

Journal of Otemae University Institute of Global Nursing (JIGN)

Submission Guidelines and Manuscript Formatting Guide

I. Guidelines for Submission

1. Submission Rules

In accordance with Article 3 of Otemae University Institute of Global Nursing Regulations, the Guidelines for Manuscript Submission for the Journal of Otemae University Institute of Global Nursing (JIGN) shall be as follows.

2. Qualification for Submission

At least one of the authors should be a faculty member of this university. In addition to a single-authored paper, a full-time faculty member can contribute another co-authored article. Authors' research and writing contributions should be clearly indicated, whenever possible. Further, in cases of approval from the Editorial Board and submission of feature articles, articles can also be authored by non-faculty members.

3. Classification

1) Articles Classification

Submissions can include review articles, original articles, reports, and other contributions. All submissions will be peer-reviewed by two qualified reviewers. The manuscript contents should be organized as follows:

(1) Review Articles

Include articles that provide a comprehensive outline of the academic status, including historical background, importance, progress, and future trends, of a specific topic related to nursing and/or neighboring disciplines, based on knowledge acquired from various domestic and international sources, and a review of relevant literature, etc., as well as a discussion of the potential prospects of the topic.

(2) Original Articles

Include articles that report new findings and practical suggestions based on original research, are presented in a logical manner, and are of clear academic significance. Systematic reviews conducted according to the JBI protocol and concept analyses using Rodgers or Walker and Avant approaches

can be published as original articles at the discretion of the Editorial Board of the Otemae University Institute of Global Nursing (hereinafter referred to as the Editorial Board).

(3) Reports

Include articles, written in an essay format, reporting on practices that exemplify the practical value of systems, assistive technologies, or products that were improved or developed, from a nursing perspective, and an example of the application of new or assistive technologies.

Proposals and recommendations that fall short of requirements for publication as original articles but are supported by significant research evidence and are recognized as contributing to the development of nursing and related fields, and articles, whose publication is regarded as significant, containing useful research data that may serve as a reference for studies and practice activities will also be taken into consideration.

(4) Other Contributions

Include contributions other than those mentioned above that are deemed worthy of publication by the Editorial Board.

2) Feature articles

(1) Include articles containing educational, practical, and activity reports that require prompt publication or articles from JIGN commissioned by affiliated universities and other institutions.

(2) Articles that are not peer-reviewed but are deemed worthy of publication by the Editorial Board.

4. Research Ethics

Articles should state clearly that research will be conducted according to the following ethical guidelines:

- 1) Appropriate procedures should be laid down to explain and obtain consent for research participation from subjects.
- 2) Great care should be taken to ensure that subjects do not experience physical or mental harm/distress or feel at disadvantage during the research.
- 3) Subjects' personal data and information should be kept confidential.
- 4) Authors' manuscripts should not violate common moral standards, should clearly cite references and sources, be free of plagiarism, and should not have been previously published in other journals.
- 5) Original articles and reports should be reviewed by the Ethical Review Board of the authors' affiliated or similar institutions.

5. Declaration of Conflict of Interest

- 1) All the authors should disclose their Conflict of Interest (COI) status, within one year prior to the date of submission, with companies, organizations, and groups that might be relevant to the

submitted article, using the "Conflict of Interest Self-Disclosure Form" (Form 3), at the time of submission.

2) Potential competing interests of the corresponding author, such as financial support for conducting the research and/or preparation of the article, should be listed in the "Conflict of Interest" section, following the "Acknowledgments" section. If no conflict of interest exists, the article should state the following: "The authors have no conflict of interest to declare in relation to this research."

6. Declaration of Authorship

The corresponding author should fill out the authorship statement form (Form 1) and submit it via email to the Editor-in-Chief within the period for authorship statement acceptance of the publication schedule.

7. Before submission, the manuscript should be checked for errors and/or omissions against the Checklist for Submission (Form 2).

8. Submission Process

- 1) One week before the submission deadline, the JIGN Editor-in-Chief will provide a personal password to the corresponding author who has submitted the authorship statement form. The corresponding author should use this password to submit the "original" manuscript, in PDF format, with the authors' names listed and a "copy" of it without the authors' names, to the JIGN Editor-in-Chief. Manuscripts should be submitted in PDF format to the Editor-in-Chief via email using the password provided. The file name should include the year, volume, date of submission, and title of the paper (e.g., 2022, vol.5, 1010, Physical Restraints in Hospitals).
- 2) The Checklist for Submission (Form 2) and the Conflict of Interest Self-Disclosure Form (Form 3) should be submitted at the same time as the submission process described in 1).

9. Receipt and Acceptance/Rejection of Manuscripts

- 1) Submissions will be accepted during the submission application period in accordance with the publication schedule. The JIGN, the flagship publication of the Otemae University Institute of Global Nursing, is published twice a year.
- 2) Submissions that do not meet the requirements specified in these guidelines may be rejected.
- 3) The submission date of the manuscript shall be the date of receipt. After submission, the Editorial Board will notify the corresponding author of the receipt of the manuscript via the email address provided.
- 4) Articles will be reviewed by qualified reviewers appointed by the Editorial Board and acceptance or

rejection will be determined through peer review.

5) Authors may be suggested to change the article's classification based on the reviewers' assessment.

Manuscripts returned by the reviewers should be resubmitted, as PDF files, to the person in charge by the specified date from the date of return. Revised manuscripts resubmitted after the specified date will be handled as new submissions.

10. Copyright

The copyright of articles and other materials published in the journal belongs to the Otemae University in accordance with Copyright Regulations of the Incorporated School of Otemae Gakuen.

11. Costs

Submission and publication are free of charge.

12. Electronic and Online Publication

By granting permission, as specified in the authorship statement form, to electronic and online publication, authors are deemed to have agreed to have their works registered and published in the Otemae University Repository. Further, no ~~separate~~ printed volumes will be published. Articles will be published as "Vol. [no]" and other materials as "Vol. [no] supplement."

II. Formatting Guidelines

1. Manuscripts should be typewritten horizontally in Microsoft Word on an A4-sized paper, and tables and figures should be prepared in Microsoft Excel.
2. Margins should be 30mm on all four sides, and pages should be numbered on the bottom center of each page.
3. English manuscripts should be written double-spaced.
4. Submissions should be in English. English manuscripts should be written Century (font size: 12 points), respectively. English manuscripts must be checked by a native speaker before submission (no certification required).

5. Manuscripts should include the article's title, authors' names and affiliated institutions, abstract, keywords, text (including tables and figures), citations, and references. In addition, a conclusion paragraph, appendix, and acknowledgments may be included, if necessary.

[Original Articles]

The main body of the text should comprise an introduction, objectives, methods, results, and discussion and should not exceed 10,000 English words, including citations and references (the title and abstract should not be included in the character/word count for English manuscripts). Tables and figures should be one per page, each counted as 250 words per page, separate from the main text, and numbered sequentially. Manuscripts should include an abstract of approximately 250 English words, and up to 5 keywords.

[Review articles/Reports/Other Contributions]

Should be handled in the same manner as original articles, but modifications can be made, as needed, depending on their content. Manuscripts should not exceed 7,500 English words and should include an abstract of approximately 250 English words.

[Feature articles]

Should be handled in the same manner as original articles, but modifications can be made, as needed, depending on their content. Manuscripts should not exceed 7,500 English words.

6. Headings should be formatted as follows:

- ① Chapters: I, II, III... ; Sections: 1, 2, 3...
- ② Paragraphs: 1), 2), 3) ...
- ③ Items (nested in paragraphs) : (1), (2), (3)...

7. Citations and bibliographic references should conform to APA style (<https://apastyle.apa.org/>).

For details refer to the "APA Publication Manual" or the "Publication Manual of the American Psychological Association: The Official Guide to APA Style."

- Articles published in printed journals: Authors' name. (year of publication). Article's title. Publication's name, Volume (No.), Start page - End page.
- Articles published in online journals (without DOI): Authors' name. (year). Article's title. Publication's name, Volume (No.), Start page - End page. URL
- Articles published in online journals (with DOI): Authors' name. (year). Article's title. Publication's name, Volume (No.), Start page - End page. doi: DOI number
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