

## **Journal of the Ochanomizu Association for Academic Nursing Manuscript Submission Guidelines (3rd Edition)**

1. Contributors, including co-authors, must be members of the Ochanomizu Association for Academic Nursing.
2. Journal of the Ochanomizu Association for Academic Nursing (hereafter “the Journal”) is a journal that publishes original articles, short communications about nursing and nursing-related phenomena, case studies, review articles and articles that the editorial board finds suitable to publish.
  - (1) Original article: An article that has creative and theoretical or empirical research results, which provides new information, and its purpose, method, results, and discussion is consistent and clear.
  - (2) Research report: An article that does not meet the criteria of original article, but that can contribute to nursing development.
  - (3) Short communication: A short but creative research report. A study that brings clinical or educational information which is worth publishing.
  - (4) Case study: A study about a case with a person, group, or community, which is difficult to generalize but worth discussing, or something such as a report about a new trial of nursing practice in an institution.
  - (5) Review Article: Critical evaluations and summary of the material and studies about a specific nursing related theme that have already been published. Re-analyses as meta-analysis and systemic reviews are encouraged.
3. Manuscript should have been reviewed by an English proofreading company prior to submission. The cost of the English proofing must be borne by the contributor. Alternatively, papers may be reviewed by a native English speaker or a researcher with sufficient experience in writing English papers.
4. Manuscripts should be written horizontally on white A4 size paper, with 2.5 cm above and below the margins, and 3cm on both sides of the margins. There should be 20 lines of text per page in 12-point Times New Roman font.

Please submit the original manuscript and 2 copies for a total of 3 manuscripts. The structure of the manuscript includes a cover page, an abstract, the main text, references, tables, and figures, in that order.

  - (1) Cover page: Write the kind of manuscript, title, name(s) of authors and affiliations in both English and Japanese, the number of tables and figures, the number of offprints that you will order (50 per unit), and contact information (postal code, address, affiliation, telephone/fax number, and email address).
    - The title should express the manuscript’s content simply and clearly (within around 25 words). Avoid rough expressions like “Research about ~~,” but express new facts clearly.
  - (2) Abstract: This should be clearly written so that readers understand the main point after reading once (within 300 words).
    - Keywords: Choose 5 words that are included in subjects in the Index Medicus. Start with lower case except proper nouns.
  - (3) Main text: The main body of text should begin on the page following the abstract and keywords. Original papers should contain the sections listed below in the following order:
    - Introduction
    - Materials and Methods
    - Results

## Discussion

Abbreviations should be used only when they are commonly used in the area.

- (4) References to literature should be given in citation numbers(1, 2) by order of their appearance in the text. Begin your reference list on a new page and title it as “References.” References should be written in Vancouver style on the page following the text in accordance with the reference list examples below.

### Journal Articles

#### Basic Format

Author name (surname, capitalized initial of the first name]. Title of article. Abbreviated name of journal. Issue year; Volume (Issue Number): Starting page–ending page.

(Basic Example)

- 1) Rose ME, Huerbin MB, Melick J, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002; 935(1-2):40-6.

[Supplement (Special Issue)]

- 2) Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short-and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002; 42 Suppl 2:S93-9.

### Books or other Periodicals

#### Basic Format

Author. Book title. Edition. Place of publication: Publishing company; Year of publication.

(Basic Example)

- 3) Murray PR, Rosenthal KS, Kobayashi GS, et al. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.

(Edited or Compiled Books)

- 4) Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics.* 2nd ed. New York: McGraw-Hill; 2002.

(Text from an Independent Book)

- 5) Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* New York: McGraw-Hill; 2002:93-113.

### Electronic Journals

#### Basic format

Author. Article title. Abbreviated name of journal [type of medium]. Year of publication; Volume (number): Starting page–ending page Available from: URL.

(Basic Example)

- 6) Kaul S, Diamond GA. Good enough: A Primer on the analysis and interpretation of noninferiority trials. *Ann Intern Med* [Internet]. 2006; 145(1):62-9 Available from: <http://www.annals.org/content/145/1/62.full.pdf> Accessed March 3rd, 2018.

For articles with 1 to 6 authors, list all authors. For articles with more than 6 authors, list the first 6 authors and then add “et al.”

Japanese references should include the phrase “(in Japanese)” at the end of each reference. Abbreviate journal titles in the style used in the NLM Catalog: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>.

- (5) Tables and figures should be on separate pages and numbered consecutively: Table 1, Table 2, Figure 1, Figure 2, etc. Titles of tables should be centered above the table and titles of figures should be centered below the figure. The number of tables and figures should be kept to a

minimum.

Indicate where you want to place the tables and figures in the text.

Tables and figures should be in black ink except photos. Unclear figures can be traced in this journal but the cost should be paid by the authors.

- (6) Length: There is no limitation on number of words in the original article and review article. Short communications and case studies are limited to 4 pages in the journal (about 3,500 words). Word counts for tables and figures are regarded as 200 words for simple ones and 400~600 words for complex ones.
5. Research involving human or animal subjects should have ethical considerations and these must be mentioned in the text. The study proposal should have been approved by an institutional review board or ethics committee of the institution that the main investigator or participants belong to, and the approval number should be included.
6. The editorial review board will decide whether or not to accept the manuscript. Publication order is decided by the order of acceptance. Special articles are considered separately.
7. Authors will initially proofread, but the editorial review board will do the second and more proofreading based on the author's proofreading. Changes are not admitted at the time of proofreading.
8. Printing fees should be paid by the authors. It costs 4000 yen per page in the journal. This is just an approximation, and the cost can change. If offprints are necessary, they are also paid for by the authors. Offprint orders are accepted at 50 per unit.
9. Copyrights of papers accepted for publication belong to the Journal of the Ochanomizu Association for Academic Nursing.
10. In order to improve the efficiency of printing, please submit a CD that includes your accepted final manuscript as well as a printed manuscript. Input should be in the text format. The CD should have a label that indicates the computer operating system, the word processing software, the names of the authors, and an abbreviated title of the article.
11. Submitted manuscripts can be required for revision according to comments from reviewers and the editorial review board. Reviewers will be assigned by the editorial review board. However, the person who is applying degree examination at graduate program in Tokyo Medical and Dental University by the original article should submit the firmly sealed manuscript including a letter for recommended reviewers from the instructor to the editorial board.
12. When the editorial review board requires revisions for the manuscript, responses to the suggested revisions and the revised manuscript should be submitted within 90 days. If it is not submitted within 90 days, it is regarded as a withdrawal. However, if there is a reasonable reason, this does not apply.

This rule will be effective from March 2017.

This rule was partly revised on March 2018.

This rule was partly revised on March 2019.