

St. Luke's International University Repository

Bulletin of St. Luke's International University Submission Guidelines

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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 research outcomes even if not considered an "Original Article" (Peer reviewed)
3. Review Article: A review of previous research related to a single subject or formulation of theory (Peer reviewed)
4. Brief Report: An article reporting a practical or training experience
* Except for Brief Report (point 4), the Bulletin committee will request peer review by an appropriate third person.

II. Author eligibility

1. Faculty, staff, and researchers of this institution
2. Graduate students, graduate school alumni, and research students
* Graduate school alumni: within 3 years of their graduation date and limited to research conducted during their time as a student at this university
3. Those who are approved by the chair of the Bulletin Committee
* Those applicable under point 3 cannot be corresponding author

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

Manuscripts should be submitted in Japanese or 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V. At the time of submission, the manuscript should be unpublished and not under review elsewhere.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 the case of a single work or the first author. There is no limitation in terms of the number of submissions for other authors (coauthors).

VII. The 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 (e.g., a full digital publication 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 latest Bulletin format. 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. Brief 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 author's name.
5. List all those with the same affiliation together. The official affiliation name shall be as written in 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 and manuscripts should be checked by a native Japanese speaker.
8. Figures, tables, and images: Uses of figures and tables should be kept to a minimum. 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. The amount of information, size, etc. of figures, tables, and images should be considered carefully. If it is evaluated as excessive or of insufficient 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 ¹⁾ ^{1,3)} ^{5,7-9)} 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, 2nd 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 book]** 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 Feb 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 [cited 2017–07–01]

III. Submission Procedure

1. Corresponding authors must apply for submission by the set deadline. Following this, all procedures regarding submission shall be conducted by and under the responsibility of the corresponding author.

2. Submissions to the Bulletin are to be sent to the below email address and should include the manuscript and Accompanying Sheet, Check List, and Submission of Manuscript (Form # 1). If there is any trouble with submitting one's documents via email due to the file size, etc., the author should contact the committee.
3. The file should be named, "*Name of first author*. manuscript".
4. If the manuscript is submitted as an "Original Article", "Research Report" or "Review Article", it should be checked very carefully that no information from which the author can be identified is indicated in the abstract, text, acknowledgement, notes, or references. The committee may request resubmission if necessary.
5. The name of the accompanying sheet for publication file should be "*Name of first author*. sheet".
6. 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 for publication: PDF
 - c. Publication agreement form (Form # 1): PDF
7. The manuscript to be published should be sent promptly after you receive the acceptance notice. The file's format should be Microsoft Word, Excel and/or PowerPoint.
8. Where to submit/contact
Bulletin Committee Email: kiyoukiyou@slcn.ac.jp or kiyoukiyou@luke.ac.jp

IV. Processing and Acceptance/Rejection

- 1) Date of processing is the date that a manuscript reaches the committee.
- 2) The committee affords the right to ask the author to change the type of manuscript, to revise, or to add to the manuscript.
- 3) If a manuscript does not comply with the guidelines, it may not be processed. The committee shall decide whether it is accepted or rejected, and its publication order.

V. Others

1. In principle, proofreading may only be conducted on the first draft. All major additions or revisions, including for the first draft, are prohibited.
2. All manuscripts shall be published after the author and all co-authors have read thoroughly and approved of the manuscript. The publication agreement form (Form # 1) should be signed by all authors. Final manuscripts should be submitted with the final publication agreement form (Form # 2) signed by the first author.
3. Submitted manuscripts must be completely clear of any possible academic issues, ethically or otherwise.

Important Notes

- Please keep all deadlines designated by the editorial board.
- Please confirm all the materials you submit in order to avoid making replacements.
- What to submit:

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

- Where to submit/Contact

Bulletin Committee Email: kiyoukiyou@slcn.ac.jp or kiyoukiyou@luke.ac.jp

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Revised: July 5, 2016

Revised: June 6, 2017

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Revised: July 23, 2019

Revised: July 20, 2021

Revised: July 19, 2022