

Japanese Journal of Social Welfare: Instructions to Authors

Introduction

The Japanese Journal of Social Welfare is published quarterly by The Japanese Society of Social Welfare. *The Journal* publishes original work in all fields of social welfare research which advance the development of knowledge of social welfare and to inform social work practices, particularly focusing on issues in the area of Asia and Pacific countries including Japan.

From 2013, the Japanese Journal of Social Welfare publishes special issues that only provide English articles. English articles are also peculiarly published in the electronic journal on the homepages of The Japanese Society of Social Welfare.

The Japanese Journal of Social Welfare is affiliated with the Japanese Society of Social Welfare (hereafter, the Society). Authors who want to submit to the English special issues should be a member of the Society.

Those who intend to publish an English article should please follow the instructions below. It is necessary to submit three copies of the manuscript with an electronic file (the Microsoft Word or text format) stored on a CD-R or other memory devices. Every manuscript will be examined by members of the Editorial Board and external reviewers to determine whether it should be published in *the Journal*. Based on the reviews, some revisions may be required. Final decisions will be made by the Editorial Board. Rejected manuscripts will not be returned, unless otherwise requested.

Types of contribution

1. Review Article: Reviews and comments of articles on progress in any field of social welfare and social work. The text is limited to 4,000 words, excluding tables, figures, and references. The total number of tables and figures should be no more than six.
2. Original Article: Submitted paper to document results of original research. The material should not have been previously published elsewhere, except in a preliminary form. The text is limited to 4000 words, excluding tables, figures, and references. The total number of tables and figures should be no more than six.

Preparation of manuscripts

Manuscripts, written in English, in triplicate, must be complete in all respects, i.e. three copies of all items, including figures and tables. The manuscript should be typed with double and wide margins, on one side of pages of uniform size, numbered consecutively.

Manuscripts must be checked by an English native speaker, and the author should submit proof of this check.

Title pages

In the title page of the article, the numbers of words in the text, tables, and figures should be mentioned; however, neither names nor academic titles will be listed. Author's full names and academic or professional affiliations should be included, on a separate page. The name and address of the author to whom correspondence may be sent should be indicated, including a

telephone number, fax number, and e-mail address for immediate inquiries from the Society.

Abstract

A structured abstract (objectives, methods, results, and conclusion) up to 200 words should be included with the manuscript together with up to 6 key words which will be used for indexing.

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Figures must be submitted in triplicate, and reach the editors in a form and condition suitable for reproduction. The figures must bear a title, and be numbered in Arabic numerals according to the sequence of their appearance in the text, where they are to be referred to as Figure 1, Figures 2-4, etc.

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Tables should be typed, each on a separate page, numbered in sequence in Arabic numerals (Table 1, Table 2, etc.), provided with a brief descriptive title, and referred to in the text as Table 1, etc.

References

Authors are asked to pay particular attention to the accuracy and correct presentation of references. In-text references should be cited by giving the author's name, year of publication (Smith, 1928) and specific page numbers after a direct quotation. In-text lists of references should be in chronological order.

All references cited in the text are to be listed at the end in alphabetical order by surname (if there are more than three, list the first three plus et al.). Put references by the same authors in chronological order with the most recent last. Publications for the same author appearing in a single year should use a, b, c (ex. Solomon P (2011a), Rapp CA, Bond G (2009b), etc).

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Ethical consideration and conflicts of interest

Authors should adhere to the ethical guidelines for social welfare research of the Society. Also, the research should be conducted in accordance with the recommendations outlined in the Declaration of Helsinki and guidelines for human studies issued by the authorized body in the country where research is performed.

The authors should mention, if necessary, ethical consideration of their study in the text (preferably in the section of Method). Also, the authors should state any conflicts of interest, if they have.

Submission of manuscripts

Submission of a manuscript to *the Journal* implies that it is not under consideration for publication elsewhere and furthermore that it contains original work not previously published elsewhere.

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