

Instructions for Contributors to the Journal of the Japan Society of Disaster Nursing

1. Contributors must be individual members of the Japan Society of Disaster Nursing, as must all coauthors. However, this shall not apply to papers requested by the Editorial Committee.
2. Types of papers are as follows:
 - (1) Original paper: academic paper in which unique ideas are shown
 - (2) Review: general overview, comment or the like of research and a survey paper
 - (3) Report: practical report, case report, survey report or the like regarding disaster nursing
 - (4) Commentary/editorial: recommendation, proposal or the like regarding disaster nursing
 - (5) Material: paper that does not apply to the types listed above but contributes to the development of disaster nursing
 - (6) Urgent report: urgent report on disaster nursing, whose publication is approved by the Editorial Committee without peer review
 - (7) Other
3. Details regarding ethical considerations should be clearly provided in the main text of research papers.
4. The Editorial Committee decides on the acceptance of submitted manuscripts after peer review. Contributors will be notified of the decision.
5. Papers must be unpublished work. Published papers that fall under the following categories, however, are eligible.
 - (1) Papers delivered at academic meetings and the like
 - (2) Papers delivered at symposiums, workshops, international conferences and the like
 - (3) Reports on the results of research commissioned by the national government, local governments, industries and groups
6. Submission procedures
 - (1) Before submitting your manuscript, go over the attached manuscript submission checklist to check the manuscript and attach the list to the manuscript.
 - (2) Submit four copies of the manuscript (two original copies and two duplicate copies). Delete any identifying details from which the contributors can be identified, including names, affiliations and acknowledgements, in the two duplicate copies.
 - (3) Submitted manuscripts will not be returned for any reason whatsoever.
 - (4) Place a cover on the manuscript. Write the title, English title, author names (in Japanese and Roman letters), affiliation, the number of figures, tables and photographs, and approximately three keywords in Japanese and English on the upper half of the cover, and the desired type of manuscript, the membership numbers of all authors, and add a message to the Editorial Committee, the contact's person's name and contact information (address, phone/fax numbers, e-mail address) on the lower half.
 - (5) Be sure that the manuscript has not been submitted to any other academic journal.
7. Receipt and acceptance or rejection of manuscripts
 - (1) The date when a manuscript that meets the requirements arrives is deemed to be the date of receipt.
 - (2) The Editorial Committee decides whether or not manuscripts should be accepted after peer review.
 - (3) If a manuscript that was requested for resubmission is resubmitted three months after the date it was returned, it is regarded as a new submission.

(4) The Editorial Committee may ask authors to change the type of paper.

8. Writing guidelines

- (1) The total number of words in a manuscript should be within 12,000 characters including figures and tables (the word count equivalent for figures and tables is 600 characters for half an A4 page and 1,200 characters for a full A4 page). The number of words in the main text, the word count equivalent for figures and tables, as well as the total of the number of words in the main text plus the word count equivalent for figures and tables should be stated on the cover of the manuscript.
- (2) A word processor should be used to type 30 characters per line and 30 lines on an A4 page with 40 mm margins on all sides. 10.5- or 11-point font size should be used.
- (3) Katakana should be used for foreign loan words, and spelling in the original language should be used for names of foreigners and academic terms for which appropriate Japanese translations are not established. All punctuation marks can be used, but punctuation must be used consistently within the manuscript.
- (4) Figures, tables and photographs should be numbered (e.g. Figure 1, Table 1 and Photograph 1) and separated from the main text. Desired positions for inserting figures, tables and photographs should be rubricated in the right margin of the main text.
- (5) References should be presented as follows:
 - 1) Note the author names and publication years of references cited in the main text in brackets.
E.g., (Hiroko Minami, et al. 1995)
 - 2) List author names alphabetically in the reference list. Up to three coauthor names can be listed, and additional coauthor names should be noted as “et al.”

Articles published in journals

- Author name(s) (year of publication): title of the article, title, issue or volume (issue) of the journal, first page count – last page count
E.g., Akiko Sakai, Kayoko Nakai, Sumi Misawa, et al. (2012): *Nihon Saigai Kango Gakkai Network Katsudo niokeru Kango Needs Chosa Katsudo Hokoku* (lit. Report on the Activity of Surveying Nursing Needs during Network Activities of the Japan Society of Disaster Nursing), *Journal of the Japan Society of Disaster Nursing*, 13 (3), 26 – 27.

Books

- Author name(s) (year of publication): title of the book (version number), publisher’s name, place of publication
E.g., 1) Hiroko Minami (1995): *Hanshin Awaji Daishinsai Sonotoki Kangowa* (lit. Hanshin Awaji Earthquake – Nursing at That Time) (first edition), Japanese Nursing Association Publishing Company, Tokyo.
- Author name(s) (year of publication): title of the paper, editor’s name, title of the book (version number), page count, publisher’s name, place of publication.
E.g., 1) Chizu Usui (1995): *Kango Volunteer Choseihonbu no Volunteer* (lit. Volunteers at the Nursing Volunteer Coordination Headquarters), Hiroko Minami, *Hanshin Awaji Daishinsai Sonotoki Kangowa* (first edition), 139, Japanese Nursing Association Publishing Company, Tokyo.

Translated books

- Author name(s) (year of publication for the original book) / translator’s name (year of publication for the translated book): title of the translated book (version number), publisher’s name, place of publication
E.g., 1) Beverley Raphael (1986) / Tadashi Ishimaru (1989): *Saigai no Osoutoki Catastrophe no Seishinigaku* (original title: When Disaster Strikes: How Individuals and Communities Cope with Catastrophe) (first edition), Misuzu Shobo, Tokyo.

Electronic literature

- Author name(s) (date of update): title of the work, date of search, information source (e.g., name of material), date of search, source (e.g., URL).

E.g., 1) Central Disaster Management Council (Sep. 2012): Disaster Management Basic Plan, Cabinet Office, Mar. 7, 2013, http://www.bousai.go.jp/keikaku/20111227_basic_plan.pdf.

- (6) Apart from the main text, a 400-character Japanese abstract should be attached to original papers, reviews, reports and materials, and a 200-word English abstract should be attached to original papers, reviews and reports. All papers should contain the title, author name(s) (in Kanji and Roman letters), affiliation, and approximately three keywords (in Japanese and English). For English papers and English abstracts, a document proving that it has been proofread (including the date and proofreader's signature) should be attached.

9. After acceptance is decided

- (1) Authors should submit an original copy of the final manuscript, the Pledge and Copyright Transfer Agreement, and an electron medium (CD-ROM, DVD or USB) containing the manuscript in text format or Word format for Windows.
- (2) The electron medium should be labeled with the title and lead author name (receipt number and lead author name for USB).
- (3) When preparing the final manuscript, authors may not add words, phrases and/or sentences to the accepted manuscript or change its words, phrases and/or sentences. The journal is computerized and published. Authors must agree to this fact before applying.

10. Other

- (1) Papers and data will not be returned once submitted. They are stored for a certain period of time and then discarded.
- (2) Offprinting is charged. An additional charge may be required for photo originals.

11. Copyrights and similar rights

- (1) Copyrights belong to this society.
- (2) Before submitting the final manuscript, all authors are required to sign (or affix their seal to) the Pledge and Copyright Transfer Agreement.
- (3) Before citing or reprinting the manuscript, authors are required to obtain permission from the Editorial Committee.

12. Conflicts of interest (COI)

Authors who publish their papers in the journal should clearly state that they do not have any conflicts of interest at the end of the main text.

13. Authors' contribution to the paper

Individual authors' contribution to the paper should be stated at the end of the main text. Specify if any of the co-authors is an academic advisor of a thesis/dissertation for a degree.

14. Manuscripts should be submitted to:

Satoru Yamada, Secretariat of the Editorial Committee at the Japan Society of Disaster Nursing
Department of Nursing, University of Kochi
275-1, Ike, Kochi, 781-8515
Tel./Fax: 088-847-8716

Supplementary provision Revisions to these instructions shall come into effect as of April 26, 2014.

Supplementary provision These instructions shall come into effect as of November 23, 2014.

Supplementary provision These instructions shall come into effect as of April 16, 2017.

Supplementary provision These instructions shall come into effect as of December 7, 2019.