

Submission Guidelines for *Nursing English Nexus: The Journal of the Japan Association for Nursing English Teaching*

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 categories:

- Research articles (up to 5000 words)
- Reports (up to 2000 words)
- Introduction of current research projects (up to 1500 words)
- Discussion/observations/polemics/opinions (up to 1500 words)
- Short summaries or reviews of books or articles (up to 1500 words)
- Interviews with nursing educators/researchers (up to 1500 words)
- Reviews of nursing English materials and/or technologies (up to 1500 words)
- Short, practical teaching tips (up to 1000 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, in April and October. Submissions should be received by the editor by January 15th for the April Issue and July 15 for the October Issue.

Please submit your document to the editor at <janetorg.nexus@gmail.com > as a .docx file (MS Word), attaching any tables, figures, or other images as .jpg or .png files. Clearly state the category of your submission (chosen from the list above) in the body of your email.

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

Style Guidelines

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 must follow APA (7e) guidelines unless indicated in the checklist below. Make sure your submission complies with the items on the checklist before submitting your article. A comprehensive APA (7e) style guide can be found at the [Purdue Online Writing Lab](#), including tips

for in-text citations, reference lists, tables and figures.

Ethical Considerations

If the article reports on a study that involved human participants and/or their data, include a statement that the study was approved (or granted exemption) by an institutional or governmental research ethics committee, providing the name of the committee and the approval number. If no such approval was granted, explain clearly the measures you took to ensure compliance with basic ethical standards such as written informed consent, protection of personal data, and safeguarding privacy. This statement is normally included at or near the end of the Methods section.

General Formatting Checklist

- 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.
- Any Japanese expressions used in an English submission include the Japanese characters, phonetic representation (romaji), and the English equivalent as in the following example. Ex: 看護師 *kangoshi* [nurse]

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.

Author profile

- There is an author profile highlighting relevant experience, achievements, and interests of no more than 50 words for a single author submission, no more than 100 words for a two-author submission, and no more than 150 words for submissions with three or more authors. For submissions with many authors, there is no requirement that all authors be mentioned in the profile.

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*

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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 (7e) format.
- Tables MUST follow APA (7e) format.
- Tables are not introduced with words denoting their location in the submission (such as on page 1, above, or below).
- Tables, figures, and any images have been sent as separate files in .png or .jpg format.
- You have indicated where in the text tables, figures, and images should be placed, using [place "file name" here].
- You have included a statement of ethical considerations if you are reporting on a study that involved human participants and/or their data.
- You have disclosed all conflicts of interests and funding sources.

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

(Based on APA, 7e)

Header Level 1: centered, bold, title case

Header Level 2: left-aligned, bold title case

Header Level 3: left-aligned, bold italics, title case

Example

Discussion

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Transcultural Nursing

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Transcultural Nursing in Japan

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4. After the Main Body

- References are introduced with a Level 1 Header.
- Reference MUST follow APA (7e).
- Appendices are introduced with a Level 1 Header.
- Japanese-language references must be formatted as in the following example.

Example

The National Institute for Japanese Language and Linguistics. (2009). 「病院のことば」をわかりやすくする提案 *Byouin no Kotoba wo Wakariyasuku Suru Teian* [Suggestions for paraphrasing clinical terminology]. https://www2.ninjal.ac.jp/byoin/pdf/byoin_teian200903.pdf