

## Instructions for Authors

### 1. Author requirements

- 1) Except for authors of review articles written at the request of the Japanese Society for Pressure Ulcers editorial board, the number of all authors, including the first author and co authors, should be less than seven. All authors should also be members of the Japanese Society for Pressure Ulcers. All authors must give signed consent to publication in a letter sent with the manuscript.
- 2) Authors must send an application form with the manuscript. Appropriate measures shall be taken to prevent identification when publishing photographs and images.
- 3) We will accept articles that have not been published in any other journal and do not infringe on any copyright. However, the editorial board may accept an article that has already been published if it meets certain requirements, e.g., a revised version written in another language, for secondary publication.
- 4) The copyright of the articles published in the Journal is transferred from the authors to the Publisher : the Japanese Society of Pressure Ulcers, upon acceptance of the manuscript. When reprinting tables or figures from other manuscripts published in the Journal, it is necessary to specify their sources, and apply for the Society's reprint permission. When modifying such tables or figures, the author's permission shall also be obtained.
- 5) All accepted manuscripts will be published as web materials on the journal web site at the editor's discretion.
- 6) Conflict of interest  
All authors should describe whether or not conflicts of interest with companies or other organizations exist. The lead author shall sign the attached document : "Conflict of Interest Statement", and submit it along with the manuscript. A manuscript will not be rejected simply because a conflict of interest exists.

Examples :

No conflict of interest

Conflict of interest

"Equipment A" used in the present study was supplied by "Company B".

\*Authors should also write the names of companies or organizations if the article involves a conflict of interest.

### 2. Code of Ethics

All manuscripts should conform to the Code of Ethics established by the Japanese Society of Pressure Ulcers (<http://www.jspu.org/jpn/about/pdf/ethics2.pdf>).

In studies of humans and animals, it is necessary to specify that they were conducted with the approval of the ethics committee or an equivalent organization of a relevant institution, in principle. Manuscripts submitted without the approval of an ethics committee are unacceptable. When submitting case reports, such approval is unnecessary, but measures adopted to protect personal information should be specified.

\*If the institution the author belongs to has no ethics committee, please promptly organize one, or ask a related facility or professional body the author belongs to (such as a medical, nursing, or pharmaceutical association) to examine the manuscript scheduled for submission. Any manuscripts without ethical approval at the time of submission are unacceptable.

### 3. Type of article

Papers are categorized into review, original article, research, field, and care reports, clinical paper, others (ideas, opinions, comments, statistics, and documents), and "Letter to the Editor". The type of article should precede the title.

Please submit your opinions, including questions and comments on published articles, to "Letter to the Editor" (within 600 words including tables and figures). An abstract and keywords are not necessary.

#### 4. Review process

All submitted papers are subject to blind review. Reviewers' comments will be shared with the authors. Accepted manuscripts are subject to editorial revision for clarity, punctuation, grammar, and conformity to our journal style. If substantive revision is necessary, the manuscript will be returned to the author for revision based on feedback from the editor. The final manuscript will not be returned to the author.

#### 5. Manuscript style

- 1) The first page should include a concise title, the full names of all authors, their affiliations, the address of the institution where the research was performed, and up to 5 key words.
- 2) Manuscripts should be typed double-spaced throughout, with ample margins on conventional A4 (210 × 297mm) paper. A manuscript should include a title page, English abstract (a review, original article, and report should include an abstract written in English within 200 words), main text, references, legends for tables and figures, and tables and figures (in this order). Please describe whether or not any conflict of interest exists and write your billing address (to charge the fee for reprints) at the end of the article.
- 3) In the manuscript, Arabic numerals should be used. As a rule, the units and abbreviation should conform to the following examples : m, cm, mm,  $\mu$ g, day, h, min, l, dl, ml.
- 4) Tables and figures should be separate from the text, with their positions indicated in the text margin. When publishing photographs, appropriate measures shall be taken to protect privacy. When reprinting tables or figures from other manuscripts or publications, it is necessary to specify their sources, and obtain the copyright holder's permission.
- 5) Authors are encouraged to provide a final version of their manuscript on disk as well as in printed form. It is essential that the printed manuscript and the file on the disk are identical. Five copies of the manuscript and illustrations should be included.
- 6) A general name shall be used to refer to a product. If you would like to use a product name, please refer to it as follows on first use : [general name (product name)].

#### 6. References

- 1) Provide a list of references, double-spaced, after the text. Cite references in order of appearance in the text using superscripted Arabic numerals. Abbreviate titles of journals according to the Index Medicus. Proceedings of academic meetings can not be cited in the References.
- 2) List all authors for each reference, unless there are more than three, in which case only the first three followed by 'et al.' should be given.
- 3) Examples of correct reference format :  
Standard journal articles :  
Sanada H, Kanagawa K, Inagaki M, et al: A study on the prevention of pressure ulcers. *Wounds*, 7: 17-23, 1995.  
Books and other monographs :  
Harding CR, Bartolone J, Rawlings AV: Effects of moisturizing factor and lactic acid isomers on skin function. In: Loden M, Maibach HI, eds. *Dry Skin and Moisturizers: Chemistry and Function*. 229-241, CRC Press, New York, 2000.  
Web site:  
Japanese society of pressure ulcers: DESIGN tool. [[http://www.jspu.org/eng/special\\_1.html](http://www.jspu.org/eng/special_1.html)].2011/10/01.

#### 7. Tables and Figures

Tables and figures should be separate from the text, with their positions indicated in the margin. Each of them must be placed on a separate sheet of paper. Any explanation of tables should be given at the top of each table. Any explanation of figures should be given at the bottom of each figure.

#### 8. Publication fees

- 1) There is no page charge for articles of eight pages or less. Articles in excess of eight pages are subject to a charge of ¥20,000 per printed page. Color printing requires an additional charge.
- 2) Thirty reprints will be supplied free to authors, but additional copies must be ordered on the printed form

sent with the proofs.

- 3) The entire cost of special papers and clinical study reports will be charged to the authors. An applicant for fast peer-review shall pay ¥30,000 to the academic society when submitting the manuscript, and ¥5,000 per page will be charged following publication. Regarding offprints, refer to the provisions of 7.2). The time required for fast peer-review is almost half of the period of normal peer-review.

#### **9. Renewal of these instructions**

The “Instructions for Authors” may be revised from time to time by the editorial board.

Revised March 19, 2018.

#### **10. Submission of manuscripts**

Manuscripts should be submitted directly to the editorial office :

Japanese Society of Pressure Ulcers, 2-4-12, Okubo, Shinjuku-ku, Tokyo, 169-0072, Japan

(tel : + 81-3-5291-2170 ; fax : + 81-3-5272-1631)

Email : jokusou @ shunkosha.com