

Instructions to Authors Journal of Japan Association of Forensic Nursing

(These instructions are for authors who would like to submit an article written in English. Those wishing to submit an article in Japanese should read the Japanese version of the “Instructions to Authors.”)

The *Journal of Japan Association of Forensic Nursing* is the quarterly official journal of the Japan Association of Forensic Nursing. Its key objectives are to share information, learn from others, and discuss future challenges in research, intervention, field practice, education, management, and policy making in forensic nursing, while promoting activities for members and engaging with issues in forensic nursing.

Although this journal publishes high quality articles on scientific and artistic topics, it aims to provide a comprehensive perspective on many multidisciplinary aspects of forensic nursing; it therefore encourages members with expertise in professions that range from policy-making to field practice to submit articles from diverse perspectives, including politics, socio-economics, and culture. For this reason, articles submitted for publication should be of interest and accessible to field practitioners and other specialists.

Authors should refer to the following instructions when preparing and submitting manuscripts. For matters not included in the instructions below, please refer to the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” issued by the International Committee of Medical Journal Editors (<http://www.icmje.org/>).

1. Qualification requirement

All authors should be current members of the Japan Association of Forensic Nursing, except in cases where the Editorial Board has granted an exception. Those who are not members of the Association may submit an application for admission concurrently with the submission of their manuscript. The *Journal of Japan Association of Forensic Nursing* does not accept manuscripts that have been published or will be published elsewhere.

2. Research Ethics

All research should be undertaken in accordance with the Ethical Guidelines for Nursing Research, endorsed by the International Council of Nurses. Authors must state their adherence to these ethical guidelines.

3. Types and formats of Articles

As shown in Table 1, seven types of articles are considered for inclusion. In addition, articles requested by the Editorial Board may also be published. The recommended structure and subdivisions of an article are shown in Table 2.

4. Acceptance and review of manuscripts

Manuscripts are reviewed by peer reviewers (with the authors' names concealed) and accepted at the discretion of the Editorial Board. Authors should send back a revised version that shows where changes have been made.

5. Proofreading

Authors are responsible for proofreading their papers, but additions will not be accepted at this stage of the publication process. No second proofs will be sent to authors.

6. Copyright

Papers accepted for publication become the copyright of the Japan Association of Forensic Nursing. Articles may not be published elsewhere without the permission of the Japan Association of Forensic Nursing. All authors must sign a copyright transfer.

7. Fees

Publication is free as a rule. However, authors are expected to bear the cost of the following:

- a) An excess number of pages when the Editorial Board has made an exception and approved the excess.
- b) Offprints.

8. Manuscript Submission

- a) Manuscripts should be created using a word processor, as a rule.
- b) Manuscripts should be printed horizontally (in portrait format) on A4 paper, with about 11–13 words per line and 30 lines (330–390 words) per page, with appropriate intervals.
- c) The submitted manuscript must have a Title Page that includes the article's title, type of publication, number of figures and tables, number of necessary reprints, and key words. It should also contain the name of author(s), their affiliation(s), and each author's mailing address, telephone number, and email address. Author names should be written in this format: First name Initial of Middle name. Surname' (e.g. Samuel A. King).
- d) Figures and tables should be typed on separate sheets. All should be numbered (Figure 1, Table 1) consecutively in Arabic numerals. The insertion of figures and tables should be indicated in the text. The title of each figure or table should be indicated. In addition to the title, a brief explanation may be included if necessary. Figures should be clear enough to be printed as they are. One sheet should contain only one figure or table.
- e) References should be formatted in APA style (in accordance with the publication manual of the American Psychological Association).

9. Manuscript Submission

A Manuscript (including text, figures, and tables) may be submitted online, through the website of the Japan Association of Forensic Nursing.

When submitting online, the digital manuscript should include a cover letter, abstract, text, references, and tables and figures all together in one Word or doc format file. Figures may be saved in separate files (in jpeg or pdf format), if it is difficult to attach them to the Word file.

Authors should keep a copy of their manuscript because submitted papers or files will not be returned for any reason.

The Official Journal of the Japan Association of Forensic Nurses

Address all submissions to:

<http://jafn.jp/>

E-mail: mail@jafn.jp

All inquiries to the Japan Association of Forensic Nursing
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Ibaraki Prefectural University of Health Sciences

Table 1 Type of Articles

Type	Contents	Word count
Opinion	Suggestions or opinions regarding research, intervention, policy, and other topics related to forensic nursing	2,500 words
Review Article	Review of an article related to forensic nursing, including an analysis and author comments	5,000 words
Original Article	Original research or scientific observations related to forensic nursing	5,000 words
Short Report	Concise but complete descriptions of original research or scientific observations related to forensic nursing	2,500 words
Field Report	Report or description of programs/projects, field practices, or surveys or evaluations related to forensic nursing, with implications for other similar activities	5,000 words
Information	All other documented information or data related to forensic nursing	5,000 words
Letters	Comments either from members, or about articles published in the journal, and/or relevant conferences or meetings	700 words

Table 2 Structure and Subdivision of Articles

Format and Subdivision	Contents
Abstract (English)	Review Articles, Original Articles, Short Reports, Field Reports, and Information pieces should all include an English abstract not exceeding 350 words. The abstract should be structured using the following headings: Objectives, Methods, Results, and Conclusion. However, other headings (or an unstructured abstract) may be accepted in certain cases, if they fit the article better.
Abstract (Japanese)	If you hope to attract Japanese readers, a Japanese abstract not exceeding 1,000 Japanese letters may be added to Opinion pieces, Review Articles, Original Articles, Short Reports and Information pieces. This abstract should be checked by a native Japanese reader or editor.
Key Words	No more than 5 words. In selecting keywords, please refer to the "Online search" function of the MeSH vocabulary (http://www.nlm.nih.gov/mesh/MBrowser.html).
Text	The text of Original Articles, Short Reports, Field Reports, and Information pieces should be subdivided under the following headings. Other headings that suit the article better will also be accepted. Headings are not necessary for Opinion pieces.
I Introduction	This should include the background and objectives of the research, as well as surveys, activities, and issues.
II Methods	This should include the target population/area, sample/sampling, description of intervention, input resources, analysis/evaluation method, and statistical method. Authors must declare their adherence to the appropriate ethical guidelines.
III Results	This should include the results of the research, surveys, and activities, as well as the output/outcome/impact of the project/intervention.
IV Discussion	This should include an analysis and evaluation of the results, the bias or limitations of the study, and a critical examination of the outcome/impact of the project/intervention, in particular whether the findings are applicable to other projects.
V Conclusions (may be omitted)	This section should include a concise and clear description of the findings, lessons learned, and future perspectives.
References	References are recommended for Opinion pieces, Review Articles, and Original Articles. They can also be included in Short Reports, Field Reports, and Information pieces, to provide readers with additional information.
Acknowledgements (could be omitted)	This section may include information on grants received.
Conflict of interests	Establish "profit reciprocity" beside "furtherance" and note the presence of profit reciprocity in any aspect of the study or article. In other words, specify and describe "profit reciprocity" when you receive financial support; if no profit reciprocity exists, please write as indicated: "No profit reciprocity exists for this study."
Authorship	Describe the contribution to the manuscript of each author named in the article. An author is anyone who makes an intellectual contribution to a submitted article. A person who contributes only partial advice relating to the acquisition of the fund, data collection, or a study group does not act as an author.