

The Journal of the Japan Academy of Diabetes Education and Nursing: Rules for Submission

1. Eligibility for Submission

The first author must be the member of the Japan Academy of Diabetes Education and Nursing. Non-member(s) can be co-author(s).

2. Types of Submissions

- 1) The submission must be an original article that contributes to diabetes education and/or nursing and must not have been published or submitted to another journal regardless the journal is domestic or international.
- 2) Articles must fulfill the requirements for research papers and present new findings and suggestions for practice in a logical manner, have originality and novelty, and are thought to contribute to the development of diabetes nursing.

3. Ethical Considerations

- 1) The research must commence following appropriate ethical guidelines in author's country and obtaining the approval of the institutional review board if necessary.
- 2) The items on ethical considerations in the "Submission Checklist" of this journal must be checked and confirmed before making the submission.
- 3) The research investigating human subjects must be approved by the research ethics committee and the approval number must be recorded in the article.
- 4) Contribution(s) to diabetes education and nursing should be clearly stated in the manuscript.

4. Receipt and Acceptance of the Submission

- 1) Articles must not be submitted to other journals while submission is being made to this journal.
- 2) Prior to making the submission, the manuscript must be inspected according to this journal's "Rules for Submission" and "Submission Checklist," and compliance with the submission rules of the academy must be checked and confirmed. If the type of submission is an original article, the "Submission Guidelines" must be read carefully when preparing the manuscript. The sections that involve the identification of individuals, such as the name of the author, must be blacked out to guarantee blind review process. In addition, the sections showing the proper nouns of the ethical committees and proper nouns in acknowledgments must be blacked out. The submission will be received via the electronic submission system of the Japan Academy of Diabetes Education and Nursing website. The information on the authors, title of the article, and other items must be entered as instructed on the screen, and the main text, figures, and tables must be submitted as a text file, Word file, or Excel file.
- 3) Articles published on the internet including institutional repositories in their entirety will be regarded as published and will not be peer reviewed.
- 4) The following documents must be uploaded to the electronic submission system along with the manuscript prepared according to the manuscript authorship guidelines.
 - (1) Statement on conflicts of interest (COI)
 - (2) Submission checklist
- 5) Acceptance of the article for publication will be determined by the editorial committee following the peer review. In principle, the articles that are accepted for publication will be published in the order of the date of acceptance (the date of receipt of the final manuscript will be the date of acceptance for the article).
- 6) If revision of the manuscript is required after the review by the editorial committee revised manuscript must be submitted within two months of the date returned (date of the manuscript being returned from the editorial committee). Re-submission after two months will be handled as a new submission.
- 7) JJADEN is published in two volumes. However, due to the transfer to the online journal since March 2017, we set the deadline for acceptance quarterly, 31 December and March for Vol. 1 and 30 June and September for Vol 2.
- 8) Online publication will be made every four months, with Vol. 1 published in March and June and Vol. 2 published in September and December.
- 9) In principle, the manuscript will be peer reviewed twice. However, peer review may be conducted more than twice if considered necessary by the editorial committee. After acceptance, authors will be allowed to make alterations once in the proofreading process, but substantial additions and corrections will not be permitted as a general rule.
- 10) The article will be rejected if there is misconduct in research, such as duplicate submission. Duplicate submission refers to the submission and publication of contents that are identical or highly similar to articles that have been previously published or are undergoing submission, without the author disclosing the state of publication. Also, fragmented submissions, where a single research project is divided into multiple sub-projects, may be regarded as

research misconduct if the relationship with the previously published article is not clarified.

*The following cases are not applicable to duplicate submission:

- Bachelor's theses, master's theses, and doctoral theses (however, this only applies to theses not registered on the institutional repositories), collections of abstracts from academic conferences and study groups, proceedings, reports for funding bodies, etc.

11) Rejection of the article may be recommended if there are insufficiencies in the research method, if the research lacks novelty, if the point of argument is not consistent, or if it is difficult to make corrections in a peer review.

5. Manuscript Guidelines

It is recommended that guidelines such as the STROBE Statement (checklist of items that should be included in reports of observational studies) and RCT guideline (CONSORT 2010) are used as reference when preparing articles.

1) Abstracts and keywords

(1) Abstracts around 250 words should be provided.

(2) When using abbreviations in the abstract, apart from the main text, the full term should be used for the first instance, and the abbreviated term should be shown in brackets.

(3) A maximum of five keywords should be provided. Editorial board recommend authors to choose keywords from Medical Subject Headings (MeSH) by the National Library of Medicine.

(4) The manuscript and all the related materials should be proofread in English, if the English is not the first language of the author(s).

2) Main text

(1) The manuscript must be prepared double-spaced on A4 pages.

(2) The maximum length of manuscript is 6,000 words in the main text (excluding the abstract, references, figures, and tables), with no more than five figures and tables. Additional charges may occur if the typeset manuscript is more than 10 pages long.

About 1/4	100 words
About 1/2	200 characters
About 1 page	400 characters

Additional charges are as follows:

If the typeset manuscript is more than 10 pages in length: 4,000 Japanese yen for each extra

page Color printing of figures and tables: 1,000 Japanese yen for each figure/table

(3) Abbreviations may be used in place of terms that are used repetitively during the article. However, the full term must be used for the first instance in the main text and explained using the text "(hereinafter referred to as...)"

(4) Figures, tables, and photographs must be provided as separate files to the main text and must be submitted with numbers allocated such as Figure 1, Table 1, and Photograph 1.

3) References

(1) Method of displaying the references in the main text

- When directly quoting from references, the quoted section must be shown with double quotation marks to clarify that the text is being quoted. For sources of the quote (quoted references), the surname of the author and year of issue must be provided in brackets after the quote in the main text.

◇ Example

"...<Quote>..." (Tanaka, 1988)

- For references that are not directly quoted, but instead summarized or used as reference (references), the surname of the author and year of issue must be provided in brackets after the sentence describing the quote, in a similar manner as in the case of quotations.

◇ Example

It has been confirmed that ...<Summary>... (Nishikawa, 1990).

Researchers have thought that ...<Reference>... (Mori, 1981; Kimura, 1995)

- If the name of the author is provided in the main text, the year of issue alone needs to be shown in brackets after the name. In cases where the year of issue is also provided, there is no need to show the year in brackets.

◇ Example

Sato (1987) has stated that "...<Quote>..."

In 1987, Sato has stated as follows.

...<Quote>....

- For the names of authors shown in brackets, all names must be listed if there are up to three authors; if there are four or more authors, three names must be provided, with “et al.” used to abbreviate the remaining names.

◇ Example

(Yamada, Suzuki, Sasaki et al., 1991)
(Anderson, Bacon, Clifford et al., 1978)

- If there are multiple references published by the same author in the same year, these must be identified by adding lowercase letters (a, b, c...) after the year of issue.

◇ Example

(Takano, 1993a)
(Takano, 1993b)

- If a translated version of a foreign reference is used, the year of issue of the translated version must be provided after the year of issue of the original reference in the main text.

◇ Example

(Collins, 1981/1994)

(2) Reference listing method

- A complete list of references showing the quoted and referenced literature must be provided at the end of the entire article.

- The references must be listed in the alphabetical order of the surname of the first author, and the names of non-Japanese authors must be shown by the surname and first name (initial) in this order. Up to six authors should be listed for each reference.

- If there are multiple references published by the same author, they must be listed from the earliest year of issue.

- If there are multiple references published by the same author in the same year, these must be listed in the order of the lowercase letter added to the display of the quotation in the main text.

- Reference display method

(i) Journals

Name of author (year of issue), title of the article. Name of journal, volume (issue), page. (The full name of the journal should be used in principle, and the name of foreign journals should be italicized.)

◇ Example

Uden, G (1985), Inpatient accidents in hospitals. *Journal of the American Geriatric Society*, 33, 833-835.

(ii) Books

Name of author (year of issue), title of the book. Page, publisher.

◇ Example

Hirata Yukimasa (1988), *Class for Diabetics*. 84, Dobunshoin Publishers.

(iii) Translated books

Name of original author (year of issue of the original source)/name of translator (year of issue of the translated source), title of the book. Page, publisher.

◇ Example

Whitman, M.I. (1992)/ Yasukata, Fumiko (1996), *Patient Education and Health Education for Nurses*. 107, Igaku-Shoin Ltd.

(iv) Online references

Name of the issuing institution (year of survey/issue), title. Date of access, URL of the webpage

◇ Example

Office for Life-Style Related Diseases Control, Ministry of Health, Labour, and Welfare (2011), Current

conditions of a prime age worker who left diabetes mellitus untreated, accessed on July 18, 2012, <http://www.mhlw.go.jp/stf/houdou/2r9852000001qjv4-att/2r9852000001qkiw.pdf>

6. Copyright

The copyright of the submitted article will be owned by the academy from the point where the final accepted manuscript is received by the editorial committee. Following publication in the academy journal, publication of the article in another journal will be prohibited unless approved by the academy.

7. Publication Fee

- 1) The author is responsible for the payment of expenses required for the printing of extra pages due to the excess number of characters or for printing in color.
- 2) Separate volumes may be prepared by the author of the published article, but the author is responsible for the payment of incurred fees.
- 3) Figures and tables are published in black and white, but they may be published in color if considered necessary by the determination of the editorial committee. The fee will be paid by the editorial committee under these circumstances.

8. Conflicts of Interest*

- 1) The status of conflicts of interest (COI) with corporations, organizations, and associations relating to the details of publication within one year from the time of submission must be provided in the “Statement on Conflicts of Interest (COI) for Authors Publishing in Academy Journals and Other Publications” for each author and should be uploaded to the electronic submission system.
- 2) If COIs are to be provided in the article, this must be included before the acknowledgment or the list of reference. If COIs are not applicable, this must be shown with text such as “there are no COIs to be declared”.

Conflict of interest refers to circumstances where there is a potential concern by a third party that the fairness and appropriateness of the determinations required in public research is/may be jeopardized by the relationship of financial benefit and other relationships with an external party. “Policy on Conflicts of Interest (COI) in Health and Labor Sciences Research” (Notification No. 0331001 by the Health Science Division, dated March 31, 2008)

9. Addendum

To clarify that the article is prepared by addition and correction to the presentation in academic conferences, master’s thesis, doctorate thesis and similar articles, an “addendum” must be provided at the end of the article.

◇ Example

A part of this article has been previously presented in the XXth Academic Conference of XXX Society.
This research was prepared through addition and correction to the master’s thesis submitted to the Department of XXX, Graduate School of XXX at XXX University.

Amended on September 26, 2021 (the 11th Term Editorial Committee)
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