

## Bulletin of St. Luke's International University Submission Guidelines

### I. Types of Manuscripts

1. Original Article: An article reporting new theories and/or findings based on original research (Peer reviewed)
2. Research Report: A report showing meaningful outcomes and contributing to the development of medicine and nursing care, even if not considered an "Original article" (Peer reviewed)
3. Review Article: A review of previous research related to a single subject, formulation of theory (Peer reviewed)
4. Report: An article reporting a practical or training experience
  - \* With the exception of Brief Report (No. 4), the Bulletin committee will request peer review by an appropriate third person.

### II. Submitting Author Eligibility

1. Full-time faculty, special-appointment faculty, and staff of St. Luke's International University
2. Staff of St. Luke's International Hospital
3. Clinical faculty, emeritus professor, part-time faculty, and part-time staff of St. Luke's International University
4. Graduate students of St. Luke's International University
5. Those who are approved by the committee chairperson
  - \* Coauthors are exempt from the above criteria.

### III. Ethical issues

If the subject of research involves humans and/or animals, the author must state clearly in the manuscript that it has passed the ethical approval process.

### IV. Language

A manuscript should be submitted in Japanese or in English.

### V. At the time of submission, the manuscript should be unpublished and not under review elsewhere.

### VI. The number of submissions is limited up to two articles at once in case of a single work or the first author. When you are a co-author, there is no limitation in terms of the number of submission.

### VII. Copyright of articles published in the Bulletin belong to St. Luke's International University. Digitizing and releasing by the committee will be acknowledged by the author. If the author needs to release the article (on his/her website, etc.) by means other than quotation/citation, he/she must notify the committee in advance based on Copyright Rules of Committee for Bulletin of St. Luke's International University.

## Preparation and Submission of Manuscripts

### I. Composition and format of manuscripts

1. Manuscripts should be assembled using the Bulletin formats. The total length of the manuscript should be within the following number of pages.
  - a. Original Article/Research Report/Review Article : 10 printed pages or less
  - b. Report: 6 printed pages or less
2. The running heads should be a maximum of 40 characters.
3. Japanese title should be checked by a native Japanese speaker.
4. Titles, degrees or licenses should not be written with the name of author.
5. List it all together when a single institutional affiliation is the same. The official name of affiliation is according to the organization chart.
6. Japanese abstracts should be written within about 400 letters and with 3-5 keywords. English abstracts should be written within about 250 words and with 3-5 keywords.
7. Japanese abstracts should be checked by a native Japanese speaker.
8. Figures, tables and images: These should be used only to enhance the understanding of the text. All figures, tables and images should be numbered consecutively (e.g. Figure 1, Table 1 and Image 1) and have a title. They should be placed separate from the main text after the references, but the appropriate placement within the text should be specified. They should be printed clearly in black and white. Image resolution should be 300 -350 dpi.
9. Number of figures, tables, and images should be considered carefully. If it is evaluated as excessive or of insuffi-

cient quality, the manuscript may not be accepted. The committee will decide whether to accept or reject.

10. If the manuscript includes names of people and/or places of non-English-speaking countries, English translation should be included if possible.
11. Notes should be added as footnotes and be kept to a minimum, as necessary.

## II. Citation and References

1. References cited should be numbered consecutively and indicated in the text as <sup>1) 1,3) 5,7,9)</sup> on the upper right of the appropriate sentence. The full reference list should be placed after the main text. If the same reference is cited twice or more, the same number should be used (avoid using "same as above" or "shown before").

### 2. Styles

If there are more than three authors, list the first three authors followed by et al. Some of the examples are shown below. For other cases, please refer to "Citing Medicine, 2<sup>nd</sup> edition" (<https://www.ncbi.nlm.nih.gov/books/NBK7256/>).

- 1) <Journal Articles> Name of author. Article title. Journal title (MEDLINE/PubMed journal title abbreviation). Year of publication;Volume (Issue):Start page-End page number.  
Fukui T, Rahman M, Ohde S, et al. Reassessing the Ecology of Medical Care in Japan. J Community Health. 2017;42(5):935-41.
- 2) <Entire Books> Name of author (translator). Title of book: Subtitle of book. Edition. (Name of series; Number in series). Place of publication: Publisher; Year of publication.  
Huff D. How to lie with statistics. 2nd ed. London: Penguin; 1991.
- 3) <Parts of books> Name of author. Chapter title. In: Name of editor. Title of book. Edition. (Name of series; Number in series). Place of publication: Publisher; Year of publication. p.Start page-End page number.  
Rojko JL, Hardy WD Jr. Feline leukemia virus and other retroviruses. In: Sherding RG, editor. The cat: diseases and clinical management. New York: Churchill Livingstone; 1989. p. 229-332.
- 4) <Electronic materials> [cited YYYY-MM-DD]: the date you accessed the source.
- 4 – 1) <Journal article on the Internet> Name of author. Article title. Journal title (MEDLINE/PubMed journal title abbreviation). Year of publication;Volume (Issue):Start page-End page number. [Internet] URL [cited YYYY-MM-DD]  
Polgreen PM, Diekema DJ, Vandenberg J, et al. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. Infect Control Hosp Epidemiol. 2006;27(1):34-7. [Internet] <http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf> [cited 2010-12-25]
- 4 – 2) <Electronic book> Name of author (translator). Title of book: Subtitle of book. Edition. (Name of series; Number in series). Place of publication: Publisher; Year of publication. [Internet] URL [cited YYYY-MM-DD]
- 4 – 3) <Website> Name of website [Internet]. URL [cited YYYY-MM-DD].  
AMA: helping doctors help patients [Internet] <http://www.ama-assn.org/> [cited 2007-02-22]
- 4 – 4) <Webpage> Name of author. Title of webpage [Internet]. URL [cited YYYY-MM-DD]  
St. Luke's International University. International Exchange Program [Internet]. [http://university.luke.ac.jp/english/international\\_exchange/program.html](http://university.luke.ac.jp/english/international_exchange/program.html) [cited 2017-07-01]

## III. Submission Procedure

1. Submission to the Bulletin should include the manuscript and Accompanying Sheet, Check List, and Submission of Manuscript (Form #1). If it is difficult to submit via email due to the file size, etc., the author should contact the committee.
2. The file should be named, "*Name of first author. text*".
3. If the manuscript is submitted as an "Original Article", "Research Report" or "Review Article", it should be checked very carefully that identifying information of the author is not indicated in the abstract, text, acknowledgement, notes, or references. The committee may request resubmission if necessary.
4. The name of the Accompanying Sheet file should be "*Name of first author. sheet*".
5. File format

- a. Manuscript text: PDF
    - \* If the manuscript needs to be peer reviewed, it should not include author's personal identifiers in abstract, text, acknowledgement, note, or references.
  - b. Accompanying Sheet: PDF
  - c. Submission of Manuscript (Form #1): PDF
6. The manuscript to be published should be sent promptly after it receives an acceptance notice. File format should be Microsoft Word, Excel and/or PowerPoint.
7. Place of submission/contact  
Bulletin Committee Email: [kiyoukiyou@slcn.ac.jp](mailto:kiyoukiyou@slcn.ac.jp) or [kiyoukiyou@luke.ac.jp](mailto:kiyoukiyou@luke.ac.jp)

#### IV. Processing and Acceptance/Rejection

- a. Date of processing is the date that a manuscript reaches the committee.
- b. The committee affords the right to ask the author to change the type of manuscript, to revise, or to add to the manuscript.
- c. If a manuscript does not comply with the guidelines, it may not be processed. Whether accepted, reject, or processed will be decided by the committee.

#### V. Others

- 1. In principle, the author has the opportunity for proofing only once and major revisions or additions are not allowed.
- 2. All manuscripts should be submitted after the author and all co-authors have read thoroughly and approved of the manuscript. Submission of Manuscript (Form#1) should be signed by the author and all co-authors. A final manuscript should be submitted with the Final Submission of Manuscript (Form #2) signed by the first author.
- 3. We expect that such papers are written in a way that offers new thinking without recycling previously published text.

#### 【Important Notes】

- ※ Please keep the deadlines which editorial board makes.
- ※ Please confirm all the materials you submit in order to avoid replacing.
- ※ List of documents required to be submitted:

##### Articles with peer review

- Manuscript for peer review (PDF)
  - \* cross out the specific word to identify the authors
- Manuscript (PDF)
- Accompanying Sheet (PDF)
- Submission of Manuscript Form 1 (PDF)
- Submission Checklist

##### Articles without peer review

- Manuscript (PDF)
- Accompanying Sheet (PDF)
- Submission of Manuscript Form 1 (PDF)
- Submission Checklist

- ※ Place of submission/contact

Bulletin Committee Email: [kiyoukiyou@slcn.ac.jp](mailto:kiyoukiyou@slcn.ac.jp) or [kiyoukiyou@luke.ac.jp](mailto:kiyoukiyou@luke.ac.jp)

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Revised: 2017, June 6  
Revised: 2016, July 5  
Revised: 2015, June 2