

Instructions to Authors

The Radiological Nursing Society of Japan

The Journal of Radiological Nursing is the official organ of our Society. The following are the instructions to authors for Volume 4 of the Journal. It could be amended as needed. Please refer to our website at http://www.rnsj.jp/mem/magazine_index.php for the latest version,

I. Eligibility

All authors must be members of the Radiological Nursing Society of Japan. However, the authors who are requested for contribution by the Editorial Committee are exempt from this requirement. The authors who are not Japanese nationals residing outside Japan may opt not to become a member of the Society, but to contribute to the Journal with a submission fee¹.

II. Paper category

The Journal is compiled from Reviews, Original articles, Notes, Letters, and Others, in English or Japanese.

- 1) Reviews: They give an analysis and a summary about the specific theme related to radiological nursing by accumulating information from various sources and reviewing them.
- 2) Original articles: They must present original research performed by the author(s) and the research should include new information or a significant understanding in the field of radiological nursing.
- 3) Notes: They are articles which present new significant facts for radiological nursing, giving data derived from incomplete or partial studies, research reports that describe activities.
- 4) Letters: They include brief reports, case studies, letters to the Editor, comment on discussions about the previously published articles, or practice reports in radiological nursing.
- 5) Others: Opinions, views or comments on radiological nursing or general nursing may be accepted with consent of the editorial committee.

III. Authorship (in line with the guidelines of Nursing Ethics Journal)

Only those who have made a substantial contribution can legitimately claim authorship (main author and co-authors). They are required to meet the following three conditions^{2,3}.

- 1) Contribution to the clarification of research objectives, review of relevant previous work, design and implementation of the research, and analysis of research results;

¹ If you are willing to apply for membership, please contact rnsj@kokusaibunken.jp. If you opt to submit a paper with a submission fee, please contact journal@rnsj.jp, for the procedure.

² Those who contributed to the article, but do not meet these three conditions should be acknowledged in a later section "Acknowledgment."

³ No alterations are basically accepted in the list of co-authors once the papers are submitted for review. If necessary, write a letter with justification for consent of the Editorial Committee.

- 2) Contribution to drafting and revising the article upon communication with reviewers and the editorial committee; and
- 3) Final review of the article for press.

IV. Ethical consideration, acknowledgement, funding and conflict of interest

1) Ethical consideration

All studies involving either human participants or materials of human origin should be undertaken in accordance with the principles set forth in the Declaration of Helsinki and other related ethical guidelines.

2) Acknowledgement

Those who contributed to the article, but do not meet the three conditions mentioned above for authorship should be acknowledged in the separate Acknowledgment section at the end of article.

3) Funding assistance

If funding assistance was received internally or externally, its contributing organizations should be listed. If not received, it should be so mentioned. Ordinary funding for teachers/researchers received from the affiliated institutions is not included here.

4) Conflict of interest

Should there be any conflicts of interest regarding the research and/or articles, it should be so mentioned under this section. Should there be financial conflicts of interest with external institutions, it should be so mentioned. If there is no conflict of interest, it should be so mentioned. Refer to MHLW Notice 0331001 (dated March 31, 2008) for the Guidelines for the management of conflict of interest in the research of health and labor science.

V. Review system

Each manuscript of Reviews, Original articles, and Notes is reviewed by at least two referees, and finally by the Editorial Committee. The Committee decides whether to accept the manuscript for publication. Letters and Others are reviewed by the Editorial Committee. The authors will be informed of the review results.

VI. Unpublished manuscript

The manuscript should be unpublished in principle. However, a manuscript may be acceptable only if it has been publicized in:

- i) Academic assemblies, etc.;
- ii) Symposiums, research presentation meetings, international conferences, etc.; or
- iii) Research reports sponsored by the national government, local governments, the industry or organizations.

VII. Procedure of manuscript submission

- 1) The manuscript should be prepared using the appropriate template file downloaded from the Society's website and submitted online at <http://www.rnsj.jp> .
- 2) The manuscript to upload should be comprised of a full manuscript (pdf), a second manuscript for review (pdf), and a check list (pdf). The second manuscript for review should exclude any information from the full manuscript which might help identifying the authors. Manuscripts should be a single file (pdf) containing the body text, all figures and tables.
- 3) The checklist file should be downloaded, filled in, and submitted (uploaded) as a pdf file along with the manuscripts (pdf).

VIII. Procedure of manuscript review

- 1) The online submission pages will be open from August 1 till midnight October 3, 2014 Japan Time.
- 2) When all the required documents are uploaded properly, the contributor will be informed of the receipt number and the reception date.
- 3) The Editorial Committee decides on the acceptability of the manuscript following peer review.
- 4) When a revision is requested, the revised version must be uploaded within the specified period. If the revised manuscript fails to reach the Editorial Committee by the specified date, it may suggest the contributor submitting for next issue as a new contribution.
- 5) The Editorial Committee may recommend the authors to change the designated paper category if needed.

IX. Procedure of finalizing the manuscript

When the contribution is accepted for publication, the contributor should send one original set of the accepted manuscript (WORD), in accordance with the instructions from the Editorial Committee, by e-mail to journal@rnsj.jp.

X. Copyright

The copyright of the manuscript accepted belongs to the Society. The Editorial Committee reserves the right to make editorial changes, if needed, in any manuscript accepted for publication.

XI. Others

- 1) The Journal is officially published electronically on the Society website. However, the reprints will be provided upon request at the authors' expense.
- 2) Proofreading by the author shall only take place once. Substantive improvements or revisions to the manuscript will not be accepted.

For further information, you may contact the following:

January 12, 2016 Editorial Committee

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Journal of Radiological Nursing Society of Japan

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Guidelines for Manuscript

1. Download the template “Template 1” for Reviews, Original Articles, and Notes, or “Template 2” for Letters and Others from the website of the Society (<http://www.rnsj.jp/>) and rename it for your own paper manuscript. The file already contains the pages for all necessary components and is set to have 30 lines/page and 80 characters/line. You do not have to add a page when moving from one component to the next. The file shows automatically page numbers and line numbers, where necessary. Your manuscript must be a single file by composing the following components:
 - 1) Paper title: one page. If you are Japanese, add the title in Japanese after the English title.
 - 2) Abstract and about three keywords: one page. If you are Japanese, add the abstract in Japanese after the English abstract.
 - 3) Body text
 - 4) Acknowledgement, funding, conflict of interest
 - 5) References
 - 6) Tables: one table per page
 - 7) Figures: one figure per page

2. The figures and tables should be numbered consecutively in respective serial numbers, e.g., Fig. 1, Fig. 2, or Table 1. The proper insertion places of the figures and tables should be indicated in red in the text.

3. Numbering should be hierarchical: I., II., III. for chapters, 1., 2., 3. for sections, 1), 2), 3), or (1), (2), (3) and so on. For items, use a), b), c).

4. Volume limits of articles

Category	Word limits	Abstract	Figures/Tables
Reviews	About 4000 words	About 200 words	Up to 5, converted to 150-400 words each.
Originals	About 5000 words	About 200 words	Up to 5, converted to 150-400 words each.
Notes	About 2000 words	About 200 words	Up to 5, converted to 150-400 words each.
Letters	About 2000 words	Not required	Converted to 150-400 words each, if any.
Others	About 4000 words	Not required	Converted to 150-400 words each, if any.

5. Tables and Figures should be embedded in about the size when printed on separated pages at the end of manuscript, numbered consecutively, respectively, and their locations in the body should be clearly shown in red. Figures should be in pdf or jpeg, while Tables should be in doc (docx) or xsl (xlsx).

6. References should be described as in the following, basically in the Vancouver reference style.
 - 1) References should be serially numbered in order of appearance (one number assigned to each quoted reference) and indicated by superscript Arabic numerals with a closing parenthesis in the text.
 - 2) References should be listed in order of the number at the end of the text.
 - 3) Up to three authors may be listed. If more, then list the first three authors and represent the rest by “et al.” No full points or spaces are needed with the abbreviation of first and middle names.
 - 4) Journal titles should be presented without abbreviation.
 - 5) If a reference is only in Japanese, it should be cited in “romaji (roman letters).”

7. Typical reference styles

【Journal articles】

Champion R. Developing responsibility. *Nursing Times*. 1991, 87(27). 38-39.

Books】

Kellman RM, Marentette LJ. *Atlas of Craniomaxillofacial Fixation*. Lippincott Williams & Wilkins, Philadelphia, 1999.

【Chapter in a book】

Horsman MR, Overgaard J. The oxygen effects and tumor microenvironment. Steel GG ed. *Basic Clinical Radiobiology*. 3rd ed. Hodder Arnold, London, 2002. pp.158-168.

【Electronic Material】

Gostin L. Drug use and HIV/AIDS. *JAMA HIV/AIDS Web site*. June, 1996. (Accessed June 26, 1997). <http://www.ama-assn.org/special/hiv/ethics>.