

# Japan Academy of Community Health Nursing Submission Guidelines

## 1. Author responsibilities

For submission to the Journal of the Japan Academy of Community Health Nursing, the first author must be a member of the JACHN (excluding the supporting member level). Only the first author must be a member, but papers that include a non-member as a co-author must pay a publication fee after acceptance.

## 2. Duplicate submission

Manuscripts should be submitted only if they have not been published or submitted for publication in another journal.

## 3. Manuscript types

### Original Article

Papers that present new scientific findings on community health nursing and are of high social and academic significance

### Review Article

Papers that summarize the findings of research and survey articles to provide a systematic and comprehensive explanations on community health nursing

### Community Health Nursing Report

Reports that present useful findings for the improvement and development of methods for community nursing activities

### Information

Papers that present actual conditions and issues useful for community nursing

### Letter

Preface, opinions on published papers, proposals on community health nursing, overseas affairs, reports on related academic conferences, etc. (Writing guidelines to be provided separately.)

## 4. Ethical considerations

Ethical standards must be followed at every stage of the research process, including research initiation, research planning, research implementation, and publication of research results.

## 5. Authorship

Contributors who have made substantive intellectual contributions to a paper should be credited as authors. Authors are defined as those who meet the following criteria: (1) made important

contributions to the conception or design of the study; or acquisition, analysis, and interpretation of the data; (2) involved in the drafting or revision of the manuscript for submission; (3) take responsible for its content; and (4) have fully participated in the study.

#### 6. Conflicts of interest

Indicate whether there are any conflicts of interest in the conduct of the research or in the preparation of the paper.

Conflict of interest: A situation in which a third party may express concern that the fair and proper judgment necessary for public research is or may be impaired due to economic interests with external parties, etc. (Guidelines for Managing Conflicts of Interest in Health, Labor and Welfare Scientific Research, March 2008)

#### 7. Acknowledgements

If the research was supported by a grant, authors must disclose the name of the funding agency and the project number if the research was funded by a Grant-in-Aid for Scientific Research. Acknowledgements should also be included for contributors who do not qualify as authors.

#### 8. Submission procedure

Manuscripts should be submitted electronically by accessing the electronic submission system on the JACHN website and uploading the manuscript, which will be converted into a PDF file as part of the submission process.

During submission, you will be asked to provide (1) the name(s) and affiliation(s) of all authors, (2) contact information for correspondence, (3) details of ethical approval (including the name of the ethics review organization and date of approval), (4) an author contribution statement, (5) a statement on any potential conflicts of interest, and (6) any acknowledgments (including details of funding). These details should be entered into the electronic submission system itself, and should not be included in the manuscript file uploaded at the time of submission.

If the manuscript is related to a previously published paper in another journal, notify the Editorial Board by mail or e-mail and include a copy of the previous paper.

#### 9. Receipt and acceptance/rejection of manuscripts

Manuscripts may be submitted at any time, but will be reviewed by deadlines of January 20, May 20, and September 20.

Decisions on the acceptance or rejection of submitted manuscripts will be made by the Editorial Board and the authors will be notified.

Revised manuscripts submitted more than 3 months after review results are sent by the Editorial

Board will be treated as new submissions.

## 10. Writing guidelines

Manuscripts should be submitted in Japanese or English.

Manuscripts should be prepared in Word format (.docx). Manuscripts submitted in English should be double-spaced with a page size of A4, 1-inch (2.5-cm) margins, and a standard 12-pt English font (e.g., Times New Roman). Each page should contain approximately 400 words per page. Manuscripts should be reviewed by a native English proofreader, and a certificate of review should be attached in PDF format at the time of submission.

Manuscripts should be accompanied by a title page that includes the Japanese title, English title, desired manuscript type, number of pages of text, and numbers of figures, tables, and photographs.

Manuscripts should include (1) a Japanese abstract (600 characters or less), (2) a list of Japanese keywords (up to 6), (3) an English abstract (250 words or less) that has been reviewed by a native English speaker, and (4) a list of English keywords (up to 6). The English abstract may be omitted for Community Health Nursing Reports and Information submissions. In principle, the abstract should consist of the following sections: Purpose, Methods, Results, and Discussion.

The number of words in a submitted manuscript, including the main text, references, figures, tables, and photographs (but excluding the title page, abstract, and keywords) should be as follows.

Original Article: 5000 words or fewer

Review Article: 5000 words or fewer

Community Health Nursing Report: 4500 words or fewer

Information: 4500 words or fewer

When calculating word counts, figures, tables, and photographs are equivalent to 700 words (full A4-sized page), 350 words (half page), or 250 words (one-third page).

The structure of the text should, in principle, be as follows

I. Introduction: Describe the background and aim of the research

II. Methods: Describe any methods related to the research, experiments, and analysis, as well as methods for collecting data and materials and ethical considerations

III. Results: Present the results of the research

IV. Discussion: Provide a discussion of the research

V. Conclusion: Give a brief conclusion for the research (optional)

The text should include line and page numbers.

### References

References should be cited in the text using superscript numbers in the format 1), 1-5), etc., placed after punctuation. References should be listed in order of citation number at the end of the text. Include the names of all authors when there are three or fewer; if there are four or more authors, list

the first three followed by “et al.” Include each source in the reference list only once (even if it is cited multiple times in the text). Titles of English-language references should be in sentence case (i.e., only the first word and any proper nouns should be capitalized, and the rest should be in lowercase).

Examples

① Journal articles

Authors: Article title. Journal Name, volume(issue number): page range, year.

1) Sperling RL: Frequently asked questions about OASIS: Answers from a rural agency participant. Home Healthcare Nurse, 15(5): 340-342, 1997.

② Books

Authors: Chapter title, Editors, Book title, Publisher name, Publication location, page range, year.

1) Wilson LL: The world as community: Globalization and health, Anderson ET, MacFarlane J (Eds), Community as partner: Theory and practice in nursing, Seventh edition, 3-18, Wolters Kluwer, Philadelphia, 2015.

③ Online sources

Authors: Title of webpage/document. URL (date of last access).

2) WHO: Primary health care. <https://www.who.int/health-topics/primary-health-care> (February 14, 2021).

④ Citing Japanese references in English

Authors: Original Japanese title in Roman characters [English translation], Journal name, volume(issue number): page range, year.

Iketani M, Kageyama M: Seishin syogai o kakae nagara ikuji o keizoku shiteiru oya no keiken [Experience of parents with mental disorders raising children]. Journal of Japan Academy of Community Health Nursing, 23(3): 13-22, 2020.

Figures, tables, and photographs should, in principle, be clear enough to be published as is. Text in figures and tables should be sized at 9-pt. Each figure and table should be numbered separately in order of callout in the text (e.g., Figure 1, Table 1, Photo 1), and should be submitted as separate files. The desired location should be indicated in the right-hand page margins of the main text.

Units, symbols, abbreviations, and expressions used only in special or specific fields should always be accompanied by a brief explanation.

## 11. Copyright and electronic publication and distribution

The copyright of the published papers belongs to JACHN.

JACHN reserves the right to publish and distribute the manuscripts in electronic format on the JACHN website and the websites of its contracting organizations.

## 12. Publication fee

There is no publication fee if the first author and all co-authors are members of the society. If any of the co-authors other than the first author is a non-member, a publication fee must be paid. The publication fee will be 5,000 yen per article multiplied by the number of non-members. The publication fee will not be refunded under any circumstances. The fee should be paid to a postal transfer account or a bank account within one week of notification of the publication decision. A bank transfer receipt will be issued in place of a bank statement.

### Account information

Account name: Japan Academy of Community Health Nursing

Bank: Japan Post Bank

Branch: 089

Account type: Checking account

Account number: 0114229

The cost of reprints shall be paid by the author(s).

If the number of pages exceeds the limit, the author(s) may be charged for the cost of printing extra pages.

When the Editorial Board, at its discretion, requests a native English proofreader to review a paper, the author(s) may be charged for the cost of the review.

(Supplementary provisions) These regulations will come into effect from October 1st, 2024.