

**Guidelines for contributing to the *Bulletin of  
Japanese Red Cross Kyushu International College of Nursing***

The guidelines are based upon Article 7 of the Editorial Regulations of the *Bulletin of Japanese Red Cross Kyushu International College of Nursing*.

1. Types of articles and requirements/characteristics

Below are described the types of articles to be published in the *Bulletin* and requirements/characteristics on each type; all submissions need to be designated as one of them, and accordingly completed. Submissions are limited to unpublished materials; submitted manuscripts shall not be returned.

Types of articles	Requirements and characteristics	Pages (max.)
<b>Original Article</b>	Topics should be clear and highly original, with new findings and understandings represented in an ethically sound manner. The academic significance of the study should be clear. Format should be appropriate as a scientific paper.	12
<b>Review Article</b>	A broad selection of studies should be examined and discussed on the chosen topic. The article should provide a general view on current trends, changes and progress in research efforts, and offer a future outlook.	12
<b>Report</b>	<p><b>【Study report】</b> Includes data gathered from original research efforts, including experiments, with an implication for improving education and practice in nursing.</p> <p><b>【Case report】</b> Includes an analysis based on a case study based with an implication for improving education and practice in nursing.</p> <p><b>【Practice report】</b> Offers descriptions and observations of practice in the context of education and clinical nursing.</p>	10
<b>Research Note</b>	Offers information on the results of a pilot research, a follow-up research, and an extensive study of related literature.	10
<b>Source/Information Supplemental Article</b>	Offers a description of particularly promising data drawn from studies and practice.	10
<b>Perspectives</b>	Offers suggestions for promising future directions and opinions on topics at issue or in controversy.	2
<b>Others</b>	Are other than any of those above but considered to be worth publishing by the editorial committee.	6

## 2. Writing guidelines

- (1) Manuscripts should be written in English. Formatting should be as below, on A4 paper.
- (2) Text should be in Century typeface, 92 half-width characters per line, 44 lines per page.
- (3) Numerals, units, and non-Japanese names should be written in half-width text (one byte, ASCII code). Avoid using special symbols that might display differently depending on the operating system (such as °C, m<sup>2</sup>, and kg) .
- (4) Make a clear and individual note for each special character such as italicized Greek letters and symbols.

## 3. Overall Structure and presentations of visual data

- (1) The structure should be as follows and each part should have a numbered heading in bold, Century typeface.

### **I Introduction**

### **II Materials and Methods**

### **III Results**

### **IV Discussion**

### **V Conclusion**

### **Acknowledgements**

### **References**

- (2) Section numbers should be Century typeface (e.g. 1.2.3.), and subsections should be numbered in Century typeface as follows: 1) 2) 3), (1) (2) (3)..
- (3) Figures, tables, and photographs should be given individual pages and a separate file for each item must be submitted. Titles should be placed below a figure and a photograph and above a table. Numbering should be consecutively done: e.g. Figure 1, 2, 3..., Table 1, 2, 3..., Photograph 1, 3, 3.... The location of each should be indicated in the main text.

## 4. Abstract

- (1) All manuscript submissions except perspectives should include an abstract (approximately 300 words). The abstract should include the title, author names, affiliations, keywords (5 or fewer), and the text which concisely describes the gist of the article (background, objectives, study design, subjects, results, and conclusions).

- (2) An abstract in English should keep to the rules below.
- ① The title should be in the style below. Only proper nouns and the first letter of the first word in the title should be capitalized:  
 < e.g. > Nursing education for health development and the Japan International Cooperation Agency (JICA)
  - ② Author names should be written as below:  
 < e.g. > John SMITH, PhD Hanako FUKUOKA, PhD, RN Jun OKAMURA, MHS
  - ③ Keywords should be in small cases except proper nouns:  
 < e.g. > gerontological care, hip fractures, accidental falls, bone density

## 5. Citation of references

References should be cited according to the following:

- (1) Reference numbers should be shown as numerical superscripts in the main text: e.g. <sup>1)</sup>, <sup>1~5)</sup>, and <sup>1,3~5)</sup>. References should be listed at the end of the article consecutively as they occur in the text.
- (2) For references by three or fewer authors, all names should be cited. For those by four or more authors, “, et al.” could be added after three names of the authors.
- (3) Non-Japanese names should be written in the following format:  
 last name (comma), (half-width space), first name, and middle name.  
 The first and middle names can be abbreviated to initials.  
 < e.g. > John Smith → Smith, J.  
 Patricia E. Benner → Benner, P. E.
- (4) Styles for referring to different types of resources are shown below.

### **【Journals】**

Author name: title. Journal title [capitalized for the head of each word, italicized for publications, non-abbreviated], volume (issue): pp.~pp. year of issue.

< e.g. > Breeze, E., Jones, D.A., Wilkinson, P., et al.: Association of quality of life in old age in Britain with socioeconomic position: baseline data from a randomized controlled trial. *Journal of Epidemiology & Community Health*, 58(8): 667-673, 2004.

### **【Books】**

Author name: title [capitalized for the head of each word, italicized for publications, and non-abbreviated] (edition). pp.~pp., publisher city, publisher [or place of issue], year of issue (western calendar year).

< e.g. > Smith, M.J., Liehr, P.R.: *Middle Range Theory for Nursing* (3rd ed.). 58-60, New York, Springer, 2014.

### **【Books with multiple authors】**

Author name of relevant section: title of relevant section. Editor name: book title [capitalized for the head of each word, italicized for publications, and non-abbreviated]. publisher city, publisher, number of cited pages, year of issue (western calendar year).

< e.g. > Chase, S.E.: Narrative Inquiry: Multiple Lenses, Approaches, Voices. In: Denzin, N.K., Lincoln, Y.S. (eds.): *The Sage Handbook of Qualitative Research* (3rd ed.). Thousand Oaks, Sage Publications, 651-680, 2005.

### **【Books in translation】**

Author name of original work: original title [capitalized for the head of each word, italicized for publications, and non-abbreviated] (edition). year of issue, translator name: translated title. pp.-pp., publisher city, place of issue, year of issue (western calendar year).

< e.g. > Heidegger, M.: *Sein und Zeit* (10th ed.). 1962, Macquarrie, J., Robinson, E.: *Being and Time*. Oxford, Blackwell, 1962.

### **【Online resources】**

#### **When DOI is available:**

Author name: title. resource name [capitalized for the head of each word, italicized for publications, and non-abbreviated], volume (issue): pp.-pp., year of issue (western calendar year). doi: DOI number

< e.g. > Ueda R, Okamura J: Simplified Japanese Self-Perception Scale for Young Adults (SJS-PSYA) to identify risk cases. *Journal of Advanced Nursing*, 33(5) : 644–651, 2001. doi: 10.1046/j.1365-2648.2001.01708.x

#### **When DOI is Not available:**

Author name: title. resource name [capitalized for the head of each word and italicized for publications, non-abbreviated], volume (issue): pp.-pp., year of issue (western calendar year). URL (accessed date).

### **【Article on a website】**

Author name. “Name of webpage.” Name of website [capitalized for the head of each word and non-abbreviated]. URL, (accessed date).

< e.g. > International Organization for Standardization. “How ISO develops standards.” International Organization for Standardization.  
<http://stuffandnonsense.co.uk/content/demo/iso/about/how-ISO-develops-standards.html>, (accessed 06/15/2015).

### **【Others】**

For citing some resource other than those above, you should contact the editorial board, which is to decide on the eligibility and format.