

# Japanese Journal of Social Welfare: Instructions to Authors

(March 13, 2021)

## 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.

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

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.

## Figures

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.

## Tables

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).

Check that the text citations correspond exactly with the reference list. Give journal and book titles in full. If non-English references are included, translate the title of the book or article. For example:

Shirasawa M (1991). Development of Case Management in Japan. *Japanese Journal of Community Care* 4: 100-110. (in Japanese)

### Format for authored book:

Compton BR, Galaway B (1979). *Social work processes* (2nd edn). Homewood, IL, Dorsey Press.

### Format for chapter in an authored book:

Maluccio AN (1985). Education and training for child welfare practice. In: Laird J, Hartmann A, eds. *A handbook of child welfare*, pp. 5-15. New York, Free Press.

### Format for journal article:

Midgley J (2001). The United States: welfare, work and development. *International Journal of Social Welfare* 10(4): 284-293.

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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.

Authors who want to submit the manuscripts must keep the rules written in the documents below.

- 「一般社団法人日本社会福祉学会機関誌編集規程」
- 「一般社団法人日本社会福祉学会機関誌編集委員会規程」
- 「一般社団法人日本社会福祉学会機関誌『社会福祉学』投稿要領
- 「機関誌『社会福祉学』執筆要領」(別添〔引用法〕を含む)」
- 「投稿受領から掲載までのフローチャート」
- 「投稿チェックリスト」
- 「投稿にあたっての注意喚起」
- 「再投稿にあたってのお願い」
- 「博士論文と投稿論文との関連について」
- 「エディターズ・キックの導入について」
- 「『社会福祉学』への投稿論文における研究倫理に関する記述について」

## 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.

## Proofs

Proofs will only be supplied for the author to check for typesetting accuracy and no changes to the original manuscript will be allowed at this stage. Return of proofs should not cause delays in publication and the Society will proceed if proofs are not returned before the deadline stipulated.

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Reprints of articles may be ordered by completing and returning to the Society the order form sent to authors upon acceptance of their papers.

## Address all submissions to

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