

## **Instructions for Authors**

### **1. Aim and Scope**

The Journal of Japanese Society of Wound, Ostomy & Continence Management is the official journal of Japanese Society of Wound, Ostomy and Continence Management (JSWOCM). The purpose of the Journal is to provide continuing education for every aspect of WOC management. The JSWOCM is an authoritative resource devoted to evidence-based nursing practices and management of patients with issues related to ostomies, urinary/ fecal incontinence, and chronic wounds including pressure ulcers, fistulas, vascular ulcers. Original peer-reviewed articles examine these topics in hospital, home, and long-term care settings.

### **2. Author requirements**

- 1) Except for authors of review articles written at the request of the JSWOCM editorial board, all authors should also be members of the JSWOCM. All authors must give signed consent to publication in a letter sent with the manuscript.
- 2) Authors must send an application form with the manuscript.
- 3) Authors must certify that any contribution is their own original work, has not been published before, and is not being considered for publication elsewhere. The source of any material excerpted from other copyrighted works must be acknowledged.
- 4) The copyright of the articles published in the Journal is transferred from the authors to the Publisher (JSWOCM) upon acceptance of the manuscript.

### **3. Journal categories**

Manuscripts are published in six categories: (a) Review; (b) Original Article; (c) Short Report; (d) Case Report; (e) Report and (f) Others (self-opinion, interpretation and new information on various aspects of wound, ostomy & continence).

### **4. Review process**

All submitted papers are subject to blind review. Reviewers' comments will be shared with the authors. Accepted manuscripts are subject to editorial revision for clarity, punctuation, grammar, and conformity to our journal style. If substantive revision is necessary, the manuscript will be returned to the author for revision based on feedback from the editor. The final manuscript will not be returned to the author.

### **5. Manuscript style**

- 1) Manuscripts should be typed double-spaced throughout on conventional A4(210×297mm) paper. All margins should be 2.5cm. All pages should be numbered consecutively at the bottom center, beginning with title page.

- 2) The title page should include (a) complete manuscript title; (b) full names of all authors, highest academic degrees, and affiliations; (c) the first authors' name and contact information, including telephone number, fax number, and e-mail address; (d) address for reprints if different from that of corresponding author, and up to 5 keywords.
- 3) Original articles should be arranged as follows: title page, abstract of not more than 250 words, text, references, figure and table legends, individual figures and tables.
- 4) Authors should use the following subheadings to divide the sections of their manuscript: Introduction, Methods, Results, Discussion and Conclusion.
- 5) In the manuscript, Arabic numerals should be used. As a rule, the units and abbreviation should conform to the following examples : m, cm, mm,  $\mu$  g, day, h, min, l, dl, ml.
- 6) Tables and figures should be separate from the text, with their positions indicated in the text margin.
- 7) The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to anonymous reviewers are not appropriate.
- 8) Authors are encouraged to provide a final version of their manuscript on disk as well as in printed form. It is essential that the printed manuscript and the file on the disk are identical. Two copies of the manuscript and illustrations should be included.

## **6. References**

- 1) Provide a list of references, double-spaced, after the text. Cite references in order of appearance in the text using superscripted Arabic numerals. Abbreviate titles of journals according to the Index Medicus.
- 2) List all authors for each reference, unless there are more than three, in which case only the first three followed by 'et al.' should be given.
- 3) Examples of correct reference format: Standard journal articles: Sugama J, Matsui Y, Sanada H, et al. A study of the efficiency convenience of an advanced portable Wound Measurement System. *J Clin Nurs* 16:1267-1269, 2007.

Non-English journal articles, title translated into English: Inoue A, Sugama J, Sanada H, et al. The outcome of patients with unhealed pressure ulcers at the time of discharge – One-year follow-up of patients after discharge. *Japanese Journal of Pressure Ulcers* 11: 520-527, 2009.

Books and other monographs: Harding CR. Effect of moisturizing factor and lactic acid isomers on skin function. *Dry Skin and Moisturizers: Chemistry and Function*, In: Loden M eds, 229-241, CRC Press, New York, 2000.

Web site: U.S. Department of Health and Human Services. (2000,November) . Healthy people 2010: Understanding and improving health. Retrieved September 26, 2001, from <http://www.health.gov/healthypeople/>

## **7. Tables and Figures**

Tables and figures should be separate from the text, with their positions indicated in the margin. Each of them must be placed on a separate sheet of paper. Any explanation of tables should be given at the top of each table. Any explanation of figures should be given at the bottom of each figure.

## **8. Revision of these instructions**

The “Instructions for Authors” may be revised from time to time by the editorial board.

## **9. Submission of manuscripts**

Manuscripts should be submitted directly to the editorial office: The Japanese Society of Wound, Ostomy & Continence Management. Shinjuku Lambdax Building, 2-4-12, Okubo, Shinjuku-ku, Tokyo, 169-0072, Japan

• Online submission

URL : <https://www.sasj.net/review/JSWOCM/welcome.cgi>

## **10. Ethical/Legal Considerations**

A submitted manuscript must be an original contribution not previously published (except as an abstract or a preliminary report), must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in similar form, in any language, without the consent of the JSWOCM. On acceptance we will request a disclosure form detailing the specific input of each author. Although the editors and referees make every effort to ensure the validity of published manuscripts, the final responsibility rests with the authors, not with the journal, its editors, or the publisher.

## **11. Patient anonymity and informed consent**

It is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated. Authors should mask patients' face and remove patients' names from figures unless they obtain written consent from

the patients and submit written consent with the manuscript.

## **12. Copyright Release**

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## **14. Article Length**

The length of a printed article (including references, footnotes, tables, figures, and appendices) should be as described below.

Review: 8pages

Original article: 6 pages

Short report: 5 pages

Case Report: **3** pages

Report: 4 pages

Others: 3 pages