

National Taipei University of Nursing and Health Sciences Guidelines of Call for Papers for Journal of Health Sciences

Resolved by the Journal of Health Sciences Editing Committee on Mar. 04, 2013
Amended and approved by the Journal of Health Sciences Editing Committee on Sep. 12, 2016
Amended and approved by the Journal of Health Sciences Editing Committee on Sep. 23, 2019
Amended and approved by the Journal of Health Sciences Editing Committee on Sep. 17, 2020

1. The Journal of Health Sciences is an electronic publication of the National Taipei University of Nursing and Health Sciences that aims at publishing original articles, technical reports, N4 nursing project, reviews, and other academic papers that are related to health science and have not been published in other publications.

2. Scope:

The scope of papers called for includes: original articles, technical reports, N4 nursing project, reviews, and other written works on nursing care, infant care, leisure and health protection, health services management, health information, life and death education, counseling and guidance, hearing disabilities, basic medicine, practical teaching research, and humanities, legal, or administration topics related to health care, as well as any article related with health sciences.

3. Manuscript Format:

(A) **Length of papers and page numbering:** manuscripts should be typed on a computer on A4 paper in portrait format (12 point font). Chinese font should be 標楷體, and English font and numerals should be Times New Roman. Lines should be double spaced. Chinese punctuation should be full-width, and English punctuation should be half-width. The top and bottom margins should be 2 cm, and left and right should be margins 3.17 cm, with page numbering starting from the abstract page.

1. Original articles: The length of original academic papers is limited to 8,000 Chinese characters or 6,500 English words (for qualitative research, the Chinese should be within 18,000 characters and the English should be within 16,000 words), excluding the abstract, charts and references. Number of figures and tables should not exceed 5 in total, and items of references should not exceed 45.

2. Technical reports: Practical case studies and problem-solving guidance reports are limited to 8,000 Chinese characters or 6,500 English words, excluding the abstract, charts and references. Number of figures and tables should not exceed 5 in total, and items of reference literature should not exceed 45.

3. Reviews: For retrospectives, topical discussions or meta-analysis articles, length, number of charts and amount of reference literature is not limited.

(B) **Title page:** Initial letters of each English word, except for articles and prepositions, should be capitalized. For prepositions longer than 5 letters, the first letter should also be capitalized. If a subtitle is used, separate it with a colon (:). Add a running title of 20 Chinese characters or 40 English letters or less. To facilitate anonymous peer review of this journal, please use a

separate sheet to provide basic information of the authors: including Chinese and English thesis title, name of current job title (including the institute's name), as well as corresponding author's name, address, telephone, fax and e-mail address.

- (C) **Abstract page:** Chinese and English abstracts should be consistent in terms of contents, with a structured summary of the original article clearly describing its purpose, methods, results and conclusions. The length should be approximately 500 words. Format of abstracts of technical reports and reviews may adopt a non-structured format presented in a single paragraph, but may not exceed 500 words in length. Abstracts shall include 3-5 Chinese and English key words.
- (D) **Text Body:** Section titles of original articles should include: Foreword (including literature review), Methods, Results, Discussion, Acknowledgements (if any), and References; technical report contents and implications shall include: creative concept, theoretical foundation, subject matter, methods and techniques, and results application. Technical terms should be written in full on first use with any abbreviation following in parenthesis.
- (E) **Chapters, Headings, and Notes:** Article chapters should adopt the following format; One, 1., (1), a., (a) in such order, indented from left to right.
- (F) **Table and figure descriptions:** Tables and figures should be concise placed after the references. The titles should be placed above the table and aligned to the left. For quotation or translation of tables produced by other people, a letter of consent from the copyright holder must be included.
- (G) **References:** References and quotes should be cited according to the format of the **seventh** edition of the American Psychological Association (APA) format and style guide.

4. Conflict of interest statement:

The author of the manuscript is required to disclose to the editorial committee any possible conflict of interest that may have impacted on the author's gathering, analysis and interpretation of content of the article. Corresponding authors should confirm that no data or information received during the course of research will create any conflict of interest, and they shall bear sole responsibility for the submission of the manuscript.

5. Research ethics:

As the health sciences profession involves research of behavioral and applied sciences, given that contemporary emphasis on protection of medical ethics of study subjects, research articles contributed to this journal should include informed consents of study subjects mentioned in the text of the study (child research subjects require the consent of the legal adult guardian) or an explanation of consent gained by any outsourced institution, or of any audit of the IRB or the Community Review Board.

6. Manuscript review:

- (A) Review will be conducted on a “first come, first served” basis. If deemed necessary submitted articles will be subject to peer review by two subject matter experts as recommended by the Editorial Board prior to publishing.
- (B) If the two reviewers are in disagreement, the chief editor will make a final decision or assign to a third subject matter expert for a further review.
- (C) A blind review system will be adopted and names of contributing authors and reviewers will not be disclosed.
- (D) Manuscript authors should make corrections or answer any comments of the reviewer and include an explanation of corrections or non-corrections. The revised manuscript and electronic file should be resubmitted to the editor for the original reviewer to examine. This process should be repeated until the reviewer deems the manuscript satisfactory or rejects it finally.
- (E) Submissions that pass review will be forwarded to a foreign consultant for proofreading of the English abstract. At the same time, the Journal reserves the right to further modify or to reject the submission.

7. Proofreading:

- (A) Once a submitted article is approved, the authors are responsible for its first and final proofreading. Unless there are corrections in accordance with reviewer suggestions, no addition or deletion of the contents is allowed.
- (B) After document layout has been completed, the authors may only fix formatting errors.

8. Copyright:

- (A) Upon the acceptance of the submissions, the authors themselves are subject to any responsibility arising thereof.
- (B) All authors of the work agree that, on publication, the economic rights of the manuscript will be transferred to the National Taipei University of Nursing and Health Sciences (NTUNHES), and NTUNHES may authorize database service providers approved by the Journal to establish a digital archives for reproduction, public transmission on the Internet, downloading, or printing; the authors, however, still retain all moral rights, including the right to republication and the right to use of the article for educational and other individual purposes.

9. Manuscript Acceptance: The journal accepts manuscripts on a year-round basis.

10. Publication cycle:

As the journal is published electronically, articles can be published immediately on the Internet in PDF format after the review. The journal itself is published annually in one volume comprising March and September editions. Depending on volume of manuscripts, the Editorial Board may adjust publication

times.

11. Manuscript Fees:

- (A) For Online Submission, please login at the Journal of Health Sciences review system: (http://140.131.86.109/ES_NTCN/index_login.php), and e-mail to the Editorial Board of the Journal of Health Sciences, National Taipei University of Nursing and Health Sciences, ntenjohs@ntunhs.edu.tw. Please add the subject “Journal of Health Sciences” accompanied by Chinese and English names, service institute, job title, mailing address, telephone and fax numbers, and e-mail address.
- (B) After applying via the Online Submission System, download a contributor’s copyright authorization statement, have it signed by the co-authors, and scan the documents into electronic form to upload the journal to the review system.
- (C) For submission of nursing projects, please attach the certifications of “Review Approval for the Project” (N4).

12. The Journal preserves the personal data and copyright authorization letter for 50 years from the date of submission.

13. Publication:

- (A) Manuscripts that pass review will be published at: <http://journal.ntunhs.edu.tw/bin/home.php>
- (B) After publication, a certificate of publication will be issued. No hard copy of the article will be issued, and no royalties or compensation will be paid.