

Submission Guidelines
Journal of Japanese Society of Wound, Ostomy, and Continence Management

- 1) The manuscript title, keywords, and tables/figures should not include any identifying information of the authors (name, initial, affiliation, etc.). For submitting files (Words, Excel, etc.), the authors' personal information (Author, Manager, and Company on the Summary tab) should be removed from the document's properties.
E.g., The title should be "Implementation of a 3-year wound management system in our hospital" instead of "Implementation of a 3-year wound management system in Tokyo Ostomy Hospital"
- 2) If using a subtitle, use a colon ":" after the title followed by the subtitle.
- 3) Arabic numerals should be used for the number of cases and examples in the title of the case report.
E.g., 1 case of XX, 3 examples of XX, 1 example of experience with XX.
- 4) Only the first letter of the title should be capitalized.
- 5) The text should be prepared in Microsoft Word. Number all pages sequentially (in the bottom-center of the page) and provide continuous line numbering beginning on each page. Manuscripts written in Japanese should be formatted in A4 size (24 characters × 30 lines) with margins of 2.5 cm on each side.
English manuscripts should be double spaced on A4 size paper with margins of 2.5 cm on all sides. When a word is divided at the end of a line, move the entire word to the next line.
- 6) The first page of the main text should list the type of paper, title of the manuscript, names of the author (s), affiliation (s), keywords, and abstract (only for original article) in this order in Japanese and English.
* Manuscripts written in English should also list the type of paper, title of the manuscript, names of the author (s), affiliation (s), keywords, and abstract (only for original articles) in this order in English and Japanese.
- 7) The abstract must not exceed 600 characters for a Japanese abstract and 250 words for an English abstract and should be structured in the following sections: Purpose, Methods, Results, and Discussion.
- 8) Up to 5 keywords should be provided for both Japanese and English abstracts. Keywords for an English abstract should be written in all lower-case letters.
- 9) If several affiliations need to be mentioned, consecutive Arabic numerals should be provided in superscript after the names of the authors and respective affiliations. The first author's affiliation should be numbered as 1). If the names of the authors are provided in English, job title or qualifications (e.g., RN, WOCN, and MD) must be listed after the names.
- 10) As a rule, Japanese-language manuscripts should be written using daily-use Kanji, *Hiragana*, and modern *kana* usage, while proper nouns in foreign languages (e.g., names of people) should be written in the original language, and foreign words commonly used in the Japanese language should be written in *Katakana*.
English manuscripts must be clearly written and understandable to a native English speaker. Authors less familiar with English usage are advised to seek proofreading support from a native English speaker.
- 11) Units of measurement must conform to the International System of Units or to other generally recognized standards.
- 12) When the product name of a device, drug, wound dressing, etc. is mentioned in the manuscript, it should be stated as "generic name (product name: official company name)" only when it appears for the first time in the text, and thereafter, only the generic name should be stated. Product names should not be included in the title, abstract, and keywords of the manuscript.
- 13) The manuscript is organized in principle using the following section headings:
 - Major headings: Introduction, Methods, Results, Discussion, Conclusion, References, etc. Leave one line above a major heading, and it should be centered without using Arabic numerals.

- Sub-headings: Sub-headings should be flush left and identified by Arabic numerals followed by a dot, e.g., 1., 2. Do not add blank lines above or below sub-headings. Lower level sub-headings should be flush left and identified by Arabic numerals, e.g., 1), 2).

- 14) All tables and figures must be numbered consecutively. If the manuscript is written in Japanese, titles and descriptions of all tables and figures should also be written in Japanese.
- 15) Up to two files for tables and figures may be submitted. Tables and figures must be created in either Microsoft Word, Microsoft Excel, Microsoft PowerPoint, JPEG, Tiff, or PDF format with a resolution of 300 DPI or higher. Their location in the text should be indicated in the margin of the text.
- 16) When using photographs of patients, appropriate privacy protection measures must be taken, such as placing black bars over the eyes.
- 17) Acknowledgements (if any) should be included at the end of the main text before the references.
- 18) The reference list should be arranged at the end of the text in the order of appearance of the in-text citation. In the text, cite references in consecutive order using Arabic superscript numerals, e.g., 1), 1)3)6), 1)-5), after author names or at the end of the sentence. For the list of references, if there are 4 authors or more, list the first 3 authors followed by et al.
- 19) The standard abbreviations for journal names should be used. If the standard abbreviation is unclear, refer to the abbreviation list published by ICHUSHI-Web (<https://www.jamas.or.jp/shusaishi/search/>) or Index Medicus (<http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>).
Note that when citing Internet sources as a reference, only reliable and officially accepted websites should be used and this should be kept to a minimum.
- 20) The format of the references is as follows:

• Journal articles

Author (s). Title of the article. Abbreviated journal name Volume: page-page, Year of publication.

[example]

- 1) Sakai Y, Matsubara Y, Kataoka H, et al. Analysis of factors related to out-of-pocket expenses for ostomy appliances and the sense of burden they create in ostomates. *J Jpn WOCM* 25: 566-575, 2021.
- 2) Langemo DK, Melland H, Hanson D, et al. The lived experience of having a pressure ulcer: a qualitative analysis. *Adv Skin Wound Care* 13: 225-235, 2000.

• Books and Chapters

Author (s). Chapter title. Title of the book. (Editors), page-page, Publisher, Place of publication, Year of publication.

[example]

- 1) Sanada H. Prevention of pressure ulcers. Guidelines for the prevention and treatment of pressure ulcers (supervised by the Division of the Health for the Elderly, Health and Welfare Bureau for the Elderly, Ministry of Health, Labour and Welfare, Miyachi Y ed), 8-36, Shorinsha Inc., Tokyo, 1998.
- 2) Harding CR. Effect of moisturizing factor and lactic acid isomers on skin function. *Dry Skin and Moisturizers: Chemistry and Function* (Loden M eds), 229-241, CRC Press, New York, 2000.

• Books translated into English

Author (s). Translator (s). Chapter title. Title, page-page, Publisher, Place of publication, Year of publication.

[example]

Nightingale F, Translated by Kodama K, Oda Y. *V Variety. Notes on Nursing: What It Is, and What It Is Not*, 64-65, Japanese Nursing Association Publishing Company, Tokyo, 2019.

• Website

Source of the website. (Year/month in which the article was published). Main title of the article: Section title. Date of access, [URL].

[example]

- 1) U.S. Department of Health and Human Services. (2000/11). Healthy people 2010: Understanding and improving health. 2001/9/26, [<http://www.health.gov/healthypeople/>]
- 2) Ministry of Health, Labour and Welfare. (2019/12). The 2020 revision of medical service fees: Basic policy for the 2020 revision of medical service fees. 2022/4/10, [<https://www.mhlw.go.jp/content/12404000/000592925.pdf>]

• Online journal articles that have not been given a volume number should provide a Digital Object Identifier (DOI) if available.

Author (s). Title of the article. Abbreviated journal name, DOI, Year of publication.

[example]

Yamada T. Prevention of pressure ulcers at home. J Jpn Assoc Home Care Med, doi.org/10.32000/jpnwocm.25.3_506, 2012.

- 21) If you have a conflict of interest, it should be stated as follows before the references section in the main text:

[examples]

Conflict of Interest: Yes

This study was funded by a grant from XX.

In examining XX, this study was provided with measurement devices from XX.