

*Journal of Otemae University Institute of Global Nursing (JIGN)***Submission checklist**

Title of paper _____

Name of author/s _____

When submitting your paper, please check and confirm that you have met the following requirements.

- A written notification (Form 3) has been submitted to the editor-in-chief by e-mail prior to submission
- One or more faculty members of this university are included in the authors (exceptions apply to submissions from overseas)
- The manuscript is prepared in Word and the charts in Excel.
- The manuscript is prepared in A4 paper, with 30-mm left, right, top, and bottom margins, and with the page number printed at the bottom center of each page.
- The text is double spaced and font is Century.
- The text uses 12-point font size.
- Figures and tables are numbered consecutively, and each one is on one page separately from the main text.
- The number of characters in the manuscript, including figures and tables, is within the prescribed limits (each figure/table is equivalent to 400 words in Japanese and 250 words in English).
[Original article] Japanese: within 16,000 characters, English: within 10,000 words
[Review, Report, Other] Japanese: within 12,000 characters, English: within 7,500 words
- Articles are organized and compiled in one file in the order of title, author names and affiliations, abstract, key words, main text (including figures and tables), and references.
- Heading levels are indicated as follows:
Level 1: Roman numerals
Level 2: Arabic numerals
Level 3: Arabic numerals followed by closing parenthesis
Level 4: Arabic numerals enclosed in parentheses
I. Introduction 2. Heading level 2 3) Heading level 3 (4) Heading level 4
- The study is conducted according to the appropriate ethical considerations specified.
- The content is clear, concise, and written in sentences that can be clearly understood by the reader.
- Citations and references are in APA style.
- The abstract is written in about 250 English words.
- There are no typos, omissions, spelling errors, etc.
- There is no plagiarism or duplication.