

Instructions to Authors

The Journal of Japan Society for Homecare and Emergency Medicine

1. Editorial Policy

The Journal of Japan Society for Homecare and Emergency Medicine is the official journal of the Japan Society for Homecare and Emergency Medicine and publishes basic and clinical research related to the field of homecare, emergency medicine and related fields. All submitted manuscripts must be written in Japanese, and submissions are limited to those that have not been published or submitted for publication elsewhere. If an article previously published in a language other than Japanese is resubmitted to this journal for educational or enlightenment purposes, it may be accepted at the discretion of the Editorial Board. In this case, it is necessary to clearly state that the article was published in a foreign language, cite the article as a reference, and attach a document with permission from the editorial chair of the journal in which the article was previously published.

2. Ethical considerations

- Research involving any human subjects must have been performed in accordance with the Declaration of Helsinki and other applicable domestic guidelines and laws. If the submitted manuscript is for research that requires ethical review, it must have been approved by an appropriate ethics committee and permitted by the institution director before the research begins.
- Clinical trials should be registered in the Clinical Trial Registration and Publication System (e.g., UMIN-CTR).
- Randomized controlled trials (RCTs) follow the CONSORT statement.
- Regarding the protection of privacy in case reports, follow the "Guidelines for the Protection of Patient Privacy in Medical Papers and Conference Presentations Including Case Reports" (https://jfcpm.org/docs/journal/5th_privacy.pdf) by the Council of Surgical Societies.
- Manuscripts to be submitted for publication in this journal should be accompanied by a written pledge (Form A) signed and stamped by all authors, a written agreement to transfer copyright to the society without compensation (Form A), and a declaration of conflict of interest (Form B) for all authors and co-authors.
- Obtaining informed consent from the research subjects and the approval number of the ethics committee should be clearly stated in the manuscript. An explanation must be provided if obtaining informed consent and ethics committee approval is not required.
- This journal does not require the ethics committee approval in:
 - a) Case Reports which include no more than 3 cases, limited to those conducted properly as medical care with the sole purpose of prevention, diagnosis, or treatment of injury or disease.
 - b) Activity Reports which are conducted to evaluate the medical care of the author's institution or

to ensure the quality of medical care.

- c) Those that use only public information such as databases that are widely available to the public.
- d) Those that use social research methods such as questionnaires or interviews with the general public or medical personnel, and do not handle health-related information of research subjects.
- e) Medical research that does not fall under the category of "medical research on human subjects."
 - * Before conducting research, the author should confirm the policy of his/her institution regarding the necessity of ethical review. If in doubt, ask the ethics committee to issue a certificate such as an IRB exemption letter.

3. Acceptance or rejection of the manuscripts

Submitted manuscripts are first read by the Editorial Board members to check if they are in accordance with the submission guidelines. Then, the editor-in-chief reviews the content, and if there are any significant ethical issues, the content will be immediately rejected. If there are no significant issues, the editor-in-chief appoints one editorial board member in charge who selects two reviewers for peer review. Based on the results of the peer review, the editor-in-charge and the editor-in-chief will discuss the acceptance or rejection of the manuscripts and notify the authors of the decision through the Editorial Office.

4. Authorship

- The first author and the responsible author must be members of the Japan Society for Homecare and Emergency Medicine.
- The journal adheres to the definition of authorship set up by The International Committee of Medical Journal Editors (ICMJE). The ICMJE recommends that authorship be based on the following four criteria:
 - a) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work.
 - b) Drafting the work or revising it critically for important intellectual content.
 - c) Final approval of the version to be published.
 - d) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

5. Manuscript types

Manuscripts are published in five categories: (A) Original Articles; (B) Case Reports; (C) Review Articles; (D) Activity Reports and (E) Letters to the Editor.

(A) Original Articles

- Original Articles should present new findings on what has not been clarified in previous studies. The manuscript should be based on a thorough literature review, both domestic and

international, with clear research questions, and should demonstrate the use of appropriate research methods in both quantitative and qualitative research.

- The text should consist of an introduction, purpose, methods, results, discussion, and conclusion, with references added at the end. The text should be no more than 10,000 characters long, with no more than five figures and tables, each of which should be calculated as 400 characters. The number of references should be limited to 20, but not included in the number of words.
- A Japanese abstract (400 characters or less) and an English abstract (200 words or less) should be prepared in the form of a structured abstract, and both should be accompanied by key words (5 key words or less for each).

(B) Case Reports

- Case reports should provide new information or findings for the reader.
- The text should consist of an introduction, a case study, and discussion, with references added at the end. The discussion should include the author's ideas as well as supporting theories and descriptions of previous studies.
- A Japanese abstract (400 characters or less) and an English abstract (200 words or less) should be prepared, and both should be accompanied by key words (3 key words or less for each).
- The text should be no more than 3,200 characters including figures and tables (each figure should be calculated as 400 characters).
- No more than 10 references should be cited.

(C) Review Articles

- Review Articles should systematically introduce the contents of a wide range of prior literature on a topic that is useful to the reader and should explain and introduce events based on evidence and present new concepts.
- The text should be no more than 6,000 characters including figures and tables (each figure should be calculated as 400 characters).
- Headings may be added to consider readability for the reader.
- No more than 30 references should be cited.
- Attach a Japanese abstract of no more than 400 characters and no more than three Japanese key words.

(D) Activity Reports

- Activity Reports should describe activities that you have organized or participated in, and the report should be useful for the reader.
- The text should be no more than 3,200 characters and can be free in structure.
- Headings may be added to consider readability for the reader.

(E) Letters to the Editor

- Letters to the Editor include pinions and comments on articles published in the journal (Letters to the Editor) and the author's response to them (Reply from the Author), opinions on homecare, emergency care, and opinions on society, etc.
- The text should be no more than 1,600 characters.

Manuscript types	Text and figures (each figure should be calculated as 400 characters)	Japanese abstract and key words	English abstract and key words
(A) Original Articles	no more than 10,000 characters	no more than 400 characters/5 words	200 words/5 words
(B) Case Reports	no more than 3,200 characters	no more than 400 characters/3 words	200 words/3 words
(C) Review Articles	no more than 6,000 characters	no more than 400 characters/3 words	
(D) Activity Reports	no more than 3,200 characters	-	
(E) Letters to the Editor	no more than 1,600 characters	-	

6. Submission requirements

- Manuscripts should be submitted as Word documents or PDF using standard fonts, and the font size should be 12 point. Manuscripts should be written on A4 size paper, 800 characters (25 characters x 32 lines), and top, bottom and side margins should be 31 mm.
- The number of pages and lines should be included.
- Figures (including photographs) and tables should be on A4 size paper, and should be clear and printable. If tracing is required, the actual cost will be charged. Each photograph should be calculated as 400 characters and should be prepared in black and white. *Be sure to adhere to the character limit in regards to the number of figures. Figure 1a through Figure 1d is considered as four figures.
- The author has a chance to proofread the manuscript only once, and it must be carefully proofread and returned by the due date.
- Check the submission checklist for required documents and compliance before submission.
- Manuscripts should be submitted through e-mail.
- The Japanese language should be written in modern kana, and foreign names in the text should

be written in the language of the author, while generic names should be used for drugs. In addition, abbreviations may be used for terms that often appear repeatedly in the article, but except for those that are used conventionally (US, CT, MRI, MRCP, ERCP, IVR), the full term should be written initially, followed by the abbreviation in parentheses.

(e.g.) multiple organ failure (multiple organ failure: below, MOF)

7. References

- a) References should be numbered on the shoulder sequentially as they occur in the text and ordered numerically in the reference list.
- b) European journals should be listed according to Index Medicus in the following order: author name, title, journal name, year, volume number, and page number (beginning to end).
- c) The same rule applies to Japanese journals as to European journals.
- d) The first three authors should be listed, followed by et al.
- e) Abbreviations of journal names should follow the abbreviation table of journal names catalogued in Japan Medical Abstracts Society for Japanese literature and Index Medicus for foreign literature.
(e.g.) Bornman PC, Theodorou NA, Jeffery PC, et al : Simple closure of perforated duodenal ulcer : a prospective evaluation of a conservative management policy.Br J Surg 1990;77:73-75
- f) The books should be listed by author name, title, editor name, book title, volume, edition, place of publication, publisher, year, page number (beginning to end). For non-Japanese text, editor name, title, volume, and edition should be in reverse order.
(e.g.) Krome RL : Gastrointestinal emergencies. In Kravis TC, Warner CG, eds. Emergency Medicine. A Comprehensive Review. London: An Aspen Publication, 1983:325-333.
- g) For online references, author name, title, editor name, year, URL, and access date should be listed.
(e.g.) World Health Organization. Definition of palliative care. 2008. Available from: <http://www.who.int/cancer/palliative/definition/en/>. Accessed July 27, 2013.

8. Conflict of interest

- When submitting manuscripts, all authors including co-authors must declare any financial support or relationships with biotechnology companies, pharmaceutical companies, or other commercial entities associated with the products or materials discussed in this paper.
- Attach a Declaration of Conflict of Interest (Form B) when submitting the manuscripts.
- It should also be clearly stated at the end of the manuscripts.

9. Copyright

- The copyrights of the published articles belong to the Japan Society for Homecare and Emergency

Medicine without compensation, and a written agreement to Transfer Copyright to the Society (Form A) should be attached.

- The articles published in this journal will be published online on the society website.

10. Manuscript submission

The submission guidelines are subject to revision.

11. Editorial office

In principle, manuscripts should be submitted to the Editorial Board of the Japan Society for Homecare and Emergency Medicine by e-mail (zaitakuqq_edit@herusu-shuppan.co.jp). If you have any questions about the submission guidelines in general, please email the Editorial Board of the Japanese Society of Home Emergency Medicine at the address below.

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