

Author Instructions for Japanese Journal of Pharmaceutical Education (JJPhe)

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Mission: Publication of articles on pharmacy education and its related fields

Platform: J-STAGE electronic journal articles are published online in PDF form. The published articles are compiled and released once a year in print form.

Website: <http://www.jsphe.jp/>

Author instructions, guidelines, submission template and a manuscript check sheet are on the website.

J-STAGE: <https://www.jstage.jst.go.jp/browse/jjphe/-char/en>

Editorial Board: Chair - Tetsumi Irie

Members - Etsuko Arita, Satoko Ishikawa, Denise Epp, Hisakazu Ohtani, Koichiro Ozawa, Miwako Kamei, Hiroshi Kosano, Kazumasa Hirata, Sumio Matsuno, Junichi Yamada

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Author Instructions for Japanese Journal of Pharmaceutical Education (JJPhE)

(Referred to herein as *The Journal*)

Introduction

1. Objectives of *The Journal*

The Journal is the academic journal of the Japan Society for Pharmaceutical Education (herein *The Society*), and publishes articles on pharmacy education and its related research fields.

2. Publication schedule

The Journal is published periodically online in “J-STAGE”, an electronic journal platform for science and technology information in Japan, managed by the Japan Science and Technology Agency (JST). All papers from the calendar year are published in one volume annually in January. The booklet is printed in monochrome.

3. Submission qualification

The first author in manuscripts must be a member of *The Society*. However, this does not apply to manuscripts invited by the editorial board.

4. Publication categories

1) The submitted manuscript shall be one of the following categories.

- | | |
|-----------------------|--|
| [Original Article] | A paper on pharmacy education and its related research fields, which is original and novel, based on a well-defined research question with suitable research methods, clear results, and scientifically-based facts and conclusions. |
| [Short Communication] | A paper that announces timely and significant findings in pharmacy education and its related research fields, based on limited evidence and experience. |
| [Review Article] | A paper that examines and provides a critical analysis of specific topics in pharmacy education and its related research fields, based on evidence obtained by authors and others. The paper is invited by the editorial board in principle. |
| [Practical Article] | A paper that focuses on creative or novel approaches to teaching and learning activities in pharmacy education and its related research fields. |

2) Submitted manuscripts should be unpublished and not under consideration elsewhere. Duplicate submissions are prohibited.

5. Language

The language of publication for *The Journal* is Japanese or English. Non-native English speakers should have the manuscript edited by a native English speaker before submission.

6. Ethical considerations

Submitted manuscripts should comply with related laws and guidelines. Research that involves human subjects requires ethical consideration and must be approved by the ethics review committee of the

institution where the research was conducted, prior to the start of the research. A statement specifying the ethical behavior and the approval number of the ethics review committee should be included in the “Method” section of the manuscript.

7. Manuscript review

- 1) Submitted manuscripts are peer-reviewed for consideration for publication. Acceptance of the manuscript is determined by the editorial board, based on opinions of peer-reviewers.
- 2) According to the judgment of the editorial board, there are cases where the author may be requested to change the category of manuscript publication.
- 3) Position of posting in *The Journal* is decided by the editorial board. In principle, posting will be in order of acceptance.

8. Conflict of interest

All authors are required to declare conflict of interest in their research when submitting a manuscript to *The Journal*.

9. Copyright

The copyright of published manuscripts in *The Journal* belongs to *The Society*.

10. Publication costs

- 1) Costs are set at 3,000 yen per page for publishing.
- 2) When publishing at J-STAGE, even if the figures or pictures are in color, there is no cost burden to the author. However, the booklet is printed in monochrome.
- 3) Reprints can be ordered at the time of author proofreading and expenses for reprints shall be paid by authors, including the printing and shipping fees.

11. Author proofreading

The corresponding author is responsible for proofreading the typeset article that may include revisions made by the editorial office. The proofreading is limited to errors that may derive from typesetting and editorial revision.

12. Inquiries about submitted manuscripts

Manuscripts must be submitted with the WEB submission form for *The Journal* (URL below). The number of electronic files of submitted manuscripts is limited to 4 or less (within 5 files, including the manuscript check sheet) with a total file size of 5 MB or less. If it is difficult to access the WEB submission form, mail one printed copy of the manuscript along with a copy of the data saved on an electronic medium (i.e. CD-R) to the editorial office. Please note that electronic media such as CD-Rs sent will not be returned.

<WEB submission form>

<http://www.jsphe.jp/journal>

<Manuscript delivery address / Inquiries destination>

JJPhE Editorial Office

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Essentials for Writing

1. Manuscript submission form and checklist

When submitting the manuscript, use the manuscript submission form on *The Journal* website (<http://www.jsphe.jp/journal>). All manuscripts must be submitted via this form. The author must attach the filled-out manuscript submission checklist, which can be downloaded from *The Journal* website.

2. Manuscript style

- 1) The manuscript should be created using the submission template, with numbers and symbols in half-width characters. English manuscripts should be double spaced, Times New Roman, 11 font, with non-continuous line numbering and no page breaks.
- 2) Manuscripts should be organized in the following order: title page, abstract, text (with “Purpose”, “Method”, “Results”, “Conclusion”), references, tables, figures, and appendices. The format may differ for “Review Articles” and “Practical Articles”.
- 3) The Title Page should include the title, authors’ names, and affiliations in both Japanese and English, followed by the corresponding author’s name, address, telephone number and e-mail address at the bottom. If there is more than one author, a superscripted number should be appended to the author’s name. The corresponding author should add a superscript asterisk (*) after the affiliation number. On the right upper side of the title page, clearly state the publication category of the paper “Original Article”, “Short Communication”, “Review Article”, or “Practical Article”.
- 4) A Japanese abstract (within 400 characters) or an English abstract (within 250 words) must be included with the manuscript. There should also be up to 5 keywords (in Japanese and English respectively). These keywords should be words, not sentences. English abstracts should be reviewed before submission by a native English speaker.
- 5) All attached figures (including graphs and photographs) and tables should be on separate pages at the end of the text. The image and writing must be clear.
- 6) If the author wishes to include electronic supplementary materials and it is deemed appropriate by the editorial board, it should be included at the end of the main text (after the conflict of interest statement) and will be included in the J-STAGE online version of *The Journal*.

3. Document length

- 1) “Original Articles” and “Review Articles” should not exceed 16 pages of A4 size paper (about 12,800 characters in Japanese and 250 words per page in English; corresponding to 8 printed pages of *The Journal*) including attached figures and tables. “Short Communication” and “Practical Articles” should not exceed 12 pages (equivalent to 6 pages of *The Journal*).
- 2) As a general rule, figures or tables should not be larger than half an A4 page.

4. Word style

- 1) Uncommon foreign words or names for people and places should be written using the Roman alphabet or in English. Generic drug names are used with the brand name written in parentheses. When describing specific chemicals, equipment and materials, include the product name, trademark or registered trademark.
- 2) Abbreviations for words that are repeated in the paper may be used, but the abbreviation should be placed in parentheses immediately following its first use in the main body of the text. The words shown in Appendix 1 can be used without spelling them out.
- 3) The metric (SI) system (mm, cm, mL, dL, mg, kg, etc.) should be used for measurements.

5. Conflict of interest

State any “conflict of interest” at the end of the text (before the references) as follows:

- 1) If there is no conflict of interest to be disclosed, write:
“There is no conflict of interest to be disclosed in relation to the contents of this paper.”
- 2) If there is a conflict to be disclosed: Describe the name of the author and the contents to be disclosed.
[For example] Conflicts of interest to be disclosed in relation to the contents of this paper are shown below.
 1. Officer / advisor: Yes (author name, XX Pharmaceutical)
 2. Shareholding status: Yes (author name, XX Pharmaceutical)
 3. Patent royalty: Yes (author name, XX Pharmaceutical)
 4. Presentation fee, manuscript fee: Yes (author name, XX Pharmaceutical)
 5. Commissioned research fund, Collaborative research, Gift/donation: Yes (author name, XX Pharmaceutical)
 6. Position maintained by gift/donation: (author name, XX Pharmaceutical)

6. References

References should be limited to those directly related to the text, numbered sequentially with superscripted numbers, and enumerated in numerical order in the reference list every time they are cited in the text (according to the Vancouver style of referencing). Descriptions of bibliographic information in the literature and citing are in accordance with the “Unified Regulations for Submitting Manuscripts to Biomedical Journals” with authors and co-authors written up to three people, and from the fourth person onwards abbreviated using “et al.” Japanese journals are written with the complete name. For English journals, use the abbreviated journal name as adopted in Index Medicus. Refer to the reference examples in Appendix 2.

7. Manuscript format

We recommend the following format for manuscript data. File names should use half-width alphanumeric characters only. Do not use spaces, periods, circled numerals such as ①②, or Roman numerals such as I and II in file names. Since there is a limit of 4 files per submission (up to 4 pages excluding the submission form), consider creating one Excel file with separate sheets for multiple tables.

Text: Microsoft Word (obtain and use template file from the website)

Tables: Microsoft Word, or Microsoft Excel

Figures (graph / photo): Microsoft PowerPoint, Microsoft Word (check the resolution when pasting into a file), PDF, PSD (Adobe Photoshop), AI (Adobe Illustrator)

* Create clear figures that are readable when printed. Consider the color scheme and contrast for display in J-STAGE and the monochrome printing of *The Journal*.

* For the image resolution, the following settings are preferred:

[Photos] Finished size 300 dpi

[Line drawings] Finished size 1000 dpi

For inquiries, contact the editorial office.

8. Reviewer request

- 1) The author should specify 4 potential reviewers to review the submitted manuscript.
- 2) Attach the reason if there is a wish to avoid a specific reviewer.
- 3) The editorial board is not restricted by the requests for reviewers. In addition, the information obtained will not be open to the public.

9. Points to note when submitting revised manuscripts

- 1) Prepare a detailed response corresponding to each comment by the peer reviewer. Also, show the revised text sections in red to indicate the areas that were changed.
- 2) Post the revised manuscript within 2 months of the reviewer's comments. If you need more time, contact the editorial office. If there is no contact made and the revision date has been exceeded, it will be treated as "a withdrawal".

Appendix 1 Abbreviations that can be used without spelling out in the text

(The latest list is on the website.)

CBT	Computer-Based Testing
GIO	General Instructional Objective
OSCE	Objective Structured Clinical Examination
OTC	Over the Counter
QOL	Quality of Life
SBO	Specific Behavioral Objective
SGD	Small Group Discussion
WHO	World Health Organization

Appendix 2 References and Citations

Refer to the International Committee of Medical Journal Editors "Uniform Regulations for Submitting Manuscripts to Biomedical Journals" guidelines for submitting manuscripts (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3142758/>) and the US National Library of Medicine's style guide for references and citations in "NLM Citing Medicine, 2nd edition" (<https://www.ncbi.nlm.nih.gov/sites/books/NBK7256/>). The accepted abbreviations adopted by Index Medicus can be found on the following NLM website: https://www.nlm.nih.gov/bsd/num_titles.html.