

The Japanese Journal of Wheelchair Seating
Instructions for Authors

1. The purpose of publishing this journal

The Japanese Journal of Wheelchair Seating is a journal of the Japanese Society of Seating Consultants. The purpose behind publishing this journal is to contribute to the research on wheelchair seating by sharing academic findings and information with researchers, clinicians, and other stakeholders.

2. Types of manuscripts

The types of manuscripts for submission must be previously unpublished and may include original research articles, case reports, other reports (technical reports, clinical practice, etc.), review articles, and other manuscripts approved by the Editorial Board.

For example:

- 1) Original research articles
Original research articles that clearly present the research findings.
- 2) Case reports
Reports that appropriately show the content of the evaluation and treatment of cases and the clinical course.
- 3) Other reports (technical reports, clinical practice, etc.)
Concrete objective and logically presentation of information with innovative efforts in wheelchair seating research, education, and clinical practice.
- 4) Review articles
Manuscripts providing a comprehensive summary of the theories and current understanding pertaining to a certain topic. Such manuscripts are generally written at the request of the Editorial Board.

3. Contributor qualifications

The journal accepts submissions from both members and nonmembers of the Japanese Society of Seating Consultants. Publication fees shall be waived for members. If the lead author is a nonmember, there must be at least one member of the organization among the coauthors. If all authors are nonmembers, an additional publication fee of 20,000 JPY shall be levied. The maximum number of authors, including the lead author, is limited to five.

4. The manuscript

- 1) The title page should be created using Microsoft Word as a separate file from the main text. The title page should include information, such as the manuscript type, article title, keywords (not more than 3 words), author names, author qualifications, author affiliations, contact information of the corresponding author (address, email address), the number of pages, and the number of tables and figures.
- 2) The manuscript should be prepared in Microsoft Word format. The number of words must not exceed 4,000. There should be no more than 10 pages of tables and figures in an original research article and no more than 5 pages of tables and figures in a report.
- 3) The manuscript pages should be numbered. Line numbers appearing to the left of each line should be included on each page, starting with the first one.

- 4) The manuscripts should be arranged in the following order: title page, abstract, body, references, and captions for tables and figures. Tables and figures should be provided in a file separate from the manuscript file. Original research articles and case reports require a structured abstract (within 250 words).
- 5) Tables and figures should be created using Microsoft PowerPoint, Word, or Excel, and should be placed in a single file. The size of the file containing the tables and figures should not exceed 10 MB. The resolution of figures and images should be at least 300 dpi.
- 6) Do not mention product names in the title of the manuscript. When mentioning a registered trade name in the text, capitalize the first letters of the product name and include the company name in parentheses following the registered trade name. Do not include a symbol or acronym indicating a registered trademark (@, TM, etc.).
- 7) References should be numbered in the order in which they appear in the text, and the list of references should be presented at the end of the manuscript in the “References” section. Furthermore, references should be cited in superscript numbers within parentheses where appropriate in the text.
- 8) In the case of a journal, references should be written in the following order: author name(s), title, name of the journal in which the source was published, year of publication, volume, pages (first page – last page). In the case of a book, the order should be as follows: author name(s), title of the book, editor name(s), publisher name, location of the publisher, year of publication, page numbers (first page – last page). If the referenced work has three or more authors, list the names of the first two authors followed by et al. In the case of a website, list the creator, the address of the web page (the URL), and the date on which the page or site was last viewed.

Examples:

Articles:

Brienza DM, Karg P: Seat cushion optimization: a comparison of interface pressure and tissue stiffness characteristics for spinal cord injured and elderly patients. *Arch Phys Med Rehabil*, 1998;79: pp388-394.

Books:

Reswick JB, Rogers JE: Experience at rancho amigos hospital with devices and techniques to prevent pressure sores. Kenedi RM, Cowden JM, Scales (eds) University Park Press, Baltimore, 1976, pp301-310.

Web site:

United States Department of Justice: Guide to Disability Rights Laws. Available from: <https://www.ada.gov/resources/disability-rights-guide> [cited 2023 Aug 20]

5. Ethics

In research articles involving human subjects, clearly indicate that the research has been approved by the research ethics committee of the authors' affiliated institutions. The approval code or date should also be mentioned in the article.

6. Conflicts of interests

At the end of the manuscript, clearly state whether there are any potential conflicts of interests, which the authors may have with companies or other entities. The lead author must submit a signed “Disclosure of Conflicts of Interests” on a separate sheet on behalf of all the contributing authors at the time of submission. The publication of a manuscript will not be rejected on the sole basis of a conflict of interest.

Examples of disclosure of conflicts of interest:

There are no conflicts of interest.

There is a conflict of interests. The equipment used in the present study was provided by _____.

* If there is a conflict of interests, fill in the blank with the name of the company or other entity.

7. Submission procedure

Manuscripts should be emailed to the Editorial Board, with an author consent form and a disclosure of conflicts of interests form. The author consent form shall be signed by all authors associated with the manuscript. However, if signing is difficult for authors because of illness or other reasons, this requirement may be waived. The lead author may submit multiple author consent forms if each consent form was created by each coauthor (with the title of the article, date, and names of all authors other than themselves written by hand or using a word processor).

8. Permission to reuse content

If a table or figure previously published in another work has been included in the manuscript, permission to reuse that content should be obtained from the copyright holder, such as the publisher or other entity. Clearly indicate that permission has been obtained following the title of the table or figure.

9. Manuscript acceptance

The Editorial Board decides whether to accept or reject a manuscript, considering the opinions of multiple reviewers. The Editorial Board may require the authors to revise the manuscript as per the results of peer-review and editorial policies. Authors are required to resubmit the revised manuscript before a specified deadline. If the revised manuscript is not submitted before the specified deadline, it will be treated as a newly submitted manuscript.

10. Other

- The Japanese Society of Seating Consultants will hold the copyright of the published manuscript.
- All publication costs, with the exception of the cost of color printing, will be covered by the Japanese Society of Seating Consultants. Generally, the cost of color printing is borne by the authors.
- Published manuscripts will be provided to the lead author in PDF format.

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