

# INSTRUCTIONS TO AUTHORS

The *Kawasaki Journal of Medical Welfare* accepts original and unpublished scholarly manuscripts written in English in the medical welfare field and other fields of relevance.

## 1. Format of manuscripts

The manuscripts should be printed on only one side of 8.5×11 inch paper (A4), double-spaced, and have proper margins.

## 2. Length of manuscripts

The authors must follow the restrictions below:

Type of paper	Abstract	Length of whole article <sup>#</sup>
review article	within 200 words	within 10 pages
essay	within 200 words	within 10 pages
original paper	within 200 words	within 10 pages
short report	within 100 words	within 6 pages
material	-----	within 10 pages

<sup>#</sup>This includes notes, references, acknowledgements, tables and figures, etc.

## 3. Contents of submitted manuscripts

It should contain a cover page, abstract, body (including notes, references, etc.), tables, figures, and legends. The authorship agreement also must be added to the manuscripts.

### 3.1. Cover page

It should contain the following and in this order. Refer to the example below for each category.

(1) Type of paper (review article, essay, original paper, short report, or material)

(2) Title of paper

Analysis of Visual Information Processing by Event Related Potential (ERP)

(3) Running title (not exceeding 50 letters including spaces and 12 words)

Analysis of Visual Information Processing

(4) Key words (not exceeding 5 entries)

mental hospital, Rorschach test, graphical user interface (GUI)

(5) Number of pages in the paper

cover page: 1

abstract: 1

body: 7

references: 2

figures: 5

tables: 3

legends: 1

(6) Number of extra reprints the author(s) needs with / without cover page

(7) Names and affiliations of all the authors

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### 3.2. Abstract

An abstract or summary must be submitted on a separate page. It should be written in one paragraph without "Introduction", "Method" etc. within the prescribed restriction.

### 3.3. Body

The authors should be aware of the wide range of readers who are interested in the medical welfare field and other fields of relevance. The manuscript should be written as a plain, exact, and clear text. It is required to be a fully logical scientific paper. If the author's native language is not English, the paper should be checked by a native English professional before submission.

For examples, check the articles in the latest back number of this journal.

### 3.4. Reference style

Authors must follow the following rules of reference style.

#### 3.4.1 In-text citation

Numerals for referential notification in the body should be in upper case in half parentheses (Ex.<sup>3</sup>).

#### 3.4.2 Reference list

References should be cited in sequence with the text. The following examples demonstrate correct style:

##### (1) Journal articles

Surname and initials of the author(s) : title of article. name of journal, volume number, inclusive pages, year.

Scholz H and Kurtz A : Endothelium derived relaxing factor is involved in the pressure control of rennin secretion from the kidneys. *Journal of Clinical Investigation*, **91**(3), 1088-1091, 1993.

##### (2) Books

Surname and initials of the author(s) : title and subtitle. edition (other than first), publisher, city, year.

Aggarwal BB and Gutterman JU eds : *Human cytokines: Handbook for basic and clinical research*. Blackwell Scientific Publications, Boston, 1992.

##### (3) Articles or chapters in edited books

Surname and initials of author(s) : title of article. editor, title of book, volume (where applicable), edition (other than first), publisher, city, inclusive pages, year.

Weidner N and Buckalew VM Jr : Sick cell anemia, sickle cell trait, and polycythemic states. In Tisher CC and Brenner BM eds, *Renal pathology*, Vol.2, JB Lippincott, Philadelphia, 1417-1436, 1989.

#### (4) Electronic sources

the author(s) : title. title of online periodical, retrieved from URL, year. (Confirmation date)

Brooks D : *Adjusting to hearing loss during high school: Preparing students for successful transition to postsecondary education or training.*

<http://www.pepnet.org/sites/default/files/20Tipsheet%20-%20Adjusting%20to%20hearing%20loss%20during%20High%20School,%20Preparing%20Students%20for%20successful%20transition%20to%20postsecondary%20education%20or%20training.pdf>, 2009. (March 15, 2015)

World Health Organization : *Global strategy to reduce harmful use of alcohol.*

[http://www.who.int/substance\\_abuse/activities/gsrhua/en/](http://www.who.int/substance_abuse/activities/gsrhua/en/), [2015]. (July 31, 2015)

A citation should be listed as “In press” only if it has received final acceptance from a journal or book editor. “Personal communication” and “unpublished results (or data)” should not be cited. Finally, all authors should be listed in the references; “et al.” is unacceptable.

### 3.5. Tables and figures

Tables should be typed double-spaced on separate sheets, numbered in Arabic numerals, and should have a brief descriptive title. No vertical lines should be used in tables.

Figures should be submitted as sharp, well-contrasted glossy prints. The publisher will reduce them to fit the page. Drawings intended for illustration should be numbered and titled. On the back of each photograph intended for illustration, the top (using ↑), and its figure number should be written in pencil. Color printing requires special arrangements with the publisher. Each figure should be on a separate page.

### 3.6. Legends

Legends and the list of the titles of all tables and figures should be typed on a separate sheet and numbered consecutively. Legends should be brief, and they must not represent a duplication of information provided previously in the text.

## 4. Submission

The original and one copy of the manuscript should be submitted. All manuscripts submitted for publication should be addressed to:

Editor-in-Chief, Kawasaki Journal of Medical Welfare  
Matsushima 288, Kurashiki 701-0193, Japan

Send queries about specific manuscripts to the Editorial Office.

Via phone: 086-462-1111 extension number: 54995

Via facsimile: 086-464-1109

## 5. Cost of reprints

30 reprints will be supplied free of charge (Cover page is not included.). There will be an additional ¥1,500 charge to the author if cover pages are requested.

## 6. Publication costs

The costs for additional pages in the article must be paid for by the author. Please refer to the chart below.

Unit Price list

Monochrome (1 Page)	¥4
Color (1 Page)	¥8
Bookbinding Charges	¥20
Cover Charges	¥1,500

Calculation example

ex.1 50 Copies No Cover Monochrome 4 Pages

$$((4 \text{ Pages} \times ¥4) + ¥20) \times 20 \text{ Copies} = ¥720 + (\text{tax})$$

ex.2 100 Copies With Cover Monochrome 8 Pages Color 2 Pages

$$((8 \text{ Pages} \times ¥4) + (2 \text{ Pages} \times ¥8) + ¥20) \times 70 \text{ Copies} + ¥1,500 = ¥6,260 + (\text{Tax})$$

ex.3

Pages Copies	Pages					
	4 pages	6 pages	8 pages	10 pages	12 pages	14 pages
30+ <u>20</u>	720	880	1,040	1,200	1,360	1,520
30+ <u>70</u>	2,520	3,080	3,640	4,200	4,760	5,320
30+ <u>120</u>	4,320	5,280	6,240	7,200	8,160	9,120