

Instructions for Authors
Journal of Japanese Society of Wound, Ostomy, and Continence Management

The Journal of Japanese Society of Wound, Ostomy, and Continence Management is an open access online journal which publishes unpublished articles, proceedings of scientific meetings, and conference announcements that contribute to all aspects of this field of medicine.

1. Author Requirements

- 1) First authors must be members of the Japanese Society of Wound, Ostomy, and Continence Management. If non-members are included in the list of authors, an additional submission fee of ¥5,000 per non-member shall be paid at the time of submission, unless they were invited to submit articles by the Editorial Board.
- 2) Articles must be unpublished (excluding abstracts) domestically and internationally and must not infringe on copyrights.

2. Review Process

- 1) Decisions on the acceptance or rejection of a submitted manuscript will be made by the editorial board.
- 2) Articles will be peer-reviewed. After a review, the editorial board may request to make revisions in accordance with the editorial policy.
- 3) If the revised manuscript is not submitted within the requested period, the manuscript will be rejected.
- 4) The first proofreading is conducted by the authors. The second and subsequent proofreading will be conducted by the Editorial Board based on revisions made by the authors.
- 5) Once the manuscript is accepted for publication, the copyright of the manuscript will be transferred to the Japanese Society of Wound, Ostomy, and Continence Management.
- 6) Regarding 5), this does not apply to papers invited by the Editorial Board.

3. Manuscript Types

Following types of manuscript may be submitted:

- (1) Review article: A comprehensive overview and discussion of an academic circumstance regarding a particular subject, based on a diverse collection of both domestic and overseas research findings and a review of the relevant literature.
- (2) Original article: It must have originality and should describe new and carefully confirmed findings.
- (3) Short report: Brief reports on results of high significance and urgency, or an exploratory research paper.
- (4) Case report: A case report describes clinical cases and methods of management, care, and treatment.
- (5) Committee report: A paper reporting or explaining the results of questionnaire surveys conducted by the committee of the society.
- (6) Others (practice reports, commentaries, abstracts of the scientific meetings, etc.)

4. Documents that need to be submitted after acceptance of the manuscript

After the manuscript is accepted for publication, the authors must sign the "Pledge and Consent Form" as described below and send it to the office with the manuscript that has been proofread by the authors.

- (1) The manuscript has not been submitted to or published in any other journal in Japan or other countries.
- (2) The copyright of the published manuscript belongs to the Japanese Society of Wound, Ostomy, and Continence Management (tables and figures shall not be reproduced in other journals without permission).
- (3) When citing tables and figures from other journals, a citation permission should be obtained from the publisher or the author, even if the source is your own work.

(4) Consent for the above-mentioned statements must be obtained from the author (s) and all co-authors.

5. Ethical Consideration

- 1) Research that requires the agreement and cooperation of another party, research that requires consideration for the handling of personal information, and research that requires efforts regarding bioethics and safety measures must comply with the laws, regulations, and guidelines related to the research, and must be approved by the ethics committee of the institution to which the researcher belongs or its equivalent.
- 2) Studies that require any procedure based on laws, regulations, or guidelines should describe in the manuscript what measures and actions have been taken.
- 3) When publishing patient photographs or information that could identify individual patients, written consent must be obtained from the patient or a surrogate. This should also be mentioned in the manuscript.

6. Length of Manuscript

The maximum length for each type of manuscript (including text, references, and tables/figures) is shown below:

Review article: 16,000 words

Original article: 12,000 words

Short communication: 10,000 words

Case report: 4,000 words

Committee report: 8,000 words

Others: 4,000 words

7. Submission of papers

Refer to the online submission guidelines provided on the Membership page of the society's website.

If you have any questions, please contact the following office:

Office of the Japanese Society of Wound, Ostomy, and Continence Management (E-mail: etwoc@shunkosha.com)

Supplementary provisions

These regulations shall come into effect as of November 6, 2009.

Revisions to these regulations shall come into effect as of February 1, 2018.

Revisions to these regulations shall come into effect as of January 28, 2019.

Revisions to these regulations shall come into effect as of September 30, 2022.