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

1. **Aims and scope**

   The Journal of Japan Academy of Midwifery (hereinafter referred to as "the Journal") is an open access journal published by the Japan Academy of Midwifery (hereinafter referred to as "the Academy"). The Journal is an academic publication that disseminates research and scholarly materials contributing to the advancement of midwifery. It aims to present academic research findings related to the knowledge and skills of midwifery, to systematize and develop its academic foundation. By publicly sharing outstanding midwifery research that contributes to the health of mothers, children, and women, the Journal ultimately aspires to contribute to the welfare of humanity through broad international collaboration.

2. **Submission qualification**

   The first or corresponding author must be a member of the Academy. Other co-authors are not required to be members; however, if any of the co-authors are non-members at the time of submission, a publication fee must be paid upon acceptance of the manuscript. This requirement may be waived at the discretion of the Editorial Board.

   * The online submission system of this journal is run in Japanese.

3. **Preprints**

   To promote the dissemination of research, the Journal permits authors to post their manuscripts to recognized community preprint servers—such as Jxiv, operated by the Japan Science and Technology Agency (JST)—either prior to or concurrently with their submission to the Journal. This policy applies only to the original version of manuscripts describing primary research. Manuscripts that have been revised in response to peer review, accepted for publication, or published by the Journal must not be posted on preprint servers. Furthermore, once the article is published in the Journal, authors must promptly include a link to the published version in the preprint.

4. **Prohibition of duplicate submissions**

   Authors must not submit to the Journal any manuscript that has already been submitted to or published in another publication, regardless of whether it is domestic or international. Submissions that are semantically identical or highly similar in content—regardless of the language of description—and authored by the same individual(s) or by a group that includes at least one of the same authors, will be regarded as duplicate submissions. Submissions to preprint servers are excluded from this policy (see "3. Preprints").

5. **Types of articles**

   The Journal publishes the following types of manuscripts.

   Reviews: Broad overview of findings related to specific subjects in midwifery. Review of the literature relevant to the theme. (systematic review, scoping review, literature review, conceptual analysis, etc.)

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

   Data and others: Summary of data derived from surveys or cases.

   Others: Requested or accepted by the Editorial Board.

6. **Submission procedure**

   Manuscripts must be submitted via the electronic submission system. Please refer to the Online Submission Manual before submitting your manuscript.

7. **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 provided by e-mail.

   2) Acceptance or rejection of manuscripts is decided by the Editorial Board after undergoing peer review by multiple reviewers. However, acceptance of the manuscript may be conditional upon revisions to the

manuscript.

    3) Review is conducted in a single-blind manner, in which the reviewer is not revealed to the author, but the author is revealed to the reviewer.

    4) After final acceptance of a manuscript, the file of the final version is required.

8. Ethical considerations

Authors must state that ethical consideration has been taken for research involving either human or animal subjects. The name of the institutional ethics committee and the approval number issued by the ethics committee should be stated in the manuscript.

9. Disclosure of conflicts of interest

On the "Conflict of Interest (COI) Declaration" form specified by the Academy, the author (one representative) 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."

10. Data sharing and data availability

    1) Authors must disclose the sources of the data and materials used in their research (e.g., public repositories or commercial databases), and include registration numbers or company details in the manuscript when applicable.

    2) Authors may make data and materials they collected themselves publicly accessible either by including them as electronic supplementary materials or by depositing them in publicly recognized databases or repositories. These resources must be linked in the manuscript. All datasets must be fully accessible to editors and reviewers during the peer review process and should be considered for public release by the time of publication. Authors are required to ensure that datasets are preserved and available for at least three years from the date of publication in the Journal.

    3) In this Journal, if authors are reasonably requested to provide data, samples, or experimental protocols used in their research, they are encouraged to comply with such requests.

11. Copyright and open access

    1) This Journal is a full open access journal and operates under a Creative Commons (CC) license. Users are permitted to use and reuse articles published in the Journal free of charge and without obtaining permission from the Academy or the authors as long as they comply with the terms of this license.

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    3) Some research funding agencies may require that research funded by them be published under a specific Creative Commons license. Authors must confirm the requirements with the relevant funding agency before submitting the manuscript.

    4) Citations and reproduction from other works within the submitted manuscript must comply with copyright law. If content such as text, figures, or tables is reproduced beyond the scope of appropriate use, written permission from the copyright holder must be obtained and uploaded along with the submission file to the electronic submission system. However, if the work in question is open access and the usage complies with the terms of the Creative Commons license, this written permission is not required.

12. Costs borne by authors

1) Publication is free in principle.

2) Non-member co-authors must ensure they pay the publication fee (JPY 5,000 per person) upon acceptance of their paper. This fee is not refundable under any circumstances.

13. Procedure for writing manuscripts

1) Submitted manuscript files should consist of a title page, abstract (approximately 500 words), main text, references list, and tables and figures. Please enter the abstract in the designated section of the online submission system, and also include it at the beginning of the main manuscript file.

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 abstract, 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.

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 keywords are to be entered in the online submission system.

5) The submitted manuscript, including the main text, tables, and figures, must be within the page limit specified below. The abstract and the reference list are not included in this count.
   The references list should be saved on a separate page from the main text ages.

   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)

   Others: 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 tables and figures 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, save one per page, number in order, such as Fig. 1 (including photos), Table 1 etc.

8) In principle, text citations should follow the author-date method whereby the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998) and, 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 and include the language name in parentheses (e.g., in Japanese) at the end of the entry. 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.

   Examples
       Baack, S., & Alfred, D. (2013). Nurses' preparedness and perceived competence in managing disasters. Journal of Nursing Scholarship. doi: 10.1111/jnu.12029
   Books
       ・Author, A.A. (year). Title of work. Location: Publisher.
       ・Author, A. A. (year). Title of work. Retrieved from http://www. xxxxxx [insert URL]
       ・Author, A. A. (year). Title of work. doi: xxxxx [insert DOI]
       ・Editor, A. A. (Ed.). (year). Title of work. Location: Publisher.
       Wall, B, M. & Keeling, A. W. (2011). Nurses on the front line when disaster strikes 1878-2010. New

York: Springer Publishing Company, LLC.

Chapter in a book

To cite a chapter from a book, use the following format: Author, A. A. (year). Title of work. In: A. Editor & A. Editor (Eds), Title of book, (pp. 00–00). Location: Publisher.

Aron, L., Botella, M., & Lubart, T. (2019). In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), Media effects: Advances in theory and research (4th ed., pp. 115–129). New York: Routledge.

Non-English journal article, title translated into English

Sato, Y. (2020). Preconception care at infertility outpatient clinic. Obstetrics and Gynecology, 8(59), 927–935. (in Japanese)

Hagihara, G., Ota, H., & Fujii, S. (2006). An experimental study about survey response rate: Basic study of efficient strategies to raise the participation rate of Mobility Management. Infrastructure Planning Review, 23(1), 117–123. (in Japanese)

Electronic material

Ministry of Internal Affairs and Communications with the collaboration of Ministries and Agencies. (2012). Japan in figures and graphs. Available from URL: https://dashboard.e-stat.go.jp/en/

9) Create a title page and include title, short running title, author name(s), affiliated institution name, corresponding author name and address, and email address.

10) At the time of submission, submit the "copyright transfer form" (see "11. Copyright and open access"), and "Conflict of Interest (COI) Declaration" (see "9. Disclosure of conflicts of interest ") specified by the Academy.

14. Submission of revised manuscript

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

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

3) Submit your manuscript by the deadline. If there are circumstances preventing submission before the deadline, please notify the Editorial Office in advance. Extension is allowed for up to 3 months (1 month in addition to the stipulated 2 months). If the deadline passes without notification, the submission will be automatically withdrawn. Re-submission of the manuscript will be treated as a new submission.

15. Author proofs

Only one round of author proofing will be allowed for accepted manuscripts. Changes other than the essential correction of errors are unacceptable at the author proof stage. If the Editorial Board determines that the changes are substantial, the manuscript will be subject to a new peer review.

16. Self-archiving (Green Open Access) policy

Authors are permitted to make the published version of their article, along with the underlying data, publicly available via institutional repositories or other recognized public online repositories as part of Green Open Access (self-archiving) Policy. The Journal allows such publication in institutional repositories immediately upon official publication.

17. Use of AI-assisted tools and technologies

In accordance with the positions of COPE, WAME, and ICMJE, this Journal does not permit listing large language models, chatbots, image-generation tools, or other AI-assisted tools and technologies as authors or co-authors. As stated by the ICMJE, such tools cannot take responsibility for the accuracy, integrity, or originality of the work, and therefore do not meet the criteria for authorship. Authors (i.e., human authors) bear full responsibility for all content in submitted manuscripts, including any material produced with the assistance of AI tools or technologies. AI tools may generate data that appear authoritative but could be inaccurate, incomplete, or biased. Authors must therefore carefully review and edit any such content. Human authors are also responsible for potential plagiarism in AI-generated text or images. If authors use AI-assisted tools or technologies for writing, creating images or figures, or collecting and analyzing data, such

use must be disclosed in the "Methods" section (or an equivalent section) of the manuscript at the time of submission.

Before submission of the manuscript, follow the manuscript submission checklist to ensure that you have checked everything.

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 October 26, 2018.
Rule amendments came into force on September 30, 2022.
Rule amendments came into force on January 19, 2024.
Rule amendments came into force on June 1, 2025.

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