

Submission Guidelines for Nursing English Nexus – The E-Magazine of JANET

JANET welcomes anyone with an interest in any aspect of nursing English education to submit an article – in English or Japanese* – in one of the following formats:

- Research articles (between 1500-3000 words)
- Issue theme articles / reports (up to 1500 words)
- Reports / introduction of current research projects – "My kaken" (up to 1000 words)
- Discussion / observations / polemics / opinions (up to 1000 words)
- Short summaries or reviews of books or articles (up to 1000 words)
- Interviews with nursing educators (up to 1000 words)
- Reviews of nursing English materials and / or technologies (up to 1000 words)
- Short, practical teaching tips (up to 750 words)

* Articles submitted in Japanese will require a 200-word summary in English. Bilingual articles (in both English and Japanese) are welcome.

Submissions process, publication schedule and deadlines

Nursing English Nexus is published twice a year, on March 1st and September 1st. Submissions should be received by the editor by January 31st for the March Issue and July 31 for the September Issue. Please submit your document as a .docx file (MS Word) with any photos and illustrations as attachments to the publications chair at <janetorg.com@gmail.com>. Authors may publish or share their own work in other forms but permission for this is restricted to their own work, and does not include any other content from Nursing English Nexus. Additionally, formatting and layout copyright belong to JANET, so any content re-published or shared should be limited to text and the author's own illustrations. The copyright statement is: "All articles contained in Nursing English Nexus © 201x by their respective authors. Nursing English Nexus © 201x by JANET."

Authors are strongly encouraged to adhere to the following style guide when submitting to Nexus. For specific formatting and referencing examples, we suggest that you consult a previous issue of Nursing English Nexus or other TESOL-affiliated publications such as *JALT Journal*.

Style Guide

Nursing English Nexus welcomes both research-oriented and practice-oriented submissions. Articles should be written for a general audience of language educators, nursing educators, and members of the health care field; therefore, statistical techniques and specialized terms need to be clearly explained. Submissions from international contexts will be accepted if applicable to the teaching of nursing English in Japan.

Please use this checklist and examples to check your submission. A comprehensive APA (6e) style guide can be found at the [Purdue Online Writing Lab](#), including tips for in-text citations, reference lists, tables and figures.

1. General Formatting

- The font is Calibri and font size is 12. Everything is aligned left.
- There is only one space after periods, commas, colons, and semicolons.
- Hyphens, en-dashes, and em-dashes are used properly.
- Em-dashes have a space before and after them.
- A version of English is used consistently (spelling, grammar, punctuation) throughout the submission.

2. Before the Main Body

- The title (bold) is on the first line in title case.
- The lead author's name and affiliation (italics) are on the second line.
- The author's email is on the third line. (An additional author's name and affiliation (italics) would be on the fourth line. An additional author's email would be on the fifth line. Additional author's continue the pattern above.)
- There is an open line (double return) before the abstract or the main body.

Abstracts

- The abstract is no more than 200 English words.
- A header is not used for the abstract.

Example

Nursing English in 21st Century Japan

Janet English, *Daigaku University*

jenglish@jcu.ac.jp

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3. Main Body

- A header is not used for the introduction.
- First paragraphs, including those following a heading, are not indented.
- All other paragraphs are indented using one tab space.
- There is one blank line (double return) at the end of a paragraph before a new header.
- There are no footnotes or endnotes.
- There is nothing written in the headers or footers.
- In-text citations follow APA (6e) format.
- Tables follow APA (6e) format.
- Tables are not introduced with words denoting their location in the submission (such as on page 1, above, or below).

- Photos, illustrations, and figures have been sent as separate files in PNG or JPEG format.
- You have indicated where in the text photos, illustrations, and figures should be placed, using [place “file name” here].

- The paper is divided into sections using level 1, 2, and 3 headings.

(Based on APA, 6e)

Header Level 1: centered, bold, title case

Header Level 2: left-aligned, bold title case

Header Level 3: indented, bold, sentence case with a period. Paragraph starts on same line.

Example

Discussion

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Transcultural Nursing

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4. After the Main Body

- References are introduced with a Level 1 Header.
- Reference lists follow APA (6e).
- Appendices are introduced with a Level 1 Header.

5. Consent Form

- An electronic consent form has been submitted.