services. (2000, November). Healthy people 2010: Understanding and improving health. Retrieved September 26, 2001, from <http://www.health.gov/healthypeople/>

8. Tables and Figures

Tables and figures should be separate from the text, with their positions indicated in the margin. Each of them must be placed on a separate sheet of paper. Any explanation of tables should be given at the top of each table. Any explanation of figures should be given at the bottom of each figure. To include a photo, it shall be altered for privacy protection.

9. Revision of these instructions

The "Instructions for Authors" may be revised from time to time by the editorial board.

10. Submission of manuscripts

Manuscripts should be submitted directly to the editorial office or use online posting.

The Japanese Society of Wound, Ostomy & Continence Management. Shinjuku Lambdax Building, 2-4-12, Okubo, Shinjuku-ku, Tokyo, 169-0072, Japan

11. Ethical / Legal Considerations

A submitted manuscript must be an original contribution not previously published (except as an abstract or a preliminary report), must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in similar form, in any language, without the consent of the JSWOCM. On acceptance we will request a disclosure form detailing the specific input of each author. Although the editors and referees make every effort to ensure the validity

of published manuscripts, the final responsibility rests with the authors, not with the journal, its editors, or the publisher.

12. Patient anonymity and informed consent

The following studies must comply with the relevant laws and guidelines and be approved by the research ethics committee of each research institution or organizations equivalent to them: research that requires the consent and cooperation of subjects and research for which personal information should be carefully handled or bioethical and safety measures are required.

If the implementation of research requires specific procedures based on the relevant laws and guidelines, the authors shall describe the measures that have been taken in the paper.

Before including a photo or information that may lead to patient identification, written consent shall be obtained from the patient or his/her representative. This shall be described in the article.

13. Copyright Release

All authors must sign the copyright release. All manuscripts published in the JSWOCM are the sole property of the WOCN. Permission to reproduce the material must be obtained from the publisher, the JSWOCM.

If tables, figures, and other data have been cited from other journals, written approvals for citations by publishers or authors must be submitted, even when citation sources were written by the authors themselves.

14. Permissions

The author is responsible for providing written permission for figures or tables borrowed, modified, or adapted from copyrighted materials (including the author's own previous work) and for direct quotations. Patient anonymity must be protected, and no photographs can have a recognizable likeness without explicit consent. Articles appear in both the print and the online versions of the journal, and wording of the letter should specify permission in all forms and media. Failure to obtain electronic permission rights may result in the images not appearing in the online version.

15. Article Length

The length of a printed article (including references, footnotes, tables, figures, and appendices) should be as described below.

Review: 8pages

Original article: 6 pages

Short report: 5 pages

Case Report: 3 pages

Report: 4 pages

Others: 3 pages

Please contact the office of the society if you have any inquires.

- Supplementary Provision

These rules shall enter into effect from February 1, 2018.

**Application Form for the Submission of Articles to
the Journal of the Japanese Society of Wound, Ostomy, and Continence Management**

Affiliation:

Authors: (lead author) (member number:)

Number of co-authors:

Body of the text: pages

Tables:

Figures (pictures):

Contact:

Address:

TEL :

FAX :

E-mail address*:

*Basically, we will contact you by e-mail. Make sure the e-mail address is stated.

Address for requesting offprints (for publication of the paper):

Prior to the submission of the paper, confirm the following points:

- The type of the paper shall be stated (original paper, review, short communication, report, case report, etc.).
- The manuscript shall be in A4 format (including figures, tables, and pictures).
- Keywords shall be a maximum of five.
- Page numbers shall be written on each page of the manuscript.
- As for original papers, abstracts shall be prepared both in Japanese (within 600

characters) and English (up to 250 words).

- The names, affiliations, and job titles of all authors shall be stated in English.
- References: Make sure to write the number of the last page of each reference.
- Prepare one original and two copies of the body of the text. State only the title and keywords on the cover of each copy, and the names and affiliations of authors shall not be written.
- Prepare one original and two copies of figures (pictures).
- The content of the manuscript shall be in the order of the cover, Japanese and English abstracts, body of the text, and references. Tables and figures shall be provided separately.
- Make sure to prepare a written pledge and consent.

Names of co-authors				
Member number				

*For authors who are applying for membership, state "In the process of application".

For authors who are a non-member, state "non-member".

- Use two envelopes or other means to protect the manuscript from being damaged.
- Submit the manuscript by express delivery or other means so that the delivery record can be tracked.
- Is this paper proofread?

Yes / No

Paper acceptance number (This field should be filled in by the office of the society.): _____

Pledge and consent

I hereby pledge that the following paper has been submitted to the Journal of the Japanese Society of Wound, Ostomy, and Continence Management in accordance with the submission rules of the society, and consent to abide by the following regulations:

1. The paper has not been submitted to or published in any other journal in Japan and other countries.
2. The copyright of the published paper belongs to the Japanese Society of Wound, Ostomy, and Continence Management. Reproduction of the paper on any other journal's request requires the approval of the society.
3. In citing tables, figures and other data from other journals, even if the citation source was written by the author himself, submit a quotation permit by the issuer or author.
4. The written permission and consent for information including photographs that may lead to individual identification in the publication have been obtained from the patient or the patient's guardians.
5. The lead author and all co-authors shall consent to follow the above-mentioned regulations.

Date:

Title:

Name:

Member number:

Signature:

(When two or more sheets are required, duplicate this form.)