

Journal of Nursing Science and Engineering
Submission guidelines

(Revised on June 6, 2021)
[English ver. created on July 1, 2021]

The Society for Nursing Science and Engineering (the Society) publishes the *Journal of Nursing Science and Engineering*. Please follow the submission guidelines mentioned below when submitting to the *Journal of Nursing Science and Engineering*. The acceptance or rejection of publication will be decided after deliberation by the Editorial Committee.

1. Eligibility for manuscript submission

The first authorship is limited to regular members of the Society. If the first author is a student member, one of the coauthors must be a regular member. Although it is desirable that all coauthors are regular members, the inclusion of nonmembers does not affect the acceptance or rejection of a manuscript for publication. If nonmembers are included, a publication fee will be incurred (Refer to 4. Publication fee).

2. Content and format of the manuscript

2.1. Content

An Original Article presents the results of new research that meets the purpose of the Society and should be unpublished and highly objective. Brief Reports are those that emphasize groundbreaking research. Practical Reports present practices that can contribute to the development of nursing science and engineering, regardless of academic significance, and that have the significance of publication and material value. The number of pages for Brief Reports and Practical Reports should be 4 or less.

Regardless of article type, articles will undergo similar peer review, and the article type may be modified based on the peer review results.

2.2. Format

The manuscript is to be submitted in a regular format such as PDF, Word, Excel, or PowerPoint. When preparing the manuscript, refer to the writing guidelines of the *Journal of Nursing Science and Engineering*. After acceptance of a manuscript is decided, typesetting will be performed by the Society.

3. Points to note regarding the text

If the following conditions are not followed, the manuscript may be returned to the authors.

3.1. Code of ethics and ethical guidelines

The manuscript should follow the following points, and the relevant matters should be specified. If this condition is not met, the manuscript may be returned to the authors. The Editorial Committee will make individual judgments on the submitted manuscripts of facilities for which a code of ethics has

not yet been established. However, if the manuscript is returned because of ethical issues, the submitter may file an objection.

- 1) Studies involving human subjects should follow the ethical principles of the Declaration of Helsinki. Informed consent should be obtained. It is desirable to obtain the approval of the institutional review board of the affiliated institution or any equivalent organization. Anonymization for the protection of personal information should be performed.
- 2) Studies involving animals should follow “Article 2: Responsibilities of the Director of the Academic Research Institution” of the “Fundamental Guidelines for Proper Conduct of Animal Experiment and Related Activities in Academic Research Institutions under the jurisdiction of the Ministry of Education, Culture, Sports, Science and Technology (Ministry of Education, Culture, Sports, Science and Technology, Notice No. 71).” It is desirable to obtain the approval of the institutional review board of the institution or any equivalent organization.
- 3) Regarding research, clinical studies, and epidemiological studies targeting human genome/genes, human stem cells, or gene therapy, “3. Guidelines for clinical research on gene therapy” in the “Guidelines for Medical Research” of the Ministry of Health, Labour and Welfare should be followed. It is desirable to obtain the approval of the institutional review board of the institution or any equivalent organization.

3.2. Authorship

An author is a person who has made a great intellectual contribution to the research that forms the basis of a manuscript, and all persons who meet the criteria of being an author must be listed as an author in the submitted manuscript. The following four criteria for authorship should be met:

- 1) A substantial contribution to the concept or design of the study or to the acquisition, analysis, or interpretation of the study data.
- 2) Involvement in drafting the manuscript or critical revision of important intellectual content.
- 3) Final approval of the published manuscript.
- 4) Giving consent that any question regarding the accuracy or fairness of any part of the study will be appropriately investigated and resolved and agree to be accountable for all aspects of the study.

Research contributors who do not possess the above author qualifications should be noted in the “Acknowledgments” section and the details of their contributions should be clearly stated. For example, it is recommended to add contributions such as “contribution as an academic advisor,” “critical review of research design,” “data collection,” and “introduction and care of study participants.”

3.3. Conflicts of interest (COI)

A situation may occur in which along with the promotion of mutual collaborative activities of nursing practice and science and engineering, such as device development and evaluation, the social responsibilities as an organization that promotes research, education, and development conflict with the individual interests that arise from collaboration. Therefore, when the research results are published, it is necessary to disclose COI to ensure the quality and reliability of editing and publishing and prevent the occurrence of bias. In addition to financial relationships (e.g., funding), academic bias, relationships, political or religious beliefs, and relationships with affiliated organizations should also be disclosed when the accuracy and objectivity of the manuscript is at stake.

The presence or absence of COIs should be noted in the COI section of the manuscript. Should there be a COI, the details must be described.

If there is an objection such as a COI violation, the COI Committee will initiate an investigation.

3.4. Duplicate submission/publication

Authors must not submit a manuscript that is very similar to one currently being submitted or that has been published. Moreover, the publication of an article with essentially the same content as one already published is not permitted.

- 1) A manuscript not accepted by another journal
- 2) A manuscript as a final report that summarizes a preliminary report such as abstract or poster created for a conference presentation
- 3) A manuscript that summarizes research that has been presented only at an academic conference but has not been reported completely and the contents published in proceedings are not regarded as duplicate publication.

Depending on the academic field, even a collection of records may be considered equivalent to a journal if it contains the same content as a manuscript (e.g., a collection of records of international conferences with 2 columns and 4 pages or more). In that case, in order to avoid duplicate submission/publication, it is necessary to add content when making a submission.

When submitting a secondary analysis of data used in an already submitted or a published article as a separate manuscript, said fact must be clearly stated in the manuscript and the article containing the original data must be appropriately cited. When writing the manuscript, it is necessary to pay attention to the duplication of content with the articles that have already been submitted or published and clearly show differences regarding research objectives and analysis methods. In addition, even if the equipment or system used is described in an article that has already been submitted or published, the appropriate citation should be provided again.

When submitting a dissertation, if it is published by the institution before submission, it will be regarded as duplicate publication. Therefore, after the submitted manuscript is published in this journal, it is desirable to obtain permission to register it in the institutional repository (see Section 5.2) and publish it from the institution to which it belongs. If it is difficult to put the publication on hold until the submitted manuscript is published, the Editorial Committee should be contacted before submission.

3.5. Copyright protection and citations

Authors must be aware of the existence of copyrights owned by others when citing information from outside sources. If the content of the manuscript infringes the copyright of another person, it is the sole responsibility of the author(s).

- 1) Citations from published works must comply with the requirements set forth in Article 32 of the Copyright Act.
- 2) Information personally obtained through conversation, letter, discussion with a third party, etc., must not be cited, and the content should not be made public without the permission of the provider of the information.
- 3) Unauthorized use of undisclosed intellectual property must not be performed.

Furthermore, the author is allowed to critically cite and describe the work of others on academic grounds; however, they must refrain from criticizing, slandering, or defaming the said work without sufficient evidence.

3.6. Prohibition of forgery, falsification, and plagiarism

The submitted manuscript must not contain forged or falsified information. In addition, data must not be plagiarized from an article written by another person. Using the results of an unpublished work, data, or ideas without the permission of the owner or copyright administrator constitutes plagiarism and is strictly prohibited.

4. Publication fee

Either Section 4.1 or 4.2 should be considered. The number of pages is calculated after printing. One printed page corresponds to approximately 700 words, and a chart (1/3 of one side) corresponds to 6 sheets.

4.1. If all authors are members of the Society

- 1) Basic publication fee: Free if 8 pages or less
- 2) Reprint fee: Paid; to be separately billed

4.2. If the authors include nonmembers

- 1) Basic publication fee: 8 pages or less: ¥40,000
- 2) Reprint fee: Paid; to be separately billed

4.3. Additional fees (applicable to both 4.1 and 4.2)

- 1) Additional pages: ¥20,000/page
- 2) Reprint fee: Paid, to be separately billed

5. Copyright

The copyrights (including reproduction rights and public transmission rights) of all works published in the *Journal of Nursing Science and Engineering* belong to the Society, and the Society publishes them electronically and on the Internet.

5.1. Concerning reprinting

A “Request for Reprint Permission” must be submitted to the Administrative Office of the Society before reprinting a part of an or full article published in the *Journal of Nursing Science and Engineering*. The Editorial Committee will discuss whether or not to reprint and will provide information about the result in writing. When reprinting, the exhibition must be clearly stated. The condition is that full text of the article is to be reprinted only after 1 year after publication in the *Journal of the Nursing Science and Engineering*, provided, however, an abstract presented at an academic conference does not fall under this category.

5.2. Publication on the homepage of the library of the institution of the author (institutional repository)

When republishing an article published in the *Journal of the Nursing Science and Engineering* on the homepage of the library of the institution of the author, an “Application for Institutional Repository Registration” must be filed in advance and submitted to the Administrative Office of the Society. The Editorial Committee discusses whether or not to publish, and if permission is granted, a publication permit will be issued, provided, however, the target date of publication of the article is after the date of

publication in the journal. When disclosing, specify the source and clearly indicate that the permission of the Society has been obtained. There should be no difference between an article published in the *Journal of Nursing Science and Engineering* and one published by the institution. In addition, an article that has been approved for publication must not be reregistered or delegated to an institution not listed in the approval.

6. Procedures for publication

6.1. When submitting

The following files and submission oath should be sent to the Administrative Office of the Society. As a general rule, it is sent via email. If it cannot be sent via email, the file will be sent to the Administrative Office by mail.

- 1) The manuscript in PDF format
- 2) The manuscript in a format such as Word, Excel, and PowerPoint
- 3) Submission application form (PDF or Word)
- 4) Oath and Consent Form (PDF: The original will be sent when manuscript is accepted for publication)

6.2. After acceptance

After a manuscript has been accepted for publication, the following three items should be sent to the Administrative Office (Refer to “6.3 Where to send manuscript”).

- 1) Printed final manuscript
- 2) The final manuscript and relevant files (Word file, text file, figure file, etc.)
- 3) Oath and Consent Form (original)

6.3. Where to send manuscript

All manuscripts are to be sent to the Administrative Office of the Society; the address is mentioned below.

Secretariat of the Society for Nursing Science and Engineering

Email: nse-society@umin.ac.jp

Shinjuku Lambdax Building, 2-4-12 Okubo, Shinjuku, Tokyo 169-0072, Japan

Fax: +81-3-5291-2176