

Journal of Japan Academy of Midwifery
Instructions for Authors submitting English manuscripts

1. Submission qualification

Manuscripts should publish new findings of midwifery studies, and the authors must include a member of the Japan Academy of Midwifery (hereafter, the Academy).

* The online submission system of this journal is run in Japanese and please keep in mind that authors are requested to submit both English and Japanese abstracts.

2. Types of articles

This journal publishes the following types of manuscripts. Note that submission implies that the content has not been published or submitted for publication elsewhere.

Reviews: Broad overview of findings related to specific subjects in midwifery.

Original Articles: Original research, logically presenting new findings that contribute to the development of midwifery.

Data: Summary of data derived from surveys or cases clearly presenting findings in midwifery.

Others: Requested or accepted by the Editorial Board.

3. Submission of manuscripts

Manuscripts must be submitted through the online submission system (Japanese instructions only). The Japan Academy of Midwifery website contains the link to access the online submission system and the online submission Manual. Please refer to the online submission manual before submitting your manuscript.

4. Receipt and acceptance of papers

- 1) The date the online submission system receives the manuscript is taken as the received date, and manuscript ID confirmation will be returned by e-mail.
- 2) Acceptance or rejection of manuscripts is decided by the Editorial Board after multiple peer review. However, acceptance of the manuscript may be conditional upon revising the manuscript or changing the type of manuscript.
- 3) Reviews are conducted with the reviewer blind to the author names.
- 4) After final acceptance of a manuscript, the file of the final version is required.

5. Ethical considerations

Authors must state that ethical consideration has been taken for research involving either human or animal subjects. The approval number issued by the

local ethics committee should be stated in the final manuscript. However, in order that the reviewer cannot identify the author's identity, at the time of initial manuscript submission, the name of the affiliated institution should not be specified, only the approval number. The name of the institution should be included in the final version submitted when the manuscript is accepted.

6. Disclosure of conflicts of interest

On the "Conflict of Interest (COI) Declaration" form specified by the Academy the author (including co-authors) should declare any conflicts of interest (COI) with companies, organizations or groups related to the contents of the paper within the past year preceding manuscript submission, and then upload the form to the online submission system. Also, the statement of conflicts of interest that should be disclosed should be included at the end of the manuscript. In the absence of conflicts of interest to be disclosed, the authors should state: "There are no conflicts of interest to be disclosed regarding the contents of this paper."

7. Copyright

1) The copyright of papers published in the Journal of Japan Academy of Midwifery (hereafter, this Journal) belongs to the Academy. Authors are not permitted to publish the same contents in other publications without the prior permission of the Academy.

2) Quotation from other works within the manuscript to be submitted must comply with copyright law. If reproducing text, table and figures, etc. beyond the scope of quotation, upload the permission document from the copyright owner to the online submission system together with the manuscript file.

3) After authors confirm the contents of the "Japan Academy of Midwifery Copyright Regulations", each author should complete and sign the "Copyright Transfer Document" designated by the Academy at the time of manuscript submission, save the document as an electronic file and upload it to the online submission system. However, this procedure does not preclude the use of reprinting, reproduction, translation, adaptation, etc. by the author of the journal article. Usage by the author of this journal article can be made by notifying the Academy in advance and specifying the citation (journal name, Vol., page, etc.).

8. Prohibition of duplicate submissions

Do not submit manuscripts to this Journal with the same content as those submitted to or published by other publications. The same content means that it is semantically identical irrespective of the language used, and includes very similar contents.

9. Costs borne by authors

Publication is free as a rule, but authors shall bear the actual cost for:

- 1) Excess pages exceeding the prescribed number of pages if the Editorial Board exceptionally approves the excess due to its contents.
- 2) Offprints.
- 3) Special printing technology required to create figures and tables.

10. Procedure for writing manuscripts

- 1) Submitted manuscript files should consist of a title page, English abstract (approximately 500 words), Japanese abstract (approximately 800 characters), text (excluding acknowledgments), references list, and tables and figures. The English abstract should be provided as required by the online submission system and also included at the start of the main manuscript file. The English abstract and the Japanese abstract must agree.
- 2) The manuscript file should be A4 size, 30 lines per page (approximately 350 words), with appropriate line spacing. The font should be 12-point Times New Roman, with line numbers (starting anew on each page) applied to the English text, main body, and references.
- 3) The abstract should comprise "Purpose", "Methods", "Results" and "Conclusion". However, for papers that are not in research format, the abstracts can summarize the contents of the paper instead of being a structured abstract. The composition of the Japanese abstract also follows the English abstract.
- 4) The submitted manuscript must be checked by an expert or a researcher who is a native speaker of English, and at the time of submission, a certificate stating the title of the proofread manuscript, the author's name, and the proof-reader's name is to be attached. In addition, about 5 words of Japanese and English keywords are to be entered in the online submission system.
- 5) Submitted manuscripts, including text, tables and figures, shall be within the following number of pages. The abstract and references list are not counted. The references list should be saved in a separate file from the main text file.
Review: Should not exceed 17 pages (within 5,000 words)
Original article: Should not exceed 17 pages (within 5,000 words)
Data: Should not exceed 15 pages (within 4,500 words)
Other: Should not exceed 15 pages (within 4,500 words)
- 6) The size of tables and figures are roughly equivalent to the following number of words; take the size of the figures and tables into account to keep the number of document pages within the prescribed limit.
Journal 1 page: 3 manuscript pages (approximately 1,000 words)

1/2 page: 1.5 manuscript pages (approximately 500 words)

1/3 page: 1 manuscript page (approximately 400 words)

1/4 page: 3/4 manuscript page (approximately 300 words)

7) Keep tables and figures in a separate word file from the main text, saved one per page, numbered in order, Fig. 1 (including photos), Table 1 etc.

8) In principle, the referencing style is in accordance with the Publication Manual of the American Psychological Association (APA), 6th Edition.

However, for each reference cited in the text, only the first author needs to be cited and use 'et al' for other authors. When quoting references written in languages other than English, write the title in English. (The title in the original language is unnecessary.)

Confirm that the cited references in the text match the contents of the references list. Authors are responsible for the accuracy of all the references.

9) Submitted manuscripts should not mention in the main text any names, affiliation, acknowledgment or the like by which the author(s) can be identified.

10) Create a title page and include title (Japanese / English), short running title, author name(s), affiliated institution name, corresponding author name and address, telephone number, and email address.

11) At the time of submission, submit the "copyright transfer form" (see "7. Copyright"), and "Conflict of Interest (COI) Declaration" (see "6. Disclosure of conflicts of interest") specified by the Academy.

11. Submission of revised manuscript

1) Prepare responses to peer-reviewed comments in the Author Response section.

2) In the revised manuscript, do not leave the revision history /track changes, but indicate it with underlines, colour letters, highlights, etc. to show where the manuscript has been revised and added to.

3) In order to maintain anonymity, in the Author Response section do not include name and affiliation, etc. by which the author(s) can be identified.

4) Submit your manuscript by the deadline. If there are circumstances preventing submission before the deadline, please notify the Editorial Office in advance. Please note that it is possible that your manuscript will be treated as a new submission if the deadline expires without contact from you.

12. Author proofreading

1) The proof should be checked once, and approval to publish the article.

Changes other than the essential correction of errors are unacceptable at the author proof stage.

2) Application for reprints can be done at the time the author returns the proofread manuscript.

Supplementary provisions

Rule amendments came into force on July 7, 2006.

Rule amendments came into force on March 15, 2008.

Rule amendments came into force on November 22, 2008.

Rule amendments came into force on November 21, 2009.

Revision of this rule will come into force on May 21, 2011.

Rule amendments came into force on May 23, 2012.

Rule amendments came into force on November 29, 2013.

Rule amendments came into force on November 16, 2015.

Rule amendments came into force on July 22, 2016.

Rule amendments came into force on June 9, 2017.

Rule amendments came into force on Oct 26, 2018.

Questions / Inquiries

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