

# Kawasaki Journal of Medical Welfare

## Instructions to Authors

(Applied from Vol. 27, No. 2)

### 1. Form

The manuscript is to be prepared in English. However, Japanese may be used as the basis for the cover and list of tables. Use word-processing software and double-space text on A4-sized paper. The font size should be about 10-11 pt. with sufficient margins on the right and left sides. In addition, since a template for manuscripts is provided by the Office of the Secretariat, the predetermined template should be used to the extent possible to streamline the peer-review process.

### 2. Word count

The number of words to be used in the summary and the number of pages at the time of publication (the length at the time of publication including the entire abstract, figures, tables, and references) is shown in the following table (the manuscript is printed on A4-sized paper, and one page contains 106 half-width characters by 48 lines if printed without headings, tables, or figures). If the word count prescribed by the guidelines is significantly exceeded, the author may be required to shorten the manuscript prior to peer review.

Manuscript type	Number of words in the abstract	Number of pages at the time of printing
Review article	About 100-200 words	Within 12 pages
Essay	About 100-200 words	Within 12 pages
Original paper	About 100-200 words	Within 12 pages
Short report	About 50-100 words	Within 8 pages
Material	About 50-200 words	Within 12 pages
Educational and practical research	About 50-200 words	Within 12 pages
Case report	About 50-200 words	Within 12 pages

### 3. Structure

The manuscript consists of a cover page, abstract, body (including notes), references, tables, figures, and a list of tables and figures. A submission consent form, request for peer review, and a checklist are to be attached at the beginning of the manuscript.

#### 3.1 Cover

The following items are listed on the cover page in the following order (the author's name should only appear on the cover page).

- (1) Categorization of manuscript submissions  
Review Article, Essay, Original paper, Short report, Material, Educational and practical research, and Case report
- (2) Title (Capitalize the first letter of each word except articles and prepositions)  
Analysis of Visual Information Processing by Event Related Potential (ERP)
- (3) Running title (within 12 words and 50 letters including spaces)
- (4) Keywords (Five or fewer. Start with lowercase letters except for proper nouns, such as test names)

Examples: mental hospital, Rorschach test, graphical user interface (GUI)

(5) Number of pages of the manuscript: Total of \_\_\_ pages (including all of the following)

Cover page ___ pages	References ___ pages
Abstract ___ pages	Figures and tables ___ pages
Body ___ pages	List of figures and tables ___ pages

(6) Number of offprints with or without a cover page

The number of the offprints should be listed in units of 10 copies. In addition, the offprints should specify whether or not a cover page is required.

(7) Names and affiliations of all authors

If there are two or more affiliations, numbers should be assigned on the right side of each of the authors' names.

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### 3.2 Abstract

An abstract of the entire paper should be provided according to the word count requirement in Rule 2. It should not be divided into multiple paragraphs and, as a whole, should consist of sentences in one paragraph. Do not add headings such as "Introduction" or "Methods." If the writing rule is unclear, refer to the Manual for Preparing APA Articles.

### 3.3 Body

The body of the paper must abide by the following guidelines.

(1) Sentence

Since this journal targets a wide range of readers related to the field of medical welfare, sentences should be written in a simple manner, and it should be a logical, accurate, concise, and clear scientific article so that it is comprehensible to as many readers as possible. In principle, the article should be reviewed by an expert in English before its submission (if there are many language errors, it may be returned prior to peer review).

(2) Abbreviations

Abbreviations should not be used except for common abbreviations. If the use of an abbreviation is unavoidable, the entire word should be written, and its abbreviation should be enclosed in parentheses in the first mention of the word.

**(3) Structure**

The structure should be as follows: Introduction, Methods, Results, Discussion, References, etc...

**(4) Heading number**

The order of the heading numbers should be 1, 2, ..., 1.1, 1.2, ..., 1.1.1, 1.1.2, ... If a further sub-heading is required, it should be written as (1), (2), ..., or A, B, ...

**(5) Delimiters, symbols, etc.**

Delimiters (e.g., commas, periods, colons, semi-colons) and symbols (e.g., %, =, unequal symbols, <, >) should follow the general English notation principles. Units such as "cm" should not be written with symbol fonts but with half-width English characters.

**(6) Notes**

When something to be noted first appears, a number should be affixed as a superscript at the right side of the word or concept in the following manner: ...<sup>†1)</sup>, ...<sup>†2)</sup>. If it appears at a sentence break, insert it on the right side just before the comma or period. The details of all notes should be placed before the References list.

**(7) Mathematical formula**

Formulas should be expressed in "LaTeX" format, if possible.

**3.4 References****3.4.1 In-text citations**

One number should be assigned for each reference and must be denoted with a superscript number in order of appearance (e.g., ...<sup>1)</sup>, ...<sup>2,3)</sup>, and ...<sup>4-6)</sup>). The same number is given if the same reference is cited multiple times. When one quotes different parts of the same document and wants to specify each page number, this must be specified in the body instead of the References list (see 3.5.2 in the next section).

When writing the author's name in the text, use only the surname, and in the case of multiple authors, follow the format below.

Two authors: The two names should be joined by "and": Kawasaki and Egusa

Three or more authors: Only the surname of the first author is written, and others are abbreviated: "Kawasaki et al."

**3.4.2 References list**

Reference materials cited in the body are all listed in the References list. References must be accurately written so that the reader understands the accurate bibliographic information and is able to obtain that literature on their own. The following are examples of how references should be written.

**(1) Journal article**

Author name : Title. Journal name, volume issue, page-page, publication year.

1. Up to 10 authors can be listed. The last two surnames should be joined by "and," and the rest can be separated by commas.
2. Space, colon, and space (all half-width) should be placed between the author's name and the title.
3. The title and publication year are followed by a period, and commas should be used for other delimiters.
4. The first letter of the first word of the title should be capitalized, and others should be written in

lowercase letters except for proper nouns and subtitles.

5. Subtitles should be connected by colons. Capitalize the beginning of the word immediately after the colon (at the beginning of the subtitle).
6. Journal names should be written in italics, and the first letter of each word should be capitalized except for articles and prepositions. The formal name should be used without omission (do not use the abbreviated journal name).
7. Volumes should be in the standard font (Times New Roman) and not in bold.
8. For journal columns consisting of several issues, if each issue starts with p.1, add the issue number in parentheses. Otherwise (if the page is in the serial number notation), the issue number can be omitted.
9. In journals with no volumes and only issues, the issue number is written as a substitute for the volume number (in such a case, it should not be written in parentheses).
10. Pages are the first and last pages of the article rather than citations (the citations should be stated in the body if necessary).

Scholz H and Kurtz A : Endothelium derived relaxing factor is involved in the pressure control of renin secretion from the kidneys. *Journal of Clinical Investigation*, 91, 1088-1091, 1993.

Elkins BH, Pagnotto LD and Smith HL : Concentration adjustment in urinalysis. *American Industrial Hygienist Association Journal*, 35, 559-565, 1974.

[Special cases]

In the case of more than 10 authors (11 or more): 9 authors are listed, followed by omission and the last authors.

Kawai N, Kudo E, Saito S, Sakurai K, Sugawara K, Takemura K, Kawasaki S, Egusa Y, Okada K, ...Negayama K : Assessing social support: The Social Support Questionnaire. *Journal of Personality and Social Psychology*, 44, 127-139, 1983.

In press (accepted for publication but still unpublished): State this detail after the journal name.

Ogawa S : Affect occurring in relation to sympathy from the other: Differences resulting from attributions of an event and intimacy with the other. *Journal of Educational Psychology*, in press.

Advance publication (published online before publication in print): State this detail after the journal name.

Ogawa S : Affect occurring in relation to sympathy from the other: Differences resulting from attributions of an event and intimacy with the other. *Journal of Educational Psychology*, Advance online publication.

Online publication. DOI has been granted in online-only (no print) journal papers: DOI is noted at the end.

Kawai N, Miyata H, Nishimura R and Okanoya K : Shadows alter facial expressions of Noh Masks. *PLoS ONE*, 8, e71389, 2013, <https://doi.org/10.1371/journal.pone.0071389>.

(2) Books

Author name : Title, Edition, Publisher, Place of publication, publication year.

1. Up to 10 authors can be listed. The last two surnames should be joined by "and," and commas can separate the rest.
2. Space, colon, and space (all half-width) should be placed between the author's name and the book's title.
3. The title and publication year are followed by a period, and commas should be used for other delimiters.

4. The title should be in italics, and only the first word should be capitalized. The rest must be written in lowercase except for proper nouns, etc., and the beginning of subtitles.
5. A colon should connect subtitles. Capitalize the first word immediately after the colon (at the beginning of the subtitle).
6. The version should be written according to the labeling of the book (second edition, revised edition, etc.) and is omitted in the case of the first edition.
7. Pages are the first and last pages of the article rather than citations (the citations should be stated in the body if necessary).

Aggarwal BB and Gutterman JU eds. : *Human cytokines: Handbook for basic and clinical research*. Blackwell Scientific Publications, Boston, 1992.

American Psychological Association : *Publication manual of the American Psychological Association*. 6th ed., American Psychological Association, Washington DC, 2010.

### (3) Chapters in edited books

Author name of the chapter : Title of the chapter. Editor name, Book title, edition, Publisher, Place of publication, page-page, publication year.

1. Up to 10 authors and 10 editors can be published. All names are separated by commas.
2. Space, colon, and space (all half-width) should be placed between the name of the author and the title of the chapter.
3. Title and publication year are followed by a period, and commas should be used for other delimiters.
4. Subtitles should be connected by colons. Capitalize the first word immediately after the colon (at the beginning of the subtitle).
5. The book title (not the title of the chapter) is in italics.
6. For both the book title and title of the chapter, only the first letter of the first word should be capitalized. The remainder can be written in lowercase except for proper nouns and subtitles.
7. The edition should be written in accordance with the labeling of the book (second edition, revised edition, etc.) and is omitted in the case of the first edition.
8. Pages are from the start to the final page of the part rather than citations (citations are described in the body if necessary).

Weidner N and Buckalew VM Jr : Sickle cell anemia, sickle cell trait, and polycythemic states. In Tisher CC and Brenner BM eds., *Renal pathology*, Vol. 2, JB Lippincott, Philadelphia, 1417-1436, 1989.

Rosenberg J : Effects of medications on biological levels of industrial chemicals. In Fiserova-Bergerova V and Ogata M eds., *Biological monitoring of exposure to industrial chemicals*, ACGIH, Cincinnati, 159-162, 1990.

### (4) Webpage

Author name : Title. URL, publication year. (Date of confirmation)

1. Published materials should be prioritized if they are published in print.
2. If the author of the document is unknown, the name of the creator of the entire site should be provided.
3. Space, colon, and space (all half-width) should be placed between the author's name and the title.
4. The title and publication year are followed by a period, and commas should be used for other delimiters.

5. The title should be in italics, and only the first word should be capitalized. The rest must be written in lowercase except for proper nouns, etc., and the beginning of subtitles.
6. If the year of publication of the material is unknown, the year in the copyright notation, if present, should be stated in principle. If that is also unknown, the earliest year in which the material can be judged to have been published should be written in square brackets.
7. Apart from the year of publication of the material, the date of confirmation of the material on the site should be noted in parentheses at the end.

Brooks D : *Adjusting to hearing loss during high school: Preparing students for successful transition to postsecondary education or training*. <http://www.pepnet.org/sites/default/files/20Tipsheet%20-%20Adjusting%20to%20hearing%20loss%20during%20High%20School.%20Preparing%20Students%20for%20successful%20transition%20to%20postsecondary%20education%20or%20training.pdf>, 2009. (March 15, 2015)

World Health Organization : *Global strategy to reduce harmful use of alcohol*. [http://www.who.int/substance\\_abuse/activities/gsrhua/en/](http://www.who.int/substance_abuse/activities/gsrhua/en/), [2015]. (July 31, 2015)

#### (5) Non-English references (Japanese, etc.)

The format should conform to that of the English references. However, in principle, it should be written in English instead of the original language, and the original language should be noted at the end. If there is no English notation, ask the author of the reference for the English notation and use it. If it is impossible to confirm the English notation, the manuscript's author should translate the title into English. State if the English abstract is available.

#### (Example 1: Japanese references without English notation)

Japan Student Services Organization : *The Summary of Results on an Annual Survey of the Study Support for Impaired Students in Higher Education in Japan*. Japan Student Services Organization, Tokyo, 2013. (In Japanese, translated by the author of this article)

#### (Example 2: Japanese references with English abstract)

Tajima M and Monri T : Relationship between competitive sports and hardiness: Comparison of the junior athletes with the undergraduate students. *Kawasaki Medical Welfare Journal*, 25, 2015. (In Japanese with English abstract)

#### (Example 3: Japanese references without English abstract)

Matsuda M and Nakanii M : Literature review of preparations conducted by operating room nurses. *Kawasaki Medical Welfare Journal*, 22, 103-109, 2012. (In Japanese)

### 3.5 Figures and tables

Figures and tables should conform to the following guidelines.

#### (1) Original drawings

The original drawing of the figure should be clear and complete so that it can be printed in a reduced size. If the figures and tables are not clear and inappropriate, the manuscript may not be accepted.

#### (2) Number and placement

Figures and tables should be listed one by one separated from the body. This should appear as Figure 1, Figure 2..., Table 1, Table 2... Specify the place to insert it in the margin (right side) of the body.

### (3) Title and legend

The title and legend of the figures and tables should be included collectively in the appendix "List of Figures and Tables." Specify the size of each figure and table at the time of printing in the following manner: "1 page," "1/2 page," "1/4 page," etc. In addition, specify the total number of figures and tables (for several pages) in the manuscript at the time of printing.

### 4. Submission of manuscripts

For the initial submission, submit three copies of the manuscript (one copy of the manuscript with the author's name, etc., and two copies without the author's name) with consecutive page numbers, the MS Word file of the manuscript, and the checklist to the Secretariat.

If revision is requested during peer review, submit the peer-reviewed original manuscript, three revised manuscripts marked with the revision number (one copy of the manuscript with the author's name, etc., and two copies without the author's name), the file of the revised manuscript, and three copies of the document describing the revisions in response to the comments (the authors' names should not be included in this document).

After the peer review, submit three copies of the final manuscript and the file of the final manuscript and figures and tables.

### 5. Fees

There is no cost for publishing an article. However, if the number of pages for printing exceeds the number of pages specified in this regulation, additional fees should be paid accordingly.

The cost of offprints is to be paid by the author.

The above fees shall be separately stipulated in the Internal Rules. Contact the Secretariat if necessary. You may consult with the Secretariat about the cost of the offprints with the cover page and/or color pages.

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