

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

1. Eligibility for Submission

The first author is a member of the Japanese Academy of Diabetes Education and Nursing. If the corresponding author is designated separately from the first author, the corresponding author must be a member of the society. Nonmember (s) can be coauthors (s). However, these requirements do not apply to the manuscripts commissioned by editorial boards.

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 of whether the journal is domestic or international.
- 2) The types of manuscripts are Review, Original Article (in Japanese or English), Short Report, Practice Report, Data/Materials, and Others. The manuscript must clearly indicate the type of study.
 - (1) Review article: Provides a comprehensive overview of a specific topic in diabetes nursing from one or more academic fields or discusses recent developments and issues.
 - (2) Original article: Manuscripts that meet the requirements of a research article, logically present the findings and implications for practice, possess significance and usefulness, and are recognized as contributing to the advancement of diabetes nursing.
 - ※ Even studies with limited novelty can contribute to the advancement of diabetes nursing if they reinforce the existing evidence and are conducted using appropriate procedures. In the 2018 revision of the submission guidelines, the previous categories of “Research Report” and “Original Article” were consolidated into a single category, “Original Article.”
 - (3) Short Report: Presents novel findings that contribute to the advancement of diabetes nursing through rapid publication.

Note: Rapid review is not conducted during the manuscript review process.
 - (4) Practice Report: Reports on practical activities in diabetes nursing have contributed to the advancement of this field.
 - (5) Data/Materials: Provides materials that contribute to the advancement of diabetes nursing.
 - (6) Others: Includes committee reports, invited manuscripts from the Board of Directors or the Editorial Board, etc.

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.

For example, for research conducted in Japan, approval must be obtained from the ethics committee of the institution where the principal investigator is affiliated, following ethical guidelines issued by the Ministry of Education, Culture, Sports, Science and Technology and the Ministry of Health, Labour and Welfare (<https://www.mhlw.go.jp/content/000769923.pdf>). If the affiliated institution lacks an ethics committee, the research must be reviewed by the Research Ethics Review Committee of the nearest nursing association or approved by the ethics committee of a collaborating institution.

- 2) The items on ethical considerations in the “Submission Checklist” of this journal must be checked and confirmed before making the submission.
- 3) Research involving 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, and submissions are 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. Sections that involve the identification of individuals, such as the name of the author, must be blocked to guarantee a blind review process. In addition, sections showing the proper nouns of the ethical committees and proper nouns in acknowledgments must be blocked. Submissions will be received via the electronic submission system on the Japan Academy of Diabetes Education and Nursing website. 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, word, 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.
 - (1) Submit to this Society before publishing in institutional repositories. However, if requested, permission will be granted to make the final accepted manuscript available in the institutional repository.
- 4) When submitting a manuscript, the authors must upload or enter the following information into the electronic submission system along with the manuscript prepared in accordance with the Instructions for Authors. Only the first or corresponding author is permitted to submit the manuscript.
 - (1) Conflicts of interest (COI): The authors must complete the designated form and upload it to the system.
 - (2) Submission checklist: Authors must enter the required information into the electronic submission system.
 - (3) Author Contributions
Each author must clearly describe their specific roles and responsibilities in the research and manuscript preparation. The corresponding author is responsible for all communications regarding submission and holds the final responsibility for the accuracy and transparency of the entire manuscript.

Example:
A conceived the study and designed the research plan.
B collected the data and performed statistical analyses.
C drafted and revised the manuscript.
D provided guidance throughout the study.
All the authors have reviewed and approved the final manuscript.
Note: Full Japanese names are used instead of initials for A and B.
- 5) Acceptance of the article for publication will be determined by the editorial committee following a peer review. In principle, 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 review by the editorial committee, the 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) JADEN published two volumes. However, owing to the transfer to the online journal since March 2017, we set the deadline for quarterly acceptance as December 31 and March for Vol. June June 1 30, and September for Vol 2.
- 8) Online publications will be published every four months, with Vol. 1, published in March and June, and Vol. Two Published between September and December.
- 9) In principle, the manuscript will be peer reviewed twice. However, the editorial committee may conduct peer reviews more than twice, if necessary. After acceptance, the authors will be allowed to make alterations during the proofreading process; however, substantial additions and corrections will not be permitted as a general rule.
- 10) An article will be rejected if there is misconduct in the research, such as duplicate submissions. Duplicate submission refers to the submission and publication of content that is identical to or highly similar to articles that have been previously published or are undergoing submission without the author disclosing

the state of publication. In addition, fragmented submissions, where a single research project is divided into multiple sub-projects, may be regarded as research misconduct if their relationship with a previously published article is not clarified.

*The following cases are not applicable for duplicate submissions:

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

- 11) The rejection of an article may be recommended if there are insufficiencies in the research method, if the point of argument is inconsistent, or if it is difficult to make corrections in a peer review.

5. Manuscript Guidelines

Guidelines such as the STROBE Statement (checklist of items that should be included in reports of observational studies) and RCT guidelines (CONSORT 2010) should be used as references when preparing articles. For original manuscripts, the authors must thoroughly review the reference materials (https://jaden1996.com/documents/about/pdf/toukou_guideline_en.pdf). ”

Any information that could identify individual authors, such as author names or affiliated institutions, should be anonymized using placeholders (●●) to prevent such identification. The proper names of the ethics review committees and those in the Acknowledgments section should be anonymized.

1) Abstracts and keywords

- (1) Abstract around 250 words should be provided.
- (2) When using abbreviations in the abstract, apart from the main text, the full term should be used first, and the abbreviated terms should be shown in parentheses.
- (3) A maximum of five keywords were provided. The editorial board recommends that authors choose keywords from the Medical Subject Headings (of the National Library of Medicine).
- (4) The manuscript and all related materials should be proofread in English if it is not the author's 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 the 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 ten 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 instead of terms used repetitively throughout 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 in the main text and must be submitted with numbers allocated, such as in Figure 1, Table 1, and Photograph 1.

3) References

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

◇ Example

“...<Quote>...” (Tanaka, 1988)

- For references that are not directly quoted but are instead summarized or used as references (references), the author's surname 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 author's name is provided in the main text, only the year of the issue must be shown in brackets after the name. In cases where the year of the issue is provided, there is no need to show the year in parentheses.

◇ 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)
(Tokyo, Osaka, 2025), (Tokyo and Osaka, 2025), Tokyo & Osaka, 2025)

- Multiple references published by the same author in the same year must be identified by adding lowercase letters (a, b, c, etc.) after the year of issue.

◇ Example

(Takano, 1993a)

(Takano, 1993b)

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

◇ Example

(Collins, 1981/1994)

(2) Reference listing method

- A complete list of references describing the quoted and referenced literature is provided at the end of this article.

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

- If multiple references were published by the same author, they must be listed from the earliest year of publication.

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

- Reference display method

(i) Journals

Name of author (year of issue), title of article. Name of journal, volume (issue), pages. (The full name of the journal should be used in principle, and the names 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 book. Page, publisher.

◇ Example

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

(iii) Translated books

Name of original author (year of issue of original source)/name of translator (year of issue of translated source), title of 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) Date of access, URL of 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 time the editorial committee receives the final accepted manuscript. Following publication in an academic journal, publication of an article in another journal is prohibited unless it is approved by the academy.

7. Publication Fee

- 1) The author is responsible for the payment of expenses required for printing 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 may be published in color if considered necessary by the editorial committee. The editorial committee pays a fee 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 an article, they must be included before the acknowledgment or list of references. If COIs are not applicable, this must be shown with text such as “there are no COIs to be declared.”

A conflict of interest refers to circumstances in which there is 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 between financial benefits 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

Part of this article was previously presented at the XXth Academic Conference of the XXX Society.
This research was prepared by adding and correcting a master’s thesis submitted to the Department of XXX, Graduate School of XXX, XXX University.

Amended on September 26, 2021 (the 11th Term Editorial Committee)
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Amended on October 9, 2025 (the 16rd Term Editorial Committee)